



# 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)

---

## REGULAR MEETING AGENDA

May 04, 2021, 6:00 PM

**ATTENTION:** Park Board meetings are being held online via Zoom under Governor Inslee's public health proclamations regarding the COVID-19 virus. Members of the public are encouraged to join the study session and/or regular meeting by using the Meeting ID 863 4074 1672 Password: PenMet0504, or call in at +1 253-215-8782 Password: 9605915793. Meeting agendas can be accessed online at [PenMetParks.org](http://PenMetParks.org). Comments submitted via email will be read into the record during the meeting; the deadline to submit comments is 5 pm on May 3, 2021.

<https://us02web.zoom.us/j/86340741672?pwd=RWtlSkdzOTUxTVVOTkY2M3k1YnkWQT09>

---

### Call to Order

#### Commissioner Roll Call:

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

#### ITEM 1 Approval of Agenda

#### ITEM 2 Citizen Comments

Due to current circumstances surrounding the COVID-19 Pandemic, we will be accepting citizen comments via email at [admin@penmetparks.org](mailto:admin@penmetparks.org) up until 5:00 pm on May 3, 2021. Comments will be read and recorded in the meeting.

#### ITEM 3 Presentations

- 3a. Executive Director's Report
- 3b. Kids Need Play (KNP) - Pierce County Presentation
- 3c. [Investment of Bond Proceeds](#)
- 3d. [Finance Report](#)
- 3e. President's Report

#### ITEM 4 Consent Agenda

- 4a. [Approval of Minutes](#)  
[04/20/21 Regular Meeting](#)
- 4b. [Approval of Vouchers](#)  
[\\$97,848.26 Reference Number: 210303001-210303002](#)

#### ITEM 5 Unfinished Business: None



# 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)

**ITEM 6 New Business: None**

**ITEM 7 Project Manager Update**

**7a. Community Recreation Center Update**

**7b. CRC Operations Committee**

**7c. CRC Marketing Committee**

**7d. CRC Finance Committee**

**7e. Hale Pass Update**

**ITEM 8 Next Board Meetings**

Tuesday, May 18, 2021 (Study and Regular) Via Zoom or Teleconference Study Session at 5:00 and Regular Meeting at 6:00 pm

**ITEM 9 Executive Session: None**

**ITEM 10 Adjournment**

## AGENDA POLICY

---

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

PO Box 425 – Gig Harbor, WA 98335  
253-858-3400 – info@penmetparks.org  
[www.penmetparks.org](http://www.penmetparks.org)

## DISTRICT COMMISSION MEMO

**To:** Board of Park Commissioners  
**From:** Louise Tieman, Interim Finance & HR Manager  
**Date:** May 4, 2021  
**Subject:** Investment of CRC bond proceeds

### Background/Analysis

On April 22, 2021, the District received \$16,000,000 in bond proceeds as part of financing the Community Recreation Center capital project. The proceeds were deposited into the District’s non-interest-bearing account at Pierce County Finance. After discussion with Jim Block, Pierce County Finance Department’s Banking and Investment Officer, it was clear that it is fiscally prudent to invest the proceeds to obtain as much interest as possible while preserving assets.

It is within Administrative authority to direct the cash management of the bond proceeds, as it has the same authority over other District funds. The intention to invest the proceeds was discussed with the CRC Finance Committee on April 28<sup>th</sup>. The Interim Finance Manager directed that the entire \$16 million in proceeds be invested as of Monday, May 3<sup>rd</sup>. Based on current rates, anticipated interest revenue is approximately \$67,000.

### Explanation

Per the attached Sources & Uses of Funds document provided by the District’s bond consultant D.A. Davidson, the District can utilize \$16 million for project costs associated with the CRC project. The project cash flow analysis provided by Absher Construction Co. projects monthly expenditures that will draw down the bond proceeds over the next 12-14 months. As the bond proceeds are being drawn down, the remaining balance can be safely invested and provide investment interest, which in turn can be utilized in the CRC project. A chart showing the projected interest and construction draws is also attached.

The funds will be invested in the Washington State Investment Pool, currently returning a daily rate of .0078% (subject to change). While the rate is low, it is higher than bank interest and has no costs associated with balance transfers. The funds are completely liquid with prior one-day notice requesting transfer back to the District’s cash account. Information about the investment pool:

- The Local Government Investment Pool (LGIP) is a voluntary investment vehicle operated by the State Treasurer. Over 530 local governments have participated in the pool since it was started in 1986 to provide safe, liquid, and competitive investment options for local government pursuant to [RCW 43.250](#).



# 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)

- The LGIP lets local governments use the State Treasurer’s resources to safely invest their funds while enjoying the economies of scale available from a \$10-16 billion pooled fund investment portfolio.
- The LGIP is the same fund where other District cash is invested, currently totaling approximately \$10 million.

## SOURCES AND USES OF FUNDS

**PenMet Parks  
LTGO Bonds, 2021  
AA, BQ/Taxable  
First Principal 12/1/23, 30 yr term, 12/1/30 call**

Dated Date                    04/22/2021  
Delivery Date                04/22/2021

<b>Sources:</b>	<b>LTGO Bonds, 2021 (BQ)</b>	<b>LTGO Bonds, 2021 (Taxable)</b>	<b>Total</b>
Bond Proceeds:			
Par Amount	9,000,000.00	6,145,000.00	15,145,000.00
Premium	997,528.55		997,528.55
	9,997,528.55	6,145,000.00	16,142,528.55
<hr/>			
<b>Uses:</b>	<b>LTGO Bonds, 2021 (BQ)</b>	<b>LTGO Bonds, 2021 (Taxable)</b>	<b>Total</b>
Project Fund Deposits:			
Project Fund	9,913,730.55	6,086,269.45	16,000,000.00
Cost of Issuance:			
Bond Counsel & OS Prep fee	26,741.50	18,258.50	45,000.00
Rating Fee	12,182.24	8,317.76	20,500.00
Dorsey Fee	594.26	405.74	1,000.00
	39,518.00	26,982.00	66,500.00
Delivery Date Expenses:			
Underwriter's Discount	44,280.00	30,233.40	74,513.40
Other Uses of Funds:			
Additional Proceeds		1,515.15	1,515.15
	9,997,528.55	6,145,000.00	16,142,528.55

**Cash Management Forecast for CRC Bonds**  
**Updated on: 4/30/2021**

WA State Investment Pool: 0.0078

\*Rate as of 4/30/21 and subject to change

\*\*There is no penalty for drawing down funds at any time.

Month	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21
Beginning Investment Bal	\$ 16,000,000	\$ 15,727,400	\$ 15,397,953	\$ 15,072,369	\$ 14,846,649	\$ 14,590,835	\$ 13,812,975	\$ 12,746,530
30 days interest @ .0078%	10,400	6,553	6,416	6,280	6,186	6,080	5,755	5,311
Forecast expenditures	283,000	336,000	332,000	232,000	262,000	783,940	1,072,200	1,166,711
End. Investment Bal	\$ 15,727,400	\$ 15,397,953	\$ 15,072,369	\$ 14,846,649	\$ 14,590,835	\$ 13,812,975	\$ 12,746,530	\$ 11,585,130

Month	Jan-21	22-Feb	22-Mar	22-Apr	22-May
Beg. Investment Bal	\$ 11,585,130	\$ 9,919,332	\$ 7,266,757	\$ 4,073,535	\$ 883,982
30 days interest @ .0078%	4,827	4,133	3,028	1,697	368
Forecast expenditures	1,670,625	2,656,708	3,196,250	3,191,250	3,175,250
End. Investment Bal	\$ 9,919,332	\$ 7,266,757	\$ 4,073,535	\$ 883,982	

Total Projected Interest
\$ 52,981
\$ 14,054
<b>\$ 67,035</b>



# Peninsula Metropolitan Park District

PO Box 425 – Gig Harbor, WA 98335  
 253-858-3400 – info@penmetparks.org  
[www.penmetparks.org](http://www.penmetparks.org)

## DISTRICT COMMISSION MEMO

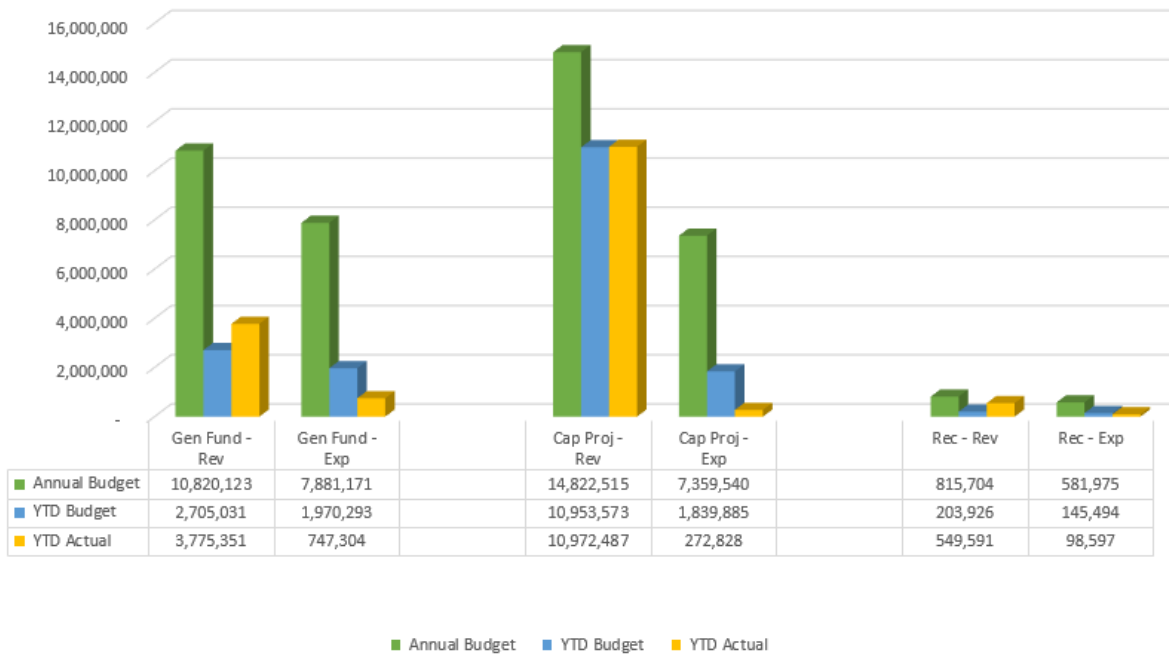
**To:** Board of Park Commissioners  
**From:** Louise Tieman, Interim Finance & HR Manager  
**Date:** May 4, 2021  
**Subject:** **March 2021 Finance Report**

### Background/Analysis

Attached is the January – March 2021 Financial Reports which provide current year budget to actual comparison of revenues and expenditures. Overall, PenMet Parks is running on target with collection of revenue and with expenses.

### Summary Charts

Active Funds Budget to Actual  
 YTD March 2021



### **General Fund:**

The General Fund is the principal operating fund of the District. The fund benefits from the 2020 carryover and has collected revenues consistent with historic first quarter operations. The largest source of revenue in the fund is from property tax collection, the proceeds of which begin arriving in May each year. Investment interest is slightly lagging due to low interest rates of .0135% but has still returned \$3,182 during the period.



# Peninsula Metropolitan Park District

PO Box 425 – Gig Harbor, WA 98335  
253-858-3400 – info@penmetparks.org  
[www.penmetparks.org](http://www.penmetparks.org)

General Fund expenses are on target with planned expenditures with only two exceptions: Professional services has utilized 39% of its budget with regard to personnel matters, and expenditures for natural gas (heating) was higher than normal due to colder than normal temperatures. Any other variances above 25% of the annual budget were expected seasonal expenses.

### Capital Projects Fund:

The Capital Fund is on target for revenue and has expended approved amounts on its three projects, the Community Recreation Center, the Sehmel Homestead Park turf replacement, and the Hale Pass renovation.

### Recreation Fund:

The Recreation Fund pulled ahead in revenues as Spring break camp registrations came in, as well as registrations for the Spring baseball and soccer seasons. Though expenses remain below budget, recreation program expenses are picking up as supplies for both Spring and Summer programs are ordered.

### All other Funds:

The other funds utilized by the District had no or minimal activity, which is as expected during this period.

Fund Name	Budget	Status
Debt Service	541,600	No activity
Debt Contingency	600,000	No activity
Equipment Replacement	362,789	No activity
Fiduciary	-	\$ 6,757
Restricted Endowment	144,965	No activity
Unrestricted Endowment	277,000	\$ 125



# 2021 BUDGET POSITION

Item 3d.

Peninsula Metropolitan Park District

Time: 10:56:18 Date: 04/30/2021

Page: 1

001 General Expense Fund Months: 01 To: 03

	Amt Budgeted	Revenues	Remaining	
--	--------------	----------	-----------	--

001 Carryover

308 91 00 001 Unassigned Beginning Balance	2,938,951.91	2,938,951.91	0.00	0.0%
001 Carryover	2,938,951.91	2,938,951.91	0.00	0.0%

002 Revenue

311 10 00 001 Real and Personal Property Tax	7,306,786.00	669,382.85	6,637,403.15	90.8%
313 17 00 000 Sales Tax	377,000.00	115,959.05	261,040.95	69.2%
317 20 00 000 Leasehold Excise Tax	1,500.00	344.17	1,155.83	77.1%
317 30 00 000 REET Excise Tax	0.00	0.00	0.00	100.0%
317 40 00 000 Private Harvest Tax	0.00	0.00	0.00	100.0%
347 20 00 000 Facility Rental Fee	72,500.00	21,175.96	51,324.04	70.8%
361 11 00 001 Investment Interest	18,000.00	3,181.81	14,818.19	82.3%
362 30 01 000 Parking Space Lease	0.00	0.00	0.00	100.0%
362 50 01 000 Long Term Golf Course Lease	57,000.00	11,697.68	45,302.32	79.5%
362 60 01 000 Housing Rentals/Leases	48,385.08	12,506.30	35,878.78	74.2%
362 70 01 000 Concessions Lease Facilities	0.00	0.00	0.00	100.0%
002 Revenue	7,881,171.08	834,247.82	7,046,923.26	89.4%

003 NonRevenue

389 00 00 000 Other General Fund Revenue	0.00	2,151.58	(2,151.58)	0.0%
395 10 61 000 Sale of Land	0.00	0.00	0.00	100.0%
395 10 62 000 Sale of Buildings & Structures	0.00	0.00	0.00	100.0%
395 10 63 000 Sale of Other Improvements	0.00	0.00	0.00	100.0%
395 10 64 000 Sale of Machinery & Equipment	0.00	0.00	0.00	100.0%
003 NonRevenue	0.00	2,151.58	(2,151.58)	0.0%

<b>Fund Revenues:</b>	<b>10,820,122.99</b>	<b>3,775,351.31</b>	<b>7,044,771.68</b>	<b>65.1%</b>
-----------------------	----------------------	---------------------	---------------------	--------------

	Amt Budgeted	Expenditures	Remaining	
--	--------------	--------------	-----------	--

010 Legislative

511 10 10 000 Compensation	61,440.00	14,208.00	47,232.00	76.9%
511 10 20 000 Benefits	5,652.00	1,696.69	3,955.31	70.0%
511 10 31 000 Office & Operating Supplies	650.00	0.00	650.00	100.0%
511 10 44 000 Printing and Advertising	375.00	0.00	375.00	100.0%
511 20 41 000 Professional Services	80,000.00	0.00	80,000.00	100.0%
511 40 43 000 Travel	4,312.05	0.00	4,312.05	100.0%
511 40 49 000 Memberships & Training	2,128.00	0.00	2,128.00	100.0%
511 50 45 000 Rentals	5,500.00	0.00	5,500.00	100.0%
511 70 41 000 Elections	56,061.00	0.00	56,061.00	100.0%
010 Legislative	216,118.05	15,904.69	200,213.36	92.6%

020 Debt Service

592 84 00 000 Bond Issue Costs	0.00	0.00	0.00	100.0%
592 89 00 000 Bond Service Costs	300.00	0.00	300.00	100.0%
020 Debt Service	300.00	0.00	300.00	100.0%

## 2021 BUDGET POSITION

Item 3d.

Peninsula Metropolitan Park District

Time: 10:56:18 Date: 04/30/2021

Page: 2

001 General Expense Fund Months: 01 To: 03

Expenditures	Amt Budgeted	Expenditures	Remaining
--------------	--------------	--------------	-----------

**030 Executive**

513 10 10 000	Salaries - Exec	130,000.00	31,685.58	98,314.42	75.6%
513 10 11 000	Wages - Regular	129,887.00	31,137.33	98,749.67	76.0%
513 10 20 000	Benefits	111,340.00	23,463.93	87,876.07	78.9%
513 10 44 000	Marketing	3,425.94	159.99	3,265.95	95.3%
513 10 44 001	Supplies	13,250.00	39.99	13,210.01	99.7%
513 10 44 002	Printing	53,528.00	185.39	53,342.61	99.7%
513 10 44 003	Professional Services	29,500.00	3,641.99	25,858.01	87.7%
513 10 45 000	Office Lease	112,305.00	9,358.75	102,946.25	91.7%
513 10 49 000	Dues & Training	8,810.00	2,381.85	6,428.15	73.0%
513 20 41 000	Executive-Professional Services	63,700.00	24,763.60	38,936.40	61.1%
513 40 43 000	Executive - Travel	9,740.00	800.00	8,940.00	91.8%
515 20 41 000	Legal - Professional Services	60,000.00	0.00	60,000.00	100.0%
576 10 31 000	Office and Operating Supplies	7,000.00	674.01	6,325.99	90.4%
576 10 35 000	Minor Equipment	0.00	0.00	0.00	100.0%
576 10 41 000	Professional Services - Computers	37,696.00	6,891.98	30,804.02	81.7%
576 10 43 000	Administration - Travel	500.00	0.00	500.00	100.0%
576 10 45 000	Operating Rentals and Leases	10,000.00	978.26	9,021.74	90.2%
576 10 46 000	Insurance - General Liability	81,000.00	207.00	80,793.00	99.7%
576 10 49 000	Miscellaneous / Events	2,500.00	90.17	2,409.83	96.4%
576 20 31 000	Postage	1,300.00	46.45	1,253.55	96.4%
576 20 36 001	Computer Hardware	12,000.00	250.44	11,749.56	97.9%
576 20 36 002	Computer Software	15,000.00	1,997.67	13,002.33	86.7%
576 20 41 001	Telephone	37,800.00	4,269.09	33,530.91	88.7%
576 20 41 002	Internet	20,000.00	3,467.17	16,532.83	82.7%
576 89 41 000	Taxes	0.00	0.00	0.00	100.0%
589 30 41 000	Sales Tax Rentals	12,573.86	2,285.95	10,287.91	81.8%

<b>030 Executive</b>	<b>962,855.80</b>	<b>148,776.59</b>	<b>814,079.21</b>	<b>84.5%</b>
----------------------	-------------------	-------------------	-------------------	--------------

**040 Budget & Finance**

514 10 11 000	Wages - Regular	150,735.00	36,251.27	114,483.73	76.0%
514 10 20 000	Personnel Benefits	54,341.00	12,578.56	41,762.44	76.9%
514 10 31 000	Supplies	1,149.00	429.87	719.13	62.6%
514 20 00 000	Financial Services	600.00	148.37	451.63	75.3%
514 23 36 000	Computers - Springbrook	4,824.00	990.00	3,834.00	79.5%
514 23 41 000	Professional Services	31,610.00	3,826.09	27,783.91	87.9%
514 23 49 000	Bank Charges	600.00	107.34	492.66	82.1%
514 40 43 000	Travel	105.00	0.00	105.00	100.0%
514 40 49 000	Memberships & Training	590.00	0.00	590.00	100.0%

<b>040 Budget &amp; Finance</b>	<b>244,554.00</b>	<b>54,331.50</b>	<b>190,222.50</b>	<b>77.8%</b>
---------------------------------	-------------------	------------------	-------------------	--------------

**050 Recreational Services**

571 10 11 000	Wages - Administration	79,146.00	18,623.04	60,522.96	76.5%
571 10 20 000	Benefits - Administration	41,176.00	1,792.88	39,383.12	95.6%
571 10 43 000	Conferences	4,340.05	0.00	4,340.05	100.0%

<b>050 Recreational Services</b>	<b>124,662.05</b>	<b>20,415.92</b>	<b>104,246.13</b>	<b>83.6%</b>
----------------------------------	-------------------	------------------	-------------------	--------------

**060 Parks & Grounds**

576 85 11 000	Wages - Regular	641,063.00	122,419.46	518,643.54	80.1%
---------------	-----------------	------------	------------	------------	-------

## 2021 BUDGET POSITION

Item 3d.

Peninsula Metropolitan Park District

Time: 10:56:18 Date: 04/30/2021

Page: 3

001 General Expense Fund

Months: 01 To: 03

Expenditures	Amt Budgeted	Expenditures	Remaining
--------------	--------------	--------------	-----------

060 Parks & Grounds

576 85 20 000 Benefits	321,923.50	54,683.93	267,239.57 83.0%
576 85 31 000 Operating Supplies	0.00	9,242.10	(9,242.10) 0.0%
576 85 31 001 Toilet Paper/Paper Towels	3,122.00	746.83	2,375.17 76.1%
576 85 31 002 Soap/Cleaning Products	1,561.00	314.03	1,246.97 79.9%
576 85 31 003 Signs	5,000.00	648.95	4,351.05 87.0%
576 85 31 004 Garbage Bags	4,950.00	583.22	4,366.78 88.2%
576 85 31 005 Dog Bags	15,350.00	1,000.00	14,350.00 93.5%
576 85 31 006 Fertilizer	2,700.00	0.00	2,700.00 100.0%
576 85 31 007 COVID/Medical	7,177.00	91.58	7,085.42 98.7%
576 85 31 008 Plumbing/Heating	8,000.00	49.70	7,950.30 99.4%
576 85 31 009 Pesticide	3,100.00	6.07	3,093.93 99.8%
576 85 31 010 Rubber	3,300.00	0.00	3,300.00 100.0%
576 85 31 011 Sand/Seed	8,700.00	478.19	8,221.81 94.5%
576 85 31 012 Paint	13,300.00	19.53	13,280.47 99.9%
576 85 31 013 Infield Mix	6,000.00	95.99	5,904.01 98.4%
576 85 31 014 Bark	8,900.00	35.81	8,864.19 99.6%
576 85 31 015 Hardware/Fasteners	6,900.00	1,306.88	5,593.12 81.1%
576 85 31 016 Lights	6,500.00	4,615.83	1,884.17 29.0%
576 85 31 017 Gravel	6,900.00	2,188.43	4,711.57 68.3%
576 85 31 018 Uniforms	5,000.00	0.00	5,000.00 100.0%
576 85 31 019 Vehicle/Trailer	0.00	1,569.35	(1,569.35) 0.0%
576 85 31 020 Supply Oil	1,200.00	67.16	1,132.84 94.4%
576 85 32 000 Fuel	0.00	0.00	0.00 100.0%
576 85 32 001 Diesel	7,000.00	867.68	6,132.32 87.6%
576 85 32 002 Fuel Oil	1,000.00	0.00	1,000.00 100.0%
576 85 32 003 Gasoline	9,000.00	1,303.63	7,696.37 85.5%
576 85 32 004 Propane	500.00	33.33	466.67 93.3%
576 85 34 000 Concessions Expense	55.00	0.00	55.00 100.0%
576 85 35 000 Small Tools & Minor Equipment	12,300.00	7,104.59	5,195.41 42.2%
576 85 36 000 Computers - Shop	0.00	0.00	0.00 100.0%
576 85 40 000 Extraordinary Park Repairs	0.00	0.00	0.00 100.0%
576 85 41 000 Professional Services	0.00	0.00	0.00 100.0%
576 85 41 001 Fire Alarm Inspection	4,500.00	3,985.29	514.71 11.4%
576 85 41 002 Septic Inspection	10,900.00	1,826.73	9,073.27 83.2%
576 85 41 003 Backflow Assembly	900.00	0.00	900.00 100.0%
576 85 41 004 Septic Tank Pumping	10,700.00	0.00	10,700.00 100.0%
576 85 41 005 Asphalt Repair	5,000.00	0.00	5,000.00 100.0%
576 85 41 006 Plumbing	0.00	0.00	0.00 100.0%
576 85 41 007 Auto Services	5,000.00	77.11	4,922.89 98.5%
576 85 41 008 Locks & Deadbolts	0.00	0.00	0.00 100.0%
576 85 41 010 Sani Cans	17,330.00	2,445.00	14,885.00 85.9%
576 85 41 011 Security	10,000.00	0.00	10,000.00 100.0%
576 85 41 012 Safety Program	0.00	3,930.00	(3,930.00) 0.0%
576 85 43 000 Travel	0.00	0.00	0.00 100.0%
576 85 43 001 Bridge Tolls	1,500.00	80.00	1,420.00 94.7%
576 85 43 002 Meals	500.00	0.00	500.00 100.0%
576 85 43 003 Mileage Reimbursement	500.00	0.00	500.00 100.0%
576 85 44 000 Printing & Advertising	0.00	0.00	0.00 100.0%
576 85 45 000 Operating Rentals & Leases	0.00	0.00	0.00 100.0%
576 85 45 001 Scissor Lift	1,700.00	0.00	1,700.00 100.0%
576 85 45 002 Boom	2,000.00	0.00	2,000.00 100.0%
576 85 45 003 Demo Hammer	150.00	0.00	150.00 100.0%

## 2021 BUDGET POSITION

Item 3d.

Peninsula Metropolitan Park District

Time: 10:56:18 Date: 04/30/2021

Page: 4

001 General Expense Fund Months: 01 To: 03

Expenditures	Amt Budgeted	Expenditures	Remaining	
<b>060 Parks &amp; Grounds</b>				
576 85 45 004	Excavators	4,000.00	0.00	4,000.00 100.0%
576 85 45 005	Concrete Mixer	1,650.00	0.00	1,650.00 100.0%
576 85 45 006	Copier	0.00	0.00	0.00 100.0%
576 85 45 007	Septic Excavation	0.00	0.00	0.00 100.0%
576 85 45 008	Sod Cutter and Repair	0.00	0.00	0.00 100.0%
576 85 45 009	Cleaning	1,300.00	0.00	1,300.00 100.0%
576 85 46 000	Surface Water/Noxious Weed Tax	3,700.00	0.00	3,700.00 100.0%
576 85 47 000	Utility Services	0.00	0.00	0.00 100.0%
576 85 47 001	Electric	40,800.00	8,794.14	32,005.86 78.4%
576 85 47 002	Water	10,855.00	1,436.94	9,418.06 86.8%
576 85 47 003	Recycle	0.00	0.00	0.00 100.0%
576 85 47 004	Garbage	12,700.00	2,493.23	10,206.77 80.4%
576 85 47 005	Trash - Dump Runs	4,000.00	218.00	3,782.00 94.6%
576 85 47 006	Natural Gas	3,500.00	3,038.72	461.28 13.2%
576 85 48 000	Repairs & Maintenance	0.00	0.00	0.00 100.0%
576 85 48 001	Buildings	14,000.00	133.57	13,866.43 99.0%
576 85 48 002	Equipment	6,000.00	175.67	5,824.33 97.1%
576 85 48 003	Vandalism	4,000.00	0.00	4,000.00 100.0%
576 85 48 004	Heating	0.00	0.00	0.00 100.0%
576 85 48 005	Plumbing	0.00	0.00	0.00 100.0%
576 85 48 006	Structures	5,000.00	2.48	4,997.52 100.0%
576 85 49 000	Memberships & Training	10,600.00	185.00	10,415.00 98.3%
<b>060 Parks &amp; Grounds</b>		<b>1,303,286.50</b>	<b>238,294.15</b>	<b>1,064,992.35 81.7%</b>
<b>070 Capital</b>				
576 80 10 000	Wages - Regular	196,418.00	21,145.60	175,272.40 89.2%
576 80 20 000	Benefits	83,262.00	6,923.21	76,338.79 91.7%
576 80 31 000	Supplies	5,000.00	0.00	5,000.00 100.0%
576 80 35 000	Small Equipment	1,600.00	0.00	1,600.00 100.0%
576 80 41 000	Professional Services	60,000.00	343.75	59,656.25 99.4%
576 80 43 000	Travel	3,300.00	0.00	3,300.00 100.0%
576 80 44 000	Printing	0.00	0.00	0.00 100.0%
576 80 45 000	Facility Rentals	5,000.00	0.00	5,000.00 100.0%
576 80 49 000	Memberships & Training	2,217.00	500.00	1,717.00 77.4%
<b>070 Capital</b>		<b>356,797.00</b>	<b>28,912.56</b>	<b>327,884.44 91.9%</b>
<b>090 NonExpenditures</b>				
589 99 00 000	Payroll Clearing	0.00	(17,110.87)	17,110.87 100.0%
597 20 55 001	Transfer Out to Recreation Fund	150,847.64	150,847.64	0.00 0.0%
597 76 64 001	Transfer Out to Capital Equipment Fund	106,932.00	106,932.00	0.00 0.0%
597 76 65 001	Transfer Out to Capital Project Fund	3,868,942.10	0.00	3,868,942.10 100.0%
597 76 71 001	Transfer Out to Debt Service Fund	541,600.00	0.00	541,600.00 100.0%
598 11 41 000	Intergovt Payment	0.00	0.00	0.00 100.0%
598 22 41 000	Intergovt Pmt - Fire Protect	4,275.94	0.00	4,275.94 100.0%
<b>090 NonExpenditures</b>		<b>4,672,597.68</b>	<b>240,668.77</b>	<b>4,431,928.91 94.8%</b>
<b>Fund Expenditures:</b>		<b>7,881,171.08</b>	<b>747,304.18</b>	<b>7,133,866.90 90.5%</b>

**2021 BUDGET POSITION**

Item 3d.

Peninsula Metropolitan Park District

Time: 10:56:18 Date: 04/30/2021

Page: 5

001 General Expense Fund

Months: 01 To: 03

<b>Fund Excess/(Deficit):</b>	<b>2,938,951.91</b>	<b>3,028,047.13</b>
-------------------------------	---------------------	---------------------

## 2021 BUDGET POSITION

Item 3d.

Peninsula Metropolitan Park District

Time: 10:56:18 Date: 04/30/2021

Page: 6

201 Debt Service Fund Months: 01 To: 03

	Amt Budgeted	Revenues	Remaining
--	--------------	----------	-----------

001 Carryover

308 51 00 201 Assigned Beginning Balance	0.00	0.00	0.00 100.0%
001 Carryover	0.00	0.00	0.00 100.0%

003 NonRevenue

391 11 00 201 General Obligation Bond Proceed	0.00	0.00	0.00 100.0%
392 00 00 201 Premium on Bonds Sold	0.00	0.00	0.00 100.0%
393 00 00 201 Proceeds of Refunding LT Debt	0.00	0.00	0.00 100.0%
397 76 71 201 Transfer In from General Fund	541,600.00	0.00	541,600.00 100.0%
003 NonRevenue	541,600.00	0.00	541,600.00 100.0%

<b>Fund Revenues:</b>	<b>541,600.00</b>	<b>0.00</b>	<b>541,600.00 100.0%</b>
-----------------------	-------------------	-------------	--------------------------

	Amt Budgeted	Expenditures	Remaining
--	--------------	--------------	-----------

020 Debt Service

591 71 00 201 G.O. Bond Principle Payment	425,000.00	0.00	425,000.00 100.0%
592 80 82 201 Bond Discount	0.00	0.00	0.00 100.0%
592 83 00 201 Interest Long Term G.O. Bonds	116,600.00	0.00	116,600.00 100.0%
592 83 76 201 Interest LT Debt-Line of Credit	0.00	0.00	0.00 100.0%
020 Debt Service	541,600.00	0.00	541,600.00 100.0%

<b>Fund Expenditures:</b>	<b>541,600.00</b>	<b>0.00</b>	<b>541,600.00 100.0%</b>
---------------------------	-------------------	-------------	--------------------------

<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>0.00</b>	
-------------------------------	-------------	-------------	--

## 2021 BUDGET POSITION

Item 3d.

Peninsula Metropolitan Park District

Time: 10:56:18 Date: 04/30/2021

Page: 7

202 Debt Contingency Fund Months: 01 To: 03

Revenues	Amt Budgeted	Revenues	Remaining	
----------	--------------	----------	-----------	--

001 Carryover

308 51 00 202 Assigned Beginning Balance	600,000.00	600,000.00	0.00	0.0%
001 Carryover	600,000.00	600,000.00	0.00	0.0%

<b>Fund Revenues:</b>	<b>600,000.00</b>	<b>600,000.00</b>	<b>0.00</b>	<b>0.0%</b>
-----------------------	-------------------	-------------------	-------------	-------------

<b>Fund Excess/(Deficit):</b>	<b>600,000.00</b>	<b>600,000.00</b>		
-------------------------------	-------------------	-------------------	--	--

## 2021 BUDGET POSITION

Item 3d.

Peninsula Metropolitan Park District

Time: 10:56:18 Date: 04/30/2021

Page: 8

300 Capital Projects Months: 01 To: 03

	Amt Budgeted	Revenues	Remaining	
--	--------------	----------	-----------	--

001 Carryover

308 51 00 300 Assigned Beginning Balance	10,953,572.60	10,953,572.60	0.00	0.0%
001 Carryover	10,953,572.60	10,953,572.60	0.00	0.0%

300 Capital Projects

389 00 00 300 Other Capital Revenue	0.00	18,914.28	(18,914.28)	0.0%
397 76 65 300 Transfer In from General Fund	3,868,942.10	0.00	3,868,942.10	100.0%
300 Capital Projects	3,868,942.10	18,914.28	3,850,027.82	99.5%

<b>Fund Revenues:</b>	<b>14,822,514.70</b>	<b>10,972,486.88</b>	<b>3,850,027.82</b>	<b>26.0%</b>
-----------------------	----------------------	----------------------	---------------------	--------------

	Amt Budgeted	Expenditures	Remaining	
--	--------------	--------------	-----------	--

300 Capital Projects

594 76 31 300 Capital Exp. - Supplies	0.00	0.00	0.00	100.0%
594 76 36 300 Capital Exp. - Computers	0.00	0.00	0.00	100.0%
594 76 41 300 Capital Exp. - Prof Services	2,927,302.00	268,796.99	2,658,505.01	90.8%
594 76 44 300 Capital Exp. - Printing	0.00	0.00	0.00	100.0%
594 76 45 300 Capital Exp. - Rentals & Leases	0.00	4,031.15	(4,031.15)	0.0%
594 76 46 300 Capital Exp. - External Taxes	0.00	0.00	0.00	100.0%
594 76 61 300 Capital Exp. - Land & Land Imp.	0.00	0.00	0.00	100.0%
594 76 62 300 Capital Exp - Structures	1,111,472.00	0.00	1,111,472.00	100.0%
594 76 63 300 Cap Exp -Fields/Bridges/Signs	0.00	0.00	0.00	100.0%
594 76 65 300 Capital Exp.- Construction	3,320,766.00	0.00	3,320,766.00	100.0%
594 76 66 300 Capital Exp. - Lease/Purchase	0.00	0.00	0.00	100.0%
300 Capital Projects	7,359,540.00	272,828.14	7,086,711.86	96.3%

<b>Fund Expenditures:</b>	<b>7,359,540.00</b>	<b>272,828.14</b>	<b>7,086,711.86</b>	<b>96.3%</b>
---------------------------	---------------------	-------------------	---------------------	--------------

<b>Fund Excess/(Deficit):</b>	<b>7,462,974.70</b>	<b>10,699,658.74</b>		
-------------------------------	---------------------	----------------------	--	--



## 2021 BUDGET POSITION

Item 3d.

Peninsula Metropolitan Park District

Time: 10:56:18 Date: 04/30/2021

Page: 9

365 Equipment Replacement Fund Months: 01 To: 03

	Amt Budgeted	Revenues	Remaining	
--	--------------	----------	-----------	--

001 Carryover

308 51 00 365 Assigned Beginning Balance	0.00	0.00	0.00	100.0%
308 51 01 365 Assigned Beginning Balance	398,754.00	398,754.00	0.00	0.0%
001 Carryover	398,754.00	398,754.00	0.00	0.0%

003 NonRevenue

397 76 64 365 Transfer In from General Fund	106,932.00	106,932.00	0.00	0.0%
003 NonRevenue	106,932.00	106,932.00	0.00	0.0%

<b>Fund Revenues:</b>	<b>505,686.00</b>	<b>505,686.00</b>	<b>0.00</b>	<b>0.0%</b>
-----------------------	-------------------	-------------------	-------------	-------------

	Amt Budgeted	Expenditures	Remaining	
--	--------------	--------------	-----------	--

300 Capital Projects

594 76 35 300 Capital Exp. - Equipment	104,099.00	0.00	104,099.00	100.0%
594 76 36 365 Capital Exp. - Replacement Computers	38,798.00	0.00	38,798.00	100.0%
300 Capital Projects	142,897.00	0.00	142,897.00	100.0%

<b>Fund Expenditures:</b>	<b>142,897.00</b>	<b>0.00</b>	<b>142,897.00</b>	<b>100.0%</b>
---------------------------	-------------------	-------------	-------------------	---------------

<b>Fund Excess/(Deficit):</b>	<b>362,789.00</b>	<b>505,686.00</b>		
-------------------------------	-------------------	-------------------	--	--

## 2021 BUDGET POSITION

Item 3d.

Peninsula Metropolitan Park District

Time: 10:56:18 Date: 04/30/2021

Page: 10

550 Recreation Fund Months: 01 To: 03

	Amt Budgeted	Revenues	Remaining	
--	--------------	----------	-----------	--

001 Carryover

308 51 00 550 Assigned Beginning Balance	248,255.91	248,255.91	0.00	0.0%
001 Carryover	248,255.91	248,255.91	0.00	0.0%

002 Revenue

347 30 00 550 Recreation Rental Fee	0.00	0.00	0.00	100.0%
347 40 00 550 Event Admission Fee	0.00	0.00	0.00	100.0%
347 60 00 550 Recreation Program Fees	393,200.00	144,650.92	248,549.08	63.2%
347 90 00 550 Other Fees and Charges	18,100.00	5,636.09	12,463.91	68.9%
361 11 55 550 Interest Earned - Recreation	0.00	0.00	0.00	100.0%
367 00 00 550 Donations	0.00	200.00	(200.00)	0.0%
367 00 00 551 Scholarships	0.00	0.00	0.00	100.0%
367 00 00 552 Sponsorship	5,300.00	0.00	5,300.00	100.0%
369 90 00 550 Other Recreation Revenue	0.00	0.00	0.00	100.0%
002 Revenue	416,600.00	150,487.01	266,112.99	63.9%

003 NonRevenue

397 20 55 550 Transfer In from General Fund	150,847.64	150,847.64	0.00	0.0%
003 NonRevenue	150,847.64	150,847.64	0.00	0.0%

<b>Fund Revenues:</b>	<b>815,703.55</b>	<b>549,590.56</b>	<b>266,112.99</b>	<b>32.6%</b>
-----------------------	-------------------	-------------------	-------------------	--------------

	Amt Budgeted	Expenditures	Remaining	
--	--------------	--------------	-----------	--

550 Recreation Revolving

571 20 11 550 Wages - Recreation Program	236,923.00	42,427.28	194,495.72	82.1%
571 20 20 550 Benefits - Recreation Program	76,745.00	15,511.37	61,233.63	79.8%
571 20 31 550 Office & Operating Supplies	58,256.00	5,018.91	53,237.09	91.4%
571 20 35 550 Minor Equipment	2,438.00	0.00	2,438.00	100.0%
571 20 41 550 Sports & Professional Fees	129,020.00	29,522.88	99,497.12	77.1%
571 20 42 550 Communication - Phones	0.00	0.00	0.00	100.0%
571 20 43 550 Travel	1,600.00	109.73	1,490.27	93.1%
571 20 44 550 Printing & Advertising	500.00	0.00	500.00	100.0%
571 20 45 550 Rentals	27,850.00	1,200.00	26,650.00	95.7%
571 20 46 550 Sales & Use Taxes	5,806.00	929.10	4,876.90	84.0%
571 20 47 550 Utilities	0.00	0.00	0.00	100.0%
571 20 49 550 Memberships & Training	714.00	28.04	685.96	96.1%
571 40 49 550 Special Events	42,123.00	3,849.31	38,273.69	90.9%
550 Recreation Revolving	581,975.00	98,596.62	483,378.38	83.1%

<b>Fund Expenditures:</b>	<b>581,975.00</b>	<b>98,596.62</b>	<b>483,378.38</b>	<b>83.1%</b>
---------------------------	-------------------	------------------	-------------------	--------------

<b>Fund Excess/(Deficit):</b>	<b>233,728.55</b>	<b>450,993.94</b>		
-------------------------------	-------------------	-------------------	--	--

## 2021 BUDGET POSITION

Item 3d.

Peninsula Metropolitan Park District

Time: 10:56:18 Date: 04/30/2021

Page: 11

630 Fiduciary Fund Months: 01 To: 03

	Amt Budgeted	Revenues	Remaining	
--	--------------	----------	-----------	--

001 Carryover

308 31 00 630 Restricted Beginning Balance	0.00	9,141.72	(9,141.72)	0.0%
001 Carryover	0.00	9,141.72	(9,141.72)	0.0%

002 Revenue

389 30 53 630 State Leasehold Receipts	0.00	3,256.69	(3,256.69)	0.0%
389 40 00 630 Deposits Received	0.00	0.00	0.00	100.0%
002 Revenue	0.00	3,256.69	(3,256.69)	0.0%

<b>Fund Revenues:</b>	<b>0.00</b>	<b>12,398.41</b>	<b>(12,398.41)</b>	<b>0.0%</b>
-----------------------	-------------	------------------	--------------------	-------------

	Amt Budgeted	Expenditures	Remaining	
--	--------------	--------------	-----------	--

090 NonExpenditures

589 30 41 630 State Leasehold Disbursed	0.00	5,641.71	(5,641.71)	0.0%
589 40 00 000 Deposits Disbursed	0.00	0.00	0.00	100.0%
090 NonExpenditures	0.00	5,641.71	(5,641.71)	0.0%

<b>Fund Expenditures:</b>	<b>0.00</b>	<b>5,641.71</b>	<b>(5,641.71)</b>	<b>0.0%</b>
---------------------------	-------------	-----------------	-------------------	-------------

<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>6,756.70</b>		
-------------------------------	-------------	-----------------	--	--

## 2021 BUDGET POSITION

Item 3d.

Peninsula Metropolitan Park District

Time: 10:56:18 Date: 04/30/2021

Page: 12

701 Unrestricted Endowment Fund Months: 01 To: 03

Revenues	Amt Budgeted	Revenues	Remaining	
----------	--------------	----------	-----------	--

001 Carryover

308 51 00 701 Assigned Beginning Balance	276,373.82	276,373.82	0.00	0.0%
001 Carryover	276,373.82	276,373.82	0.00	0.0%

002 Revenue

361 11 00 701 Interest Revenue	660.00	131.34	528.66	80.1%
002 Revenue	660.00	131.34	528.66	80.1%

<b>Fund Revenues:</b>	<b>277,033.82</b>	<b>276,505.16</b>	<b>528.66</b>	<b>0.2%</b>
-----------------------	-------------------	-------------------	---------------	-------------

Expenditures	Amt Budgeted	Expenditures	Remaining	
--------------	--------------	--------------	-----------	--

080 Endowment

514 25 00 000 Investment Fees - Endowment	34.00	6.69	27.31	80.3%
080 Endowment	34.00	6.69	27.31	80.3%

<b>Fund Expenditures:</b>	<b>34.00</b>	<b>6.69</b>	<b>27.31</b>	<b>80.3%</b>
---------------------------	--------------	-------------	--------------	--------------

<b>Fund Excess/(Deficit):</b>	<b>276,999.82</b>	<b>276,498.47</b>		
-------------------------------	-------------------	-------------------	--	--

## 2021 BUDGET POSITION

Item 3d.

Peninsula Metropolitan Park District

Time: 10:56:18 Date: 04/30/2021

Page: 13

750 Restricted Endowment Fund Months: 01 To: 03

Revenues	Amt Budgeted	Revenues	Remaining	
----------	--------------	----------	-----------	--

001 Carryover

308 31 00 750 Restricted Beginning Balance	144,965.00	144,965.00	0.00	0.0%
001 Carryover	144,965.00	144,965.00	0.00	0.0%

002 Revenue

361 11 00 750 Interest Revenue	0.00	0.00	0.00	100.0%
002 Revenue	0.00	0.00	0.00	100.0%

<b>Fund Revenues:</b>	<b>144,965.00</b>	<b>144,965.00</b>	<b>0.00</b>	<b>0.0%</b>
-----------------------	-------------------	-------------------	-------------	-------------

<b>Fund Excess/(Deficit):</b>	<b>144,965.00</b>	<b>144,965.00</b>		
-------------------------------	-------------------	-------------------	--	--

## 2021 BUDGET POSITION TOTALS

Item 3d.

Peninsula Metropolitan Park District

Months: 01 To: 03

Time: 10:56:18

Date: 04/30/2021

Page: 14

Fund	Revenue Budgeted	Received		Expense Budgeted	Spent	
001 General Expense Fund	10,820,122.99	3,775,351.31	65.1%	7,881,171.08	747,304.18	91%
201 Debt Service Fund	541,600.00	0.00	100.0%	541,600.00	0.00	100%
202 Debt Contingency Fund	600,000.00	600,000.00	0.0%	0.00	0.00	100%
300 Capital Projects	14,822,514.70	10,972,486.88	26.0%	7,359,540.00	272,828.14	96%
365 Equipment Replacement Fund	505,686.00	505,686.00	0.0%	142,897.00	0.00	100%
550 Recreation Fund	815,703.55	549,590.56	32.6%	581,975.00	98,596.62	83%
630 Fiduciary Fund	0.00	12,398.41	0.0%	0.00	5,641.71	0%
701 Unrestricted Endowment Fund	277,033.82	276,505.16	0.2%	34.00	6.69	80%
750 Restricted Endowment Fund	144,965.00	144,965.00	0.0%	0.00	0.00	100%
	28,527,626.06	16,836,983.32	41.0%	16,507,217.08	1,124,377.34	93.2%



# Peninsula Metropolitan Park District

PO Box 425 – Gig Harbor, WA 98335  
 253-858-3400 – info@penmetparks.org  
[www.penmetparks.org](http://www.penmetparks.org)

## REGULAR MEETING MINUTES

April 20, 2021, 6:00 PM

ATTENTION: Park Board meetings are being held online via Zoom under Governor Inslee's public health proclamations regarding the COVID-19 virus. Members of the public are encouraged to join the study session and/or regular meeting by using the Meeting ID 885 6435 8715 Password: PenMet0420, or call in at +1 253-215-8782 Password: 6995603234. Meeting agendas can be accessed online at PenMetParks.org. Comments submitted via email will be read into the record during the meeting; the deadline to submit comments is 5 pm on April 19, 2021.

**Call to Order:** The meeting was called to order by President Babich at 6:03 pm

### Commissioners Present:

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

### Outside Staff:

Jim Nelson/ D.A. Davidson  
 Curt Gimmestad/Absher  
 Sarah Fischer/BLRB  
 Matthew Struthers/Korsmo

### Staff:

Ally Bujacich  
 Stacie Snuffin  
 Chuck Cuzzetto  
 Eric Guenther  
 Brycen Toney  
 Matthew Kerns  
 Brian Miller  
 Louise Tieman

### ITEM 1 Approval of Agenda

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

### ITEM 2 Citizen Comments: None

### ITEM 3 Presentations

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

Executive Director Ally Bujacich welcomed and gave a brief background on PenMet's two new staff members, Recreation Sports Coordinator Brian Miller and Interim HR & Finance Manager Louise Tieman. Both Miller and Tieman introduced themselves. Bujacich reported that Tieman would be serving in this role until PenMet advertises the position and it is permanently filled.

Bujacich gave an employee update on the current Interim Recreation Manager Matthew Kerns' and said she intends to extend his temporary employment status until the position is advertised and permanently filled.

Bujacich informed the Board and Staff that the Salary and Benefits Committee had met to discuss an RFP process to engage a human resource professional to perform a staff salary survey and provide recommendations in various areas.



# Peninsula Metropolitan Park District

PO Box 425 – Gig Harbor, WA 98335  
 253-858-3400 – info@penmetparks.org  
[www.penmetparks.org](http://www.penmetparks.org)

Bujacich announced that Parks Appreciation Day is scheduled from 9 am – 12 pm on April 24, 2021.

### 3b. Bond Pricing Update

Bond Consultant Jim Nelson gave a brief update on the status and pricing of PenMet's bond. Nelson reported that the net borrowing cost is 2.57%, the District will receive just over 16 million dollars, and the first two years will be interest-only payments.

### 3c. Upcoming Recreation Events and Programs for Spring/Summer

PenMet Recreation staff gave a presentation on upcoming recreation programs and events for Spring and Summer 2021.

Commissioners thanked the recreation staff for all their hard work during the last year and the informative presentation.

### 3d. Tacoma DeMolay Sandspit Nature Preserve shoreline restoration update

Bujacich introduced Planning and Special Projects Manager Eric Guenther, who gave an update on the public meeting for the Tacoma DeMolay Sandspit Nature Reserve shoreline restoration taking place on April 21, 2021. Guenther shared that the purpose of the study and gave an overview of the public meeting's agenda.

### 3e. President's Report

President Babich welcomed PenMet's new Executive Director, Ally Bujacich.

## ITEM 4 Consent Agenda

Commissioner Nixon made a motion to approve the consent agenda with the grammatical change requested to the 04/6/2021 Study Session Minutes. Seconded by Commissioner Hill. The consent agenda was approved with a 5-0 vote

### 4a. Approval of Minutes

04/06/2021 Study Session and Regular Minutes

### 4b. Approval of Vouchers

\$75,799.78 Reference Number 210101001 - 210401028

## ITEM 5 Unfinished Business: None

## ITEM 6 New Business

### 6a. Community Recreation Center Absher Project Management Contract Amendment #3 Resolution R2021-010

Executive Director Ally Bujacich provided a background on the agreement with Absher for project management for the Community Recreation project.





# Peninsula Metropolitan Park District

PO Box 425 – Gig Harbor, WA 98335  
 253-858-3400 – info@penmetparks.org  
[www.penmetparks.org](http://www.penmetparks.org)

Bujacich recommended that the Board approve Resolution R2021-010 for the proposed 3rd amendment to the Absher Agreement for CRC Project Management.

Commissioner Grimmer made the motion to approve Resolution R2021-010, authorizing the Executive Director to sign the Third Amendment to the Personal Services Agreement, in substantially the form attached, with Absher Construction Company to continue providing project management services for the Community Recreation Center project, seconded by Commissioner Hill. Commissioner Nixon and Bujacich discussed Absher's contract and what could happen if the schematic design phase timeline continues to be extended. The resolution passed with a 5-0 vote.

## ITEM 7 Project Manager Update

### 7a. Community Recreation Center

Executive Director Ally Bujacich introduced new CRC Project Manager Curt Gimmestad/Absher Construction.

Bujacich introduced Sarah Fischer from BLRB. Fischer provided an update on the CRC design, including an overview of the schematic design process, estimate, proposed next steps, and proposed schedule. Fischer noted the program has not changed.

Bujacich directed BLRB to provide a schematic design that fits within the budget in a manner that supports the overall project schedule..

Commissioners expressed concerns and asked questions about the budget, schedule, and process.. Discussion ensued.

President Babich requested that the CRC Operations Committee discuss next steps, and come back with recommendations for the Board after they have met.

### 7b. Hale Pass Update

Bujacich reported that she is working with Absher and staff to follow up on the Hale Pass Renovation discussion from the April 6, 2021 Study Session at a future meeting.

## ITEM 8 Comments by Board:

Commissioner Kingsbury thanked Guenther and staff for putting together the Parks Appreciation Day taking place on April 24, 2021, and that she would not be able to attend it this year.

## ITEM 9 Next Board Meetings

Wednesday, April 21, 2021, Public Meeting at 6:00 pm. Tacoma DeMolay Sandspit Nature Preserve Shoreline Restoration

Tuesday, May 4, 2021 (Study and Regular) Via Zoom or Teleconference Study Session at 5:00 and Regular Meeting at 6:00 pm

## ITEM 10 Executive Session: None



# Peninsula Metropolitan Park District

PO Box 425 – Gig Harbor, WA 98335  
253-858-3400 – info@penmetparks.org  
[www.penmetparks.org](http://www.penmetparks.org)

**ITEM 11**     **Adjournment:** President Babich adjourned the meeting at 7:51 pm

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

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

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

Submitted By: Stacie Snuffin

**VOUCHER APPROVALS**

Peninsula Metropolitan Park District

Time: 15:00:49 Date: 03/25/2021

03/25/2021 To: 03/25/2021

Page: 1

Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo
210303001 Absher Construction	190	03/25/2021	Claims	1	11,932.50	V2021-152 Absher Construction Project Manager
210303002 BLRB Architects	191	03/25/2021	Claims	1	85,915.76	V2021-153 BLRB Architect
Total Vouchers:					97,848.26	

We, the undersigned do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered or the labor performed as described herein and that the claims are a just, due and unpaid obligation against and that we are authorized to authenticate and certify to said claims, and that Warrants and/or EFTs:

3/25/2021 through 3/25/2021 totaling \$97,848.26 as itemized above are

approved for payment this 31<sup>st</sup> day of March, 2021.

  
Authorized District Official Signature

any my 4/15/21  
Authorized District Official Signature

  
Authorized District Official Signature