



# 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

February 07, 2023, 6:00 PM

Arletta Schoolhouse at Hales Pass Park - 3507 Ray Nash Drive NW, Gig Harbor, WA 98335

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### Call to Order

### Commissioner Roll Call:

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

### ITEM 1 President's Report

### ITEM 2 Executive Director's Report

### ITEM 3 Special Presentations

- 3a. [Developing a Cost Recovery Model Update](#)
- 3b. [December 2022 Financial Report](#)

### ITEM 4 Board Committee Reports

- 4a. Park Services Committee
- 4b. Finance Committee
- 4c. Administrative Services Committee
- 4d. Recreation Services Committee
- 4e. Campaign Committee
- 4f. External Committees

### ITEM 5 Public Comments:

This is the time set aside for the public to provide their comments to the Board on matters related to PenMet Parks. Each person may speak up to three (3) minutes, but only once during the citizen comment period. Anyone who provides public comment must comply with Policy P10-106 providing for the Rules of Decorum for Board Meetings. A copy of the policy is available at each meeting and at [www.penmetparks.org](http://www.penmetparks.org)

### ITEM 6 Minutes

- 6a. [Approval of the January 17, 2023 Study Session Minutes](#)
- 6b. [Approval of the January 17, 2023 Regular Meeting Minutes](#)



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- ITEM 7**      **Consent Agenda**
- 7a.      [Resolution C2023-003: Accepting Contract for Construction Services Project No. 2022 Demolition Project 2022-03 as Complete](#)
- 7b.      [Resolution C2023-004: Approving Vouchers from January](#)
- ITEM 8**      **Unfinished Business: None**
- ITEM 9**      **New Business**
- 9.1      **Purchasing Resolutions Requiring One Reading for Adoption: None**
- 9.2      [Single Reading Resolutions Requiring One Reading for Adoption:](#)
- 9.2a      [Resolution R2023-001: Establishing the Advisory / Steering Committee to Assist with the Feasibility Study of Creating a Dedicated Space for Seniors](#)
- 9.2b      [Resolution R2023-002: Establishing the Advisory / Steering Committee to Assist with the Feasibility Study of Creating a Community Aquatic Facility](#)
- 9.3      [Two Reading Resolutions Requiring Two Readings for Adoption:](#)
- 9.3a      [Resolution RR2023-002: Adopting the Tacoma DeMolay Sandspit Nature Preserve Master Plan, Facility, and Accessibility Improvements Project Budget](#)
- ITEM 10**     **Comments by Board**
- ITEM 11**     **Next Board Meetings**
- February 21, 2023 Study Session at 5:00 pm and Regular Meeting at 6:00 pm at the Arletta Schoolhouse at Hales Pass Park - 3507 Ray Nash Drive NW, Gig Harbor, WA 98335**
- ITEM 12**     **Adjournment**

## BOARD OF PARK COMMISSIONERS MEETING PROCEDURES

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



Item 3a.



# Developing a Cost Recovery Model

Board Update: Workshop Two Results  
February 7, 2023



- Page 3 -



# Staff and Community Sorting of Services



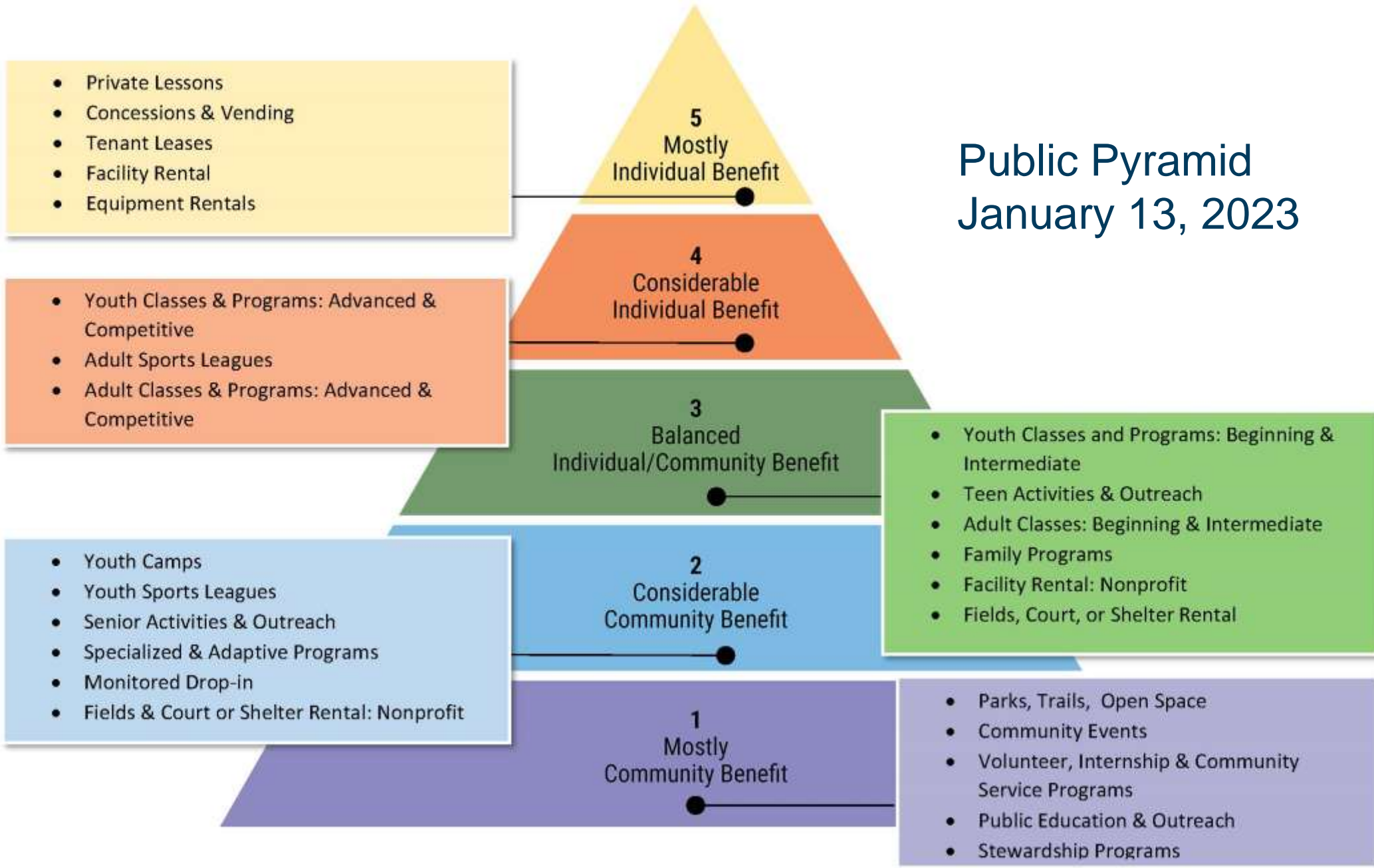
48 community members



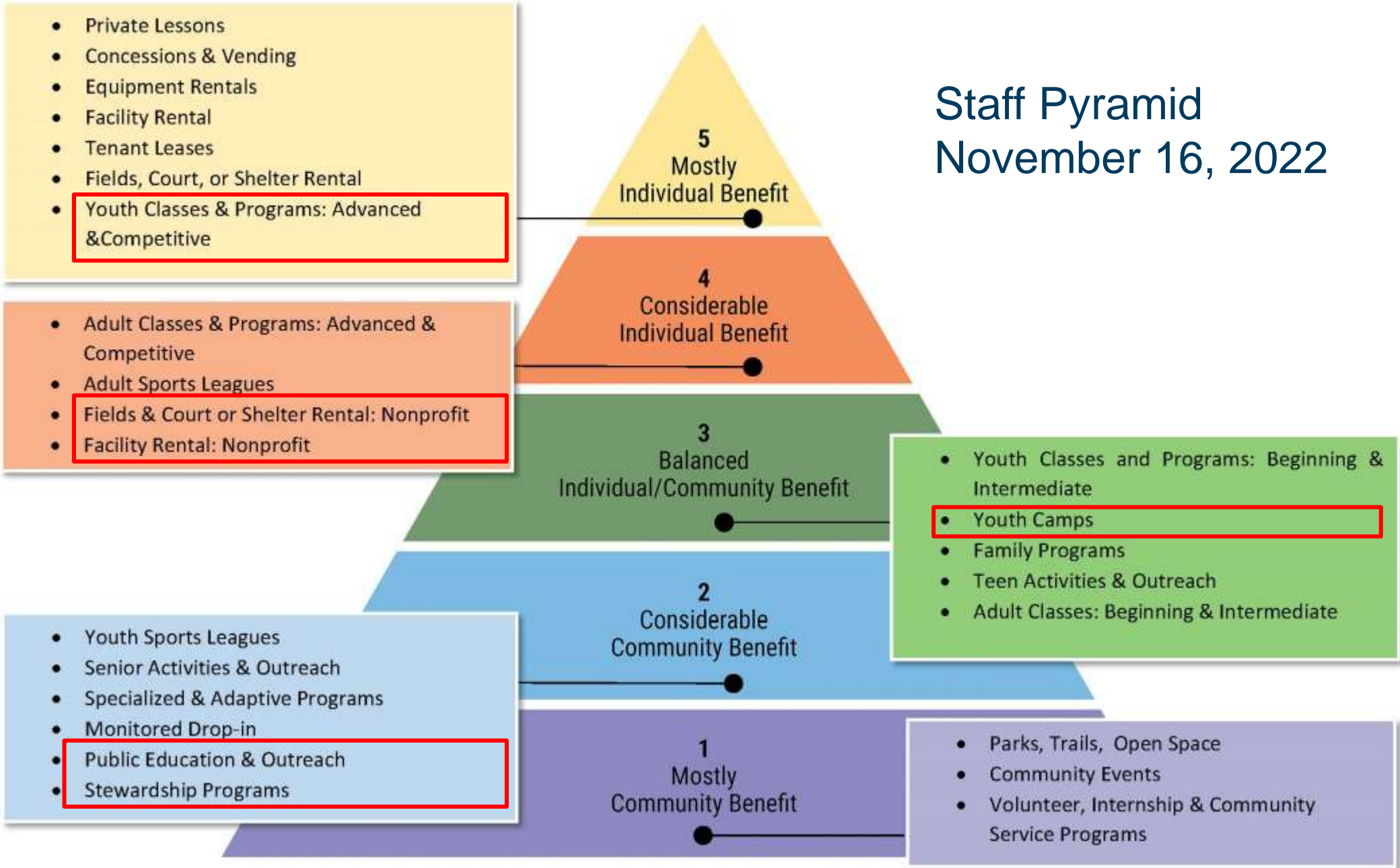
72 hours of meaningful volunteer deliberation



# Public Pyramid January 13, 2023



# Staff Pyramid November 16, 2022



PenMet Parks Pyramid Consensus - Public Workshop	Consultant Interpreted Score PUBLIC	STAFF SCORE	FINAL SCORE
Facility Rental	5	5	3*
Concessions & Vending	5	5	5
Tenant Leases	5	5	5
Equipment Rentals	5	5	5
Private Lessons	5	5	5
Adult Sports Leagues	4	4	4
Youth Classes & Programs: Advanced & Competitive	4	5	4
Adult Classes & Programs: Advanced & Competitive	4	4	4
Youth Classes and Programs: Beginning & Intermediate	3	3	3
Teen Activities & Outreach	3	3	3
Facility Rental: Nonprofit	3	4	3*
Family Programs	3	3	3
Fields, Court, or Shelter Rental	3	5	3*
Adult Classes: Beginning & Intermediate	3	3	3
Youth Specialty Camps	N/A	N/A	3
Youth Recreation Camps	2	3	2
Monitored Drop-in	2	2	2
Senior Activities & Outreach	2	2	2
Specialized & Adaptive Programs	2	2	2
Youth Sports Leagues	2	2	2
Fields & Court or Shelter Rental: Nonprofit	2	4	3*
Parks, Trails, Open Space	1	1	1
Community Events	1	1	1
Volunteer, Internship & Community Service Programs	1	1	1
Public Education & Outreach	1	2	1
Stewardship Programs	1	2	1

## Category Reconciliation

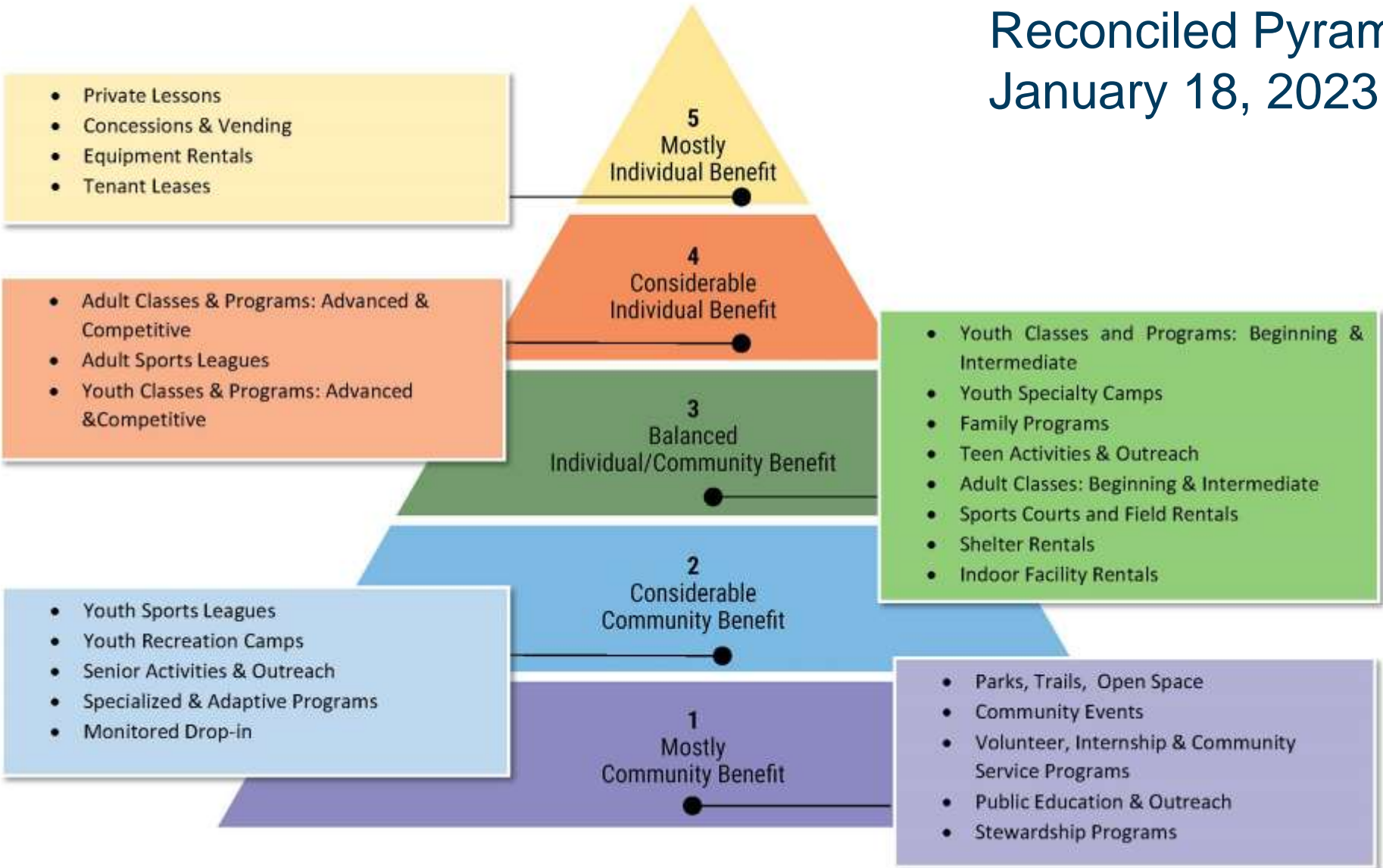
\*Consolidated facility rental categories from four to three. Changed focus from user type to nature of use.

Consolidated Categories:  
Indoor Facility Rentals  
Shelter Rentals  
Sports Court and Field  
Rentals

New Category:  
Youth Specialty Camps

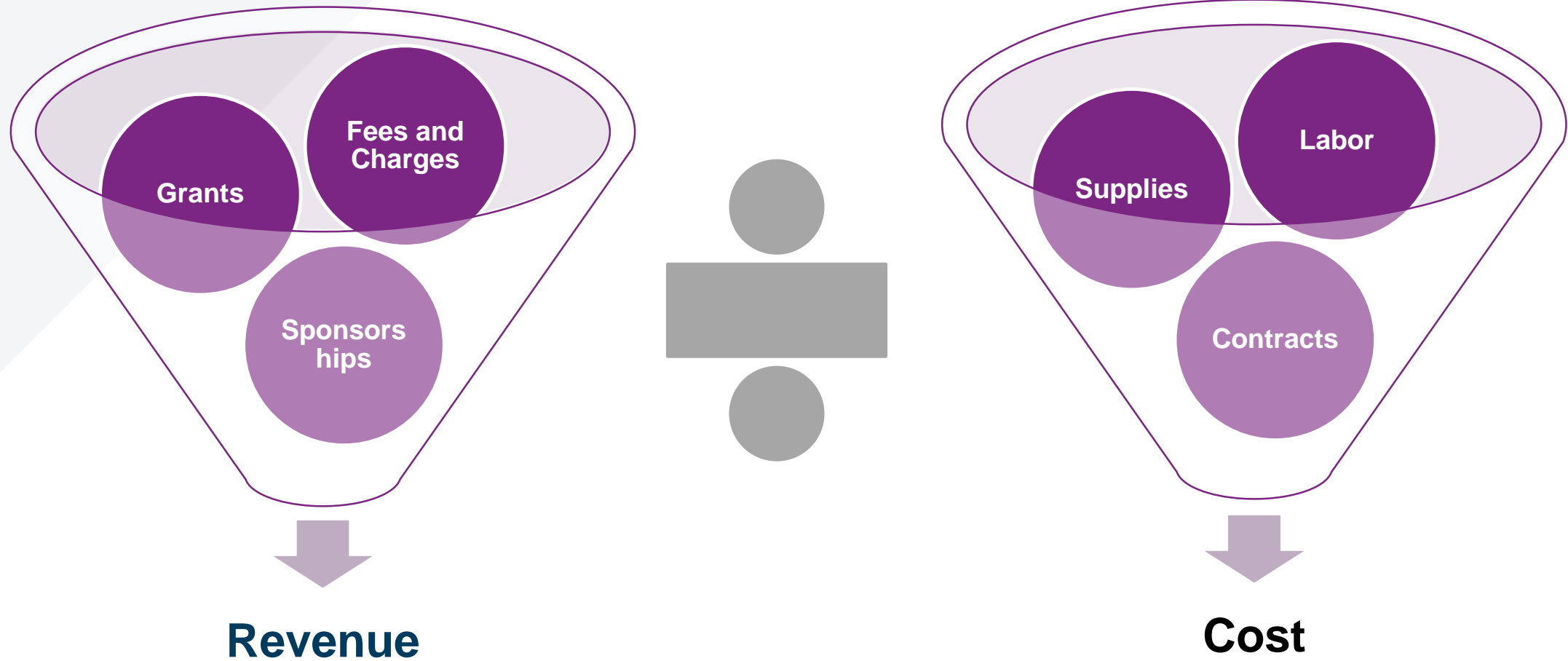


# Reconciled Pyramid January 18, 2023

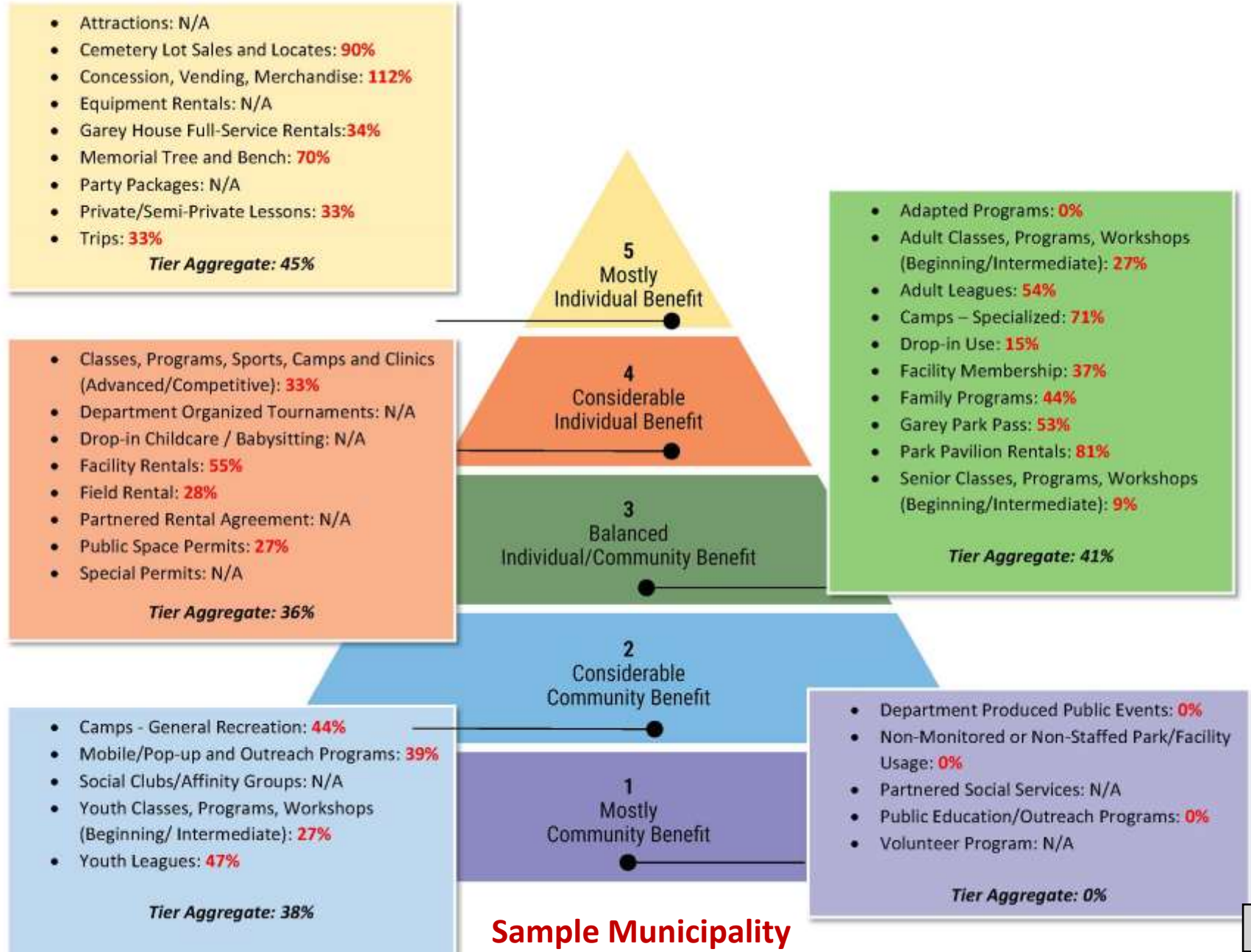




# Determining Cost Recovery Levels



# Establishing Tier Targets



## Establishing Tier Targets

Tier Level	Current Aggregate Cost Recovery	Target Cost Recovery Range
Tier 5	94%	101%+
Tier 4	58%	60 - 100%
Tier 3	58%	41 - 59%
Tier 2	26%	11 - 40%
Tier 1	0%	0 - 10%

**Sample Municipality**



# Thank you

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Teresa Jackson, AFO, CPO, | Senior Consultant  
Parks | Recreation | Libraries  
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# District Financial Review

## December 2022

Board Meeting  
February 7, 2023

Presented by Stephanie Buhrman, Director of Finance

# General Fund

The General Fund is the principal operating fund for the District. Primary sources of revenue are property taxes, sales tax, lease income and interest income.

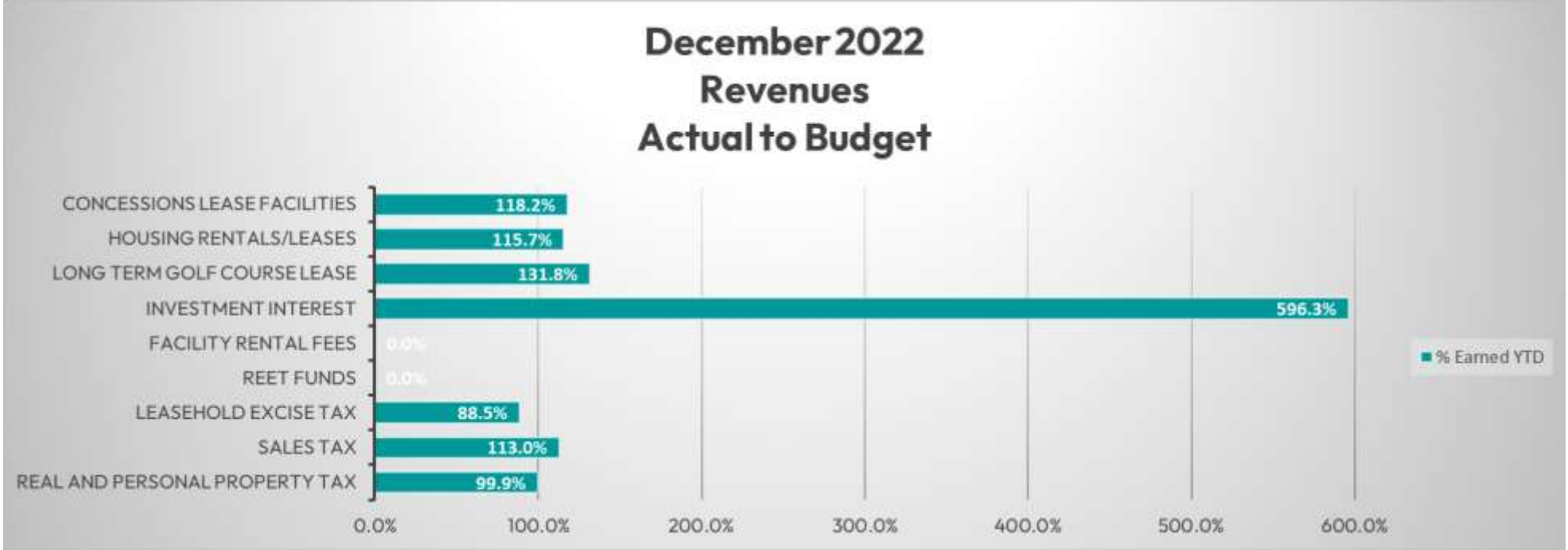
The balance of the General Reserve fund as of 12/31/2022 is \$3,371,187.

Per the Comprehensive Financial Management Policy P40-101, the 2023 Board approved reserve of \$2,938,952 allows \$432,235 to be transferred to the Capital Fund at year end.

# General Fund Revenue:

General Fund Revenue	2022 Budget	December	YTD Actual	Variance	% Earned YTD
Real and Personal Property Tax	\$ 7,825,858	\$ 40,022	\$ 7,814,267	\$ (11,591)	99.85%
Sales Tax	510,000	48,292	576,302	66,302	113.00%
Private Harvest Tax	-	-	2,024	2,024	0.00%
Leasehold Excise Tax	6,213	522	5,496	(717)	88.47%
REET Funds	120,000	-	-	(120,000)	0.00%
Facility Rental Fees	86,856	-	-	(86,856)	0.00%
Investment Interest	45,000	56,455	268,325	223,325	596.28%
Long Term Golf Course Lease	57,000	-	75,119	18,119	131.79%
Housing Rentals/Leases	42,172	4,065	48,784	6,612	115.68%
Concessions Lease Facilities	900	-	1,063	163	118.16%
Deposits Received	-	1,965	5,242	5,242	0.00%
State Leasehold Receipts	-	-	612	612	0.00%
Other General Fund Revenue	-	1,293	5,737	5,737	0.00%
Sale of Land	-	-	-	-	0.00%
Sale of Buildings & Structures	-	-	-	-	0.00%
Sale of Other Improvements	-	-	-	-	0.00%
Sale of Machinery & Equipment	10,000	-	-	(10,000)	0.00%
<b>Total General Fund Revenue</b>	<b>\$ 8,703,999</b>	<b>\$ 152,613</b>	<b>\$ 8,802,973</b>	<b>\$ 98,973</b>	<b>101.14%</b>

# General Fund Revenue:

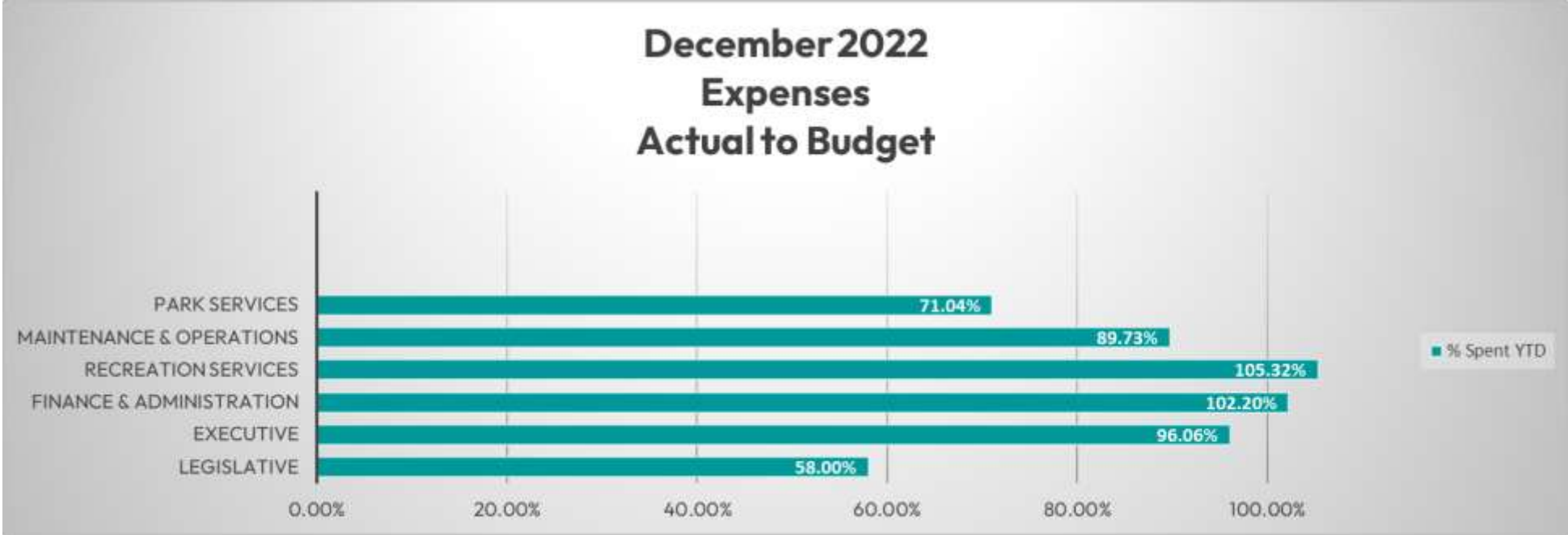




# General Fund Expenses by Division:

General Fund Operating Expenses By Department	2022 Budget	December	YTD Actual	Variance	% Spent YTD
Legislative	\$ 184,133	\$ 12,846	\$ 106,803	\$ (77,330)	58.00%
Executive	483,540	70,161	464,474	(19,066)	96.06%
Finance & Administration	1,097,334	127,664	1,121,502	24,168	102.20%
Recreation Services	271,125	35,876	285,539	14,414	105.32%
Maintenance & Operations	1,267,326	114,080	1,137,178	(130,148)	89.73%
Park Services	529,155	49,760	375,898	(153,257)	71.04%
<b>Total General Fund Expenses</b>	<b>\$ 3,832,612</b>	<b>\$ 410,387</b>	<b>\$ 3,491,394</b>	<b>\$ (341,218)</b>	<b>91.10%</b>

# General Fund Expenses by Division:



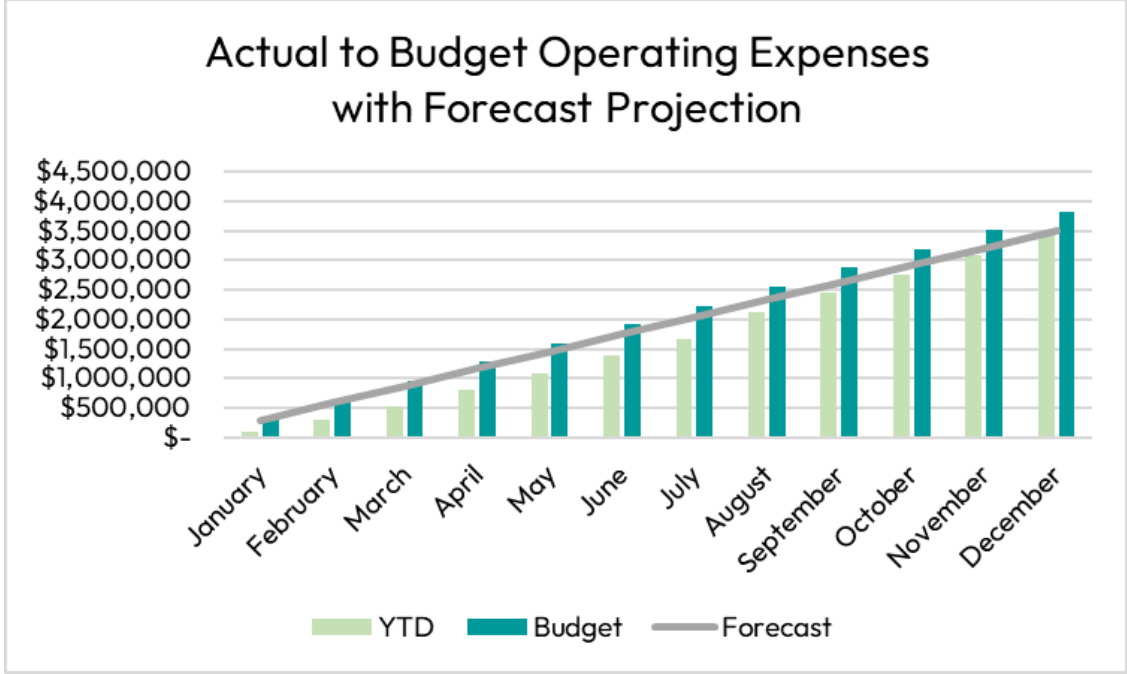
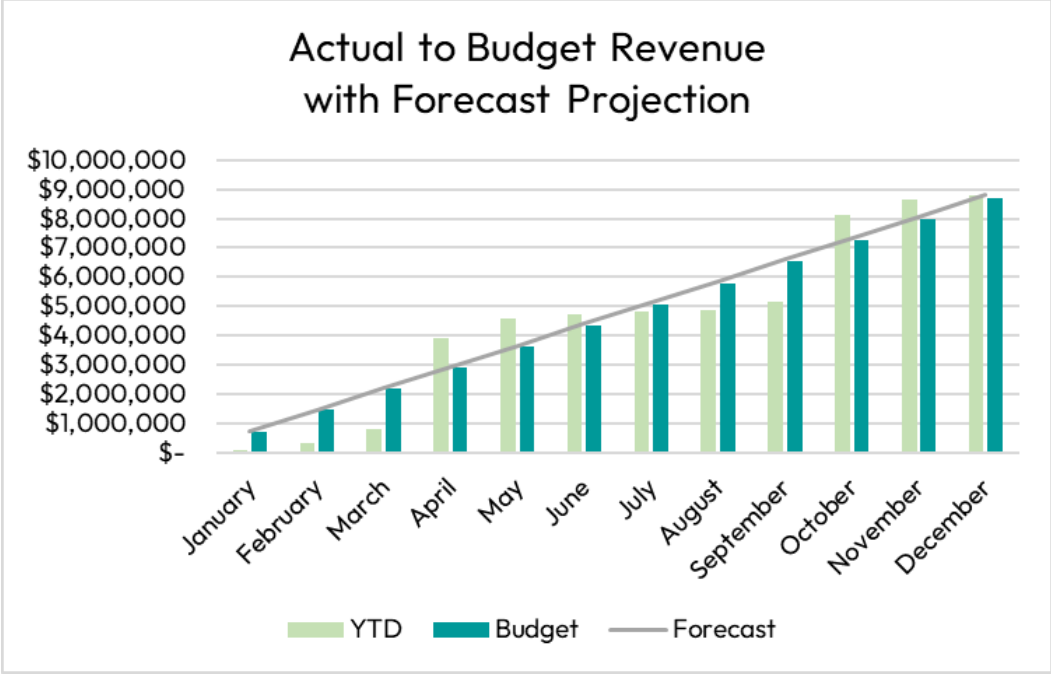
# General Fund 2022 Budget-vs-Actual:

General Fund Revenue	2022 Budget	2022 YTD Actual
Real and Personal Property Tax	\$ 7,825,858	\$ 7,814,267
Sales Tax	510,000	576,302
Leasehold Excise Tax	6,213	5,496
REET Funds	120,000	-
Facility Rental Fees	86,856	-
Investment Interest	45,000	268,325
Long Term Golf Course Lease	57,000	75,119
Housing Rentals/Leases	42,172	48,784
Concessions Lease Facilities	900	1,063
Deposits Received	-	5,242
State Leasehold Receipts	-	612
Other General Fund Revenue	-	5,737
Sale of Machinery & Equipment	10,000	-
<b>Total General Fund Revenue</b>	<b>\$ 8,703,999</b>	<b>\$ 8,802,973</b>

General Fund Operating Expenses By Department	2022 Budget	2022 YTD Actual
Legislative	\$ 184,133	\$ 106,803
Executive	483,540	464,474
Finance & Administration	1,097,334	1,121,502
Recreation Services	271,125	285,539
Maintenance & Operations	1,267,326	1,137,178
Park Services	529,155	375,898
<b>Total General Fund Expenses</b>	<b>\$ 3,832,612</b>	<b>\$ 3,491,394</b>

- ❖ General Fund Revenue generated an additional \$98,973 due to conservative est. on Investment Interest, Sales Tax & Facility Rental Fees.
- ❖ Operating expenses came in under budget by \$341,218 due to operating efficiencies, over estimated election costs, onboarding of staff/wages and timing of projects like the PROS Plan & PEG Grant Program extended to 2023.

# General Fund Budget-vs-Actual:





# General Fund Transfers:

<b>Transfers from General Fund:</b>	<b>2022 Budget</b>	<b>December</b>	<b>Variance</b>
To Recreation Fund	\$ 200,000	\$ 200,000	\$ -
To Maintenance Fund	180,613	180,613	-
To Capital Equipment Fund	83,111	83,111	-
To Capital Project Fund	3,251,433	3,251,433	-
To Debt Service Fund	951,758	951,758	-
To Maintenance Reserve Fund	200,000	200,000	-
Prior Year General Fund Excess to Capital Fund	-	828,054	(828,054)
<b>Fund Balance</b>	<b>\$ 4,866,915</b>	<b>\$ 5,694,969</b>	<b>\$ (828,054)</b>

As noted earlier, the year end General Fund balance of \$3,371,187 exceeds the \$2,938,952 Board approved 2022 Reserve balance. Therefore, \$432,235 will also be transferred at year end to the Capital Project Fund in compliance with PenMet's Financial Management Policy P40-101.

# Recreation Revolving Fund

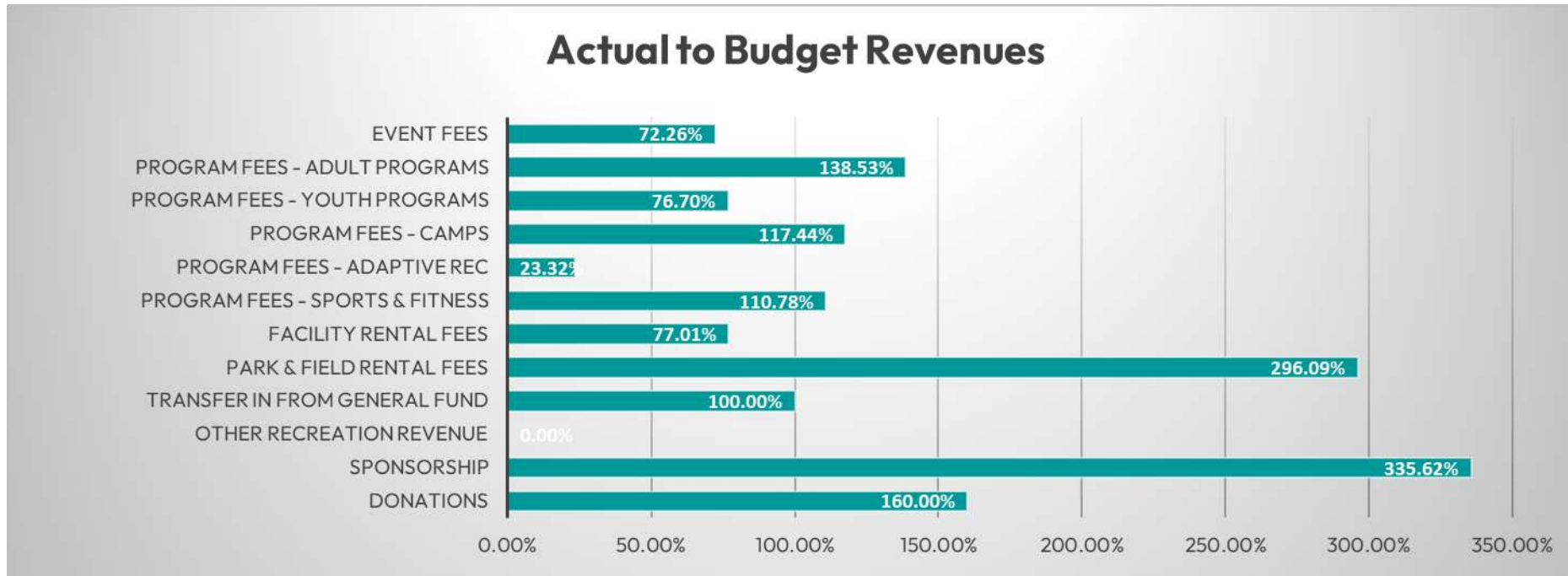
The Recreation Revolving Fund is used to support year-round recreation programs and special events for the community. Primary sources of revenue include fees for services, including program fees, facility fees and use fees. Balance of this fund is \$848,749.



# Recreation Revolving Fund Revenue:

Recreation Revolving Fund Revenue	2022 Budget	December	YTD Actual	Variance	% Earned YTD
Interest Earned - Recreation	\$ -	\$ -	\$ -	\$ -	0.00%
Donations	1,300	-	2,080	780	160.00%
Scholarships	-	-	1,602	1,602	0.00%
Sponsorship	7,300	-	24,500	17,200	335.62%
Other Recreation Revenue	-	258,085	258,193	258,193	0.00%
Transfer In from General Fund	200,000	-	200,000	-	100.00%
Park & Field Rental Fees	34,178	7,549	101,199	67,021	296.09%
Facility Rental Fees	75,888	1,355	58,439	(17,449)	77.01%
Program Fees - Sports & Fitness	313,653	(4,624)	347,462	33,809	110.78%
Program Fees - Adaptive Rec	7,845	-	1,829	(6,016)	23.32%
Program Fees - Camps	124,695	1,240	146,444	21,749	117.44%
Program Fees - Youth Programs	85,664	760	65,707	(19,957)	76.70%
Program Fees - Adult Programs	14,170	4,380	19,629	5,459	138.53%
Event Fees	25,208	1,389	18,216	(6,992)	72.26%
<b>Total Recreation Revolving Fund Revenue</b>	<b>\$ 889,901</b>	<b>\$ 270,134</b>	<b>\$ 1,245,302</b>	<b>\$ 355,401</b>	<b>139.94%</b>

# Recreation Revolving Fund Revenue:

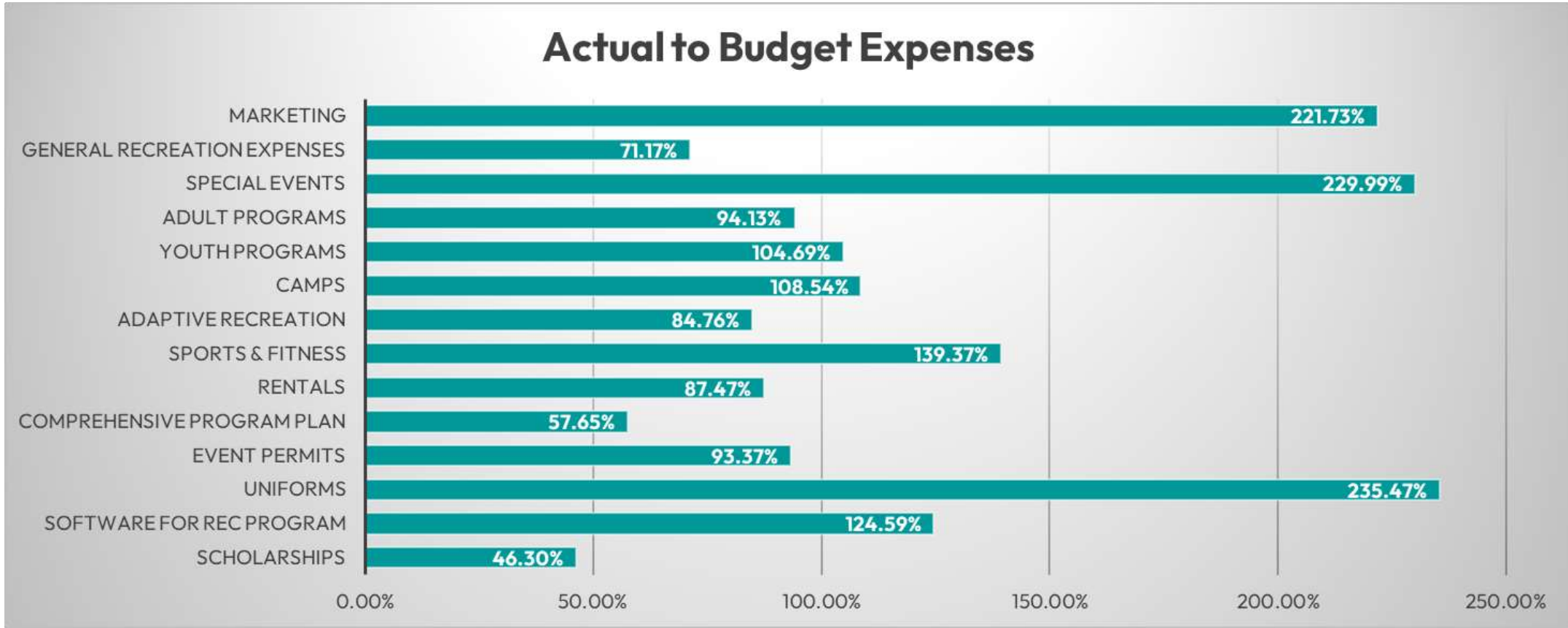




# Recreation Revolving Fund Expenses:

Recreation Revolving Fund Expenses	2022 Budget	December	YTD Actual	Variance	% Spent YTD
Scholarships	\$ 10,000	\$ 96	\$ 4,630	\$ (5,370)	46.30%
Software for Rec Program	15,087	688	18,797	3,710	124.59%
Uniforms	1,200	900	2,826	1,626	235.47%
Event Permits	850	-	794	(56)	93.37%
Comprehensive Program Plan	60,000	-	34,590	(25,410)	57.65%
Rentals	23,209	(972)	20,302	(2,907)	87.47%
Sports & Fitness	191,826	21,593	267,339	75,513	139.37%
Adaptive Recreation	28,729	-	24,352	(4,377)	84.76%
Camps	112,814	1,684	122,444	9,630	108.54%
Youth Programs	80,908	14,589	84,703	3,795	104.69%
Adult Programs	4,758	2,654	4,479	(279)	94.13%
Special Events	42,083	2,945	96,785	54,702	229.99%
General Recreation Expenses	450,574	43,257	320,679	(129,895)	71.17%
Marketing	5,120	1,040	11,353	6,233	221.73%
<b>Total Recreation Revolving Fund Expenses</b>	<b>\$ 1,027,158</b>	<b>\$ 88,475</b>	<b>\$ 1,014,072</b>	<b>\$ (13,086)</b>	<b>98.73%</b>

# Recreation Revolving Fund Expenses:

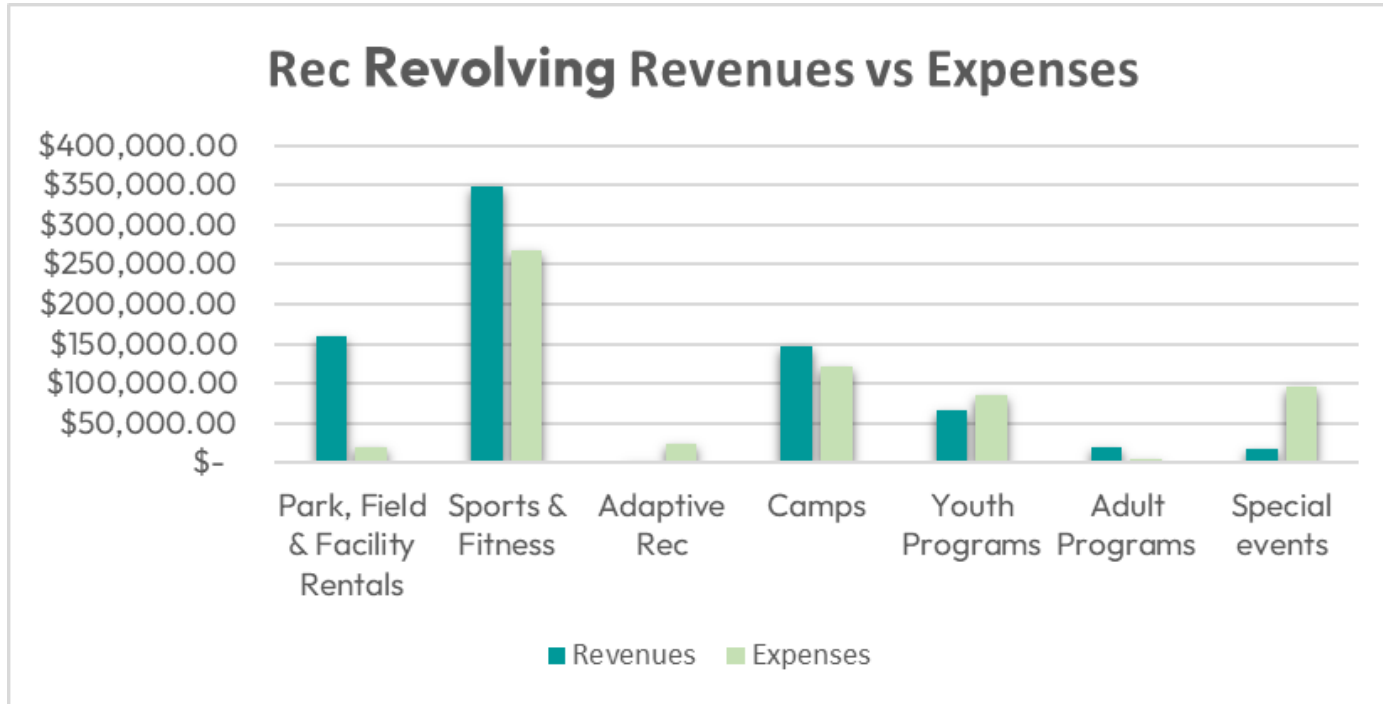


# Recreation Revolving Fund Revenues-vs- Expenses By Program Type

Recreation Revolving Fund Revenues	Actual YTD
Interest Earned - Recreation	\$ -
Donations	2,080
Scholarships	1,602
Sponsorship	24,500
Other Recreation Revenue	258,193
Transfer In from General Fund	200,000
Park & Field Rental Fees	101,199
Facility Rental Fees	58,439
Program Fees - Sports & Fitness	347,462
Program Fees - Adaptive Rec	1,829
Program Fees - Camps	146,444
Program Fees - Youth Programs	65,707
Program Fees - Adult Programs	19,629
Event Fees	18,216
<b>Total Rec Revolving Fund Revenues</b>	<b>\$ 1,245,302</b>

Recreation Revolving Fund Expenses	Actual YTD
Scholarships	4,630
Software for Rec Program	18,797
Uniforms	2,826
Event Permits	794
Comprehensive Program Plan	34,590
Rentals	20,302
Sports & Fitness	267,339
Adaptive Recreation	24,352
Camps	122,444
Youth Programs	84,703
Adult Programs	4,479
Special Events	96,785
General Recreation Expenses	320,679
Marketing	11,353
<b>Total Rec Revolving Fund Revenues</b>	<b>\$ 1,014,072</b>

# Recreation Revolving Fund Revenues-vs- Expenses By Program Type



# Capital Project Fund

The Capital Project Fund supports projects identified in the Capital Improvement Plan (CIP). Capital Projects involve new construction, renovation or improvements to infrastructure and other systems and/or the acquisition of real property.

The primary source of revenue for the Capital Fund in 2022 are grants, investment income and interfund transfer from the General Fund. There are currently 16 projects funded within the Capital Fund.

The balance as of 12/31/2022 is \$30,668,290.



# Capital Project Fund:

Project	Year Started	Total Available Funds	Capital Fund Expenses	Balance CIP 12/31/2022
Park Improvement Program	2006	\$ 1,644,300	\$ (14,426)	\$ 1,658,726
Community Recreation Center - Planning & Construction	2017	28,165,763	1,906,305	26,270,049
Turf - Sehmel Homestead Park	2020	987,466	946,361	82,473
Hale Pass - Renovation	2018	1,811,565	1,553,433	323,113
Sehmel Homestead Park- Resurface Playground	2022	163,000	-	163,000
Peninsula Gardens Fund	2022	25,064	691	24,373
DeMolay Sandspit Fund	2022	247,064	1,821	245,243
Narrows Beach Fund	2022	26,064	1,815	24,249
Sunrise Beach Fund	2022	19,064	1,250	17,814
RoseDale Hall Fund	2022	1,517,000	34,447	1,482,553
District-Key and access control plan Fund	2022	83,000	8,357	74,643
District-Signage and wayfinding master plan design Fund	2022	75,000	-	75,000
Peninsula Gardens	2022	105,000	946	104,054
Harbor Family	2022	29,000	-	29,000
Peninsula Gardens	2022	36,000	-	36,000
District-Unidentified life safety or deferred maintenance issues- Fund	2022	50,000	-	50,000
Narrows West	2022	8,000	-	8,000
<b>Total Capital Funds</b>		<b>\$ 34,992,348</b>	<b>\$ 4,440,999</b>	<b>\$ 30,668,290</b>

# Capital Project Fund:

- Per the Comprehensive Financial Management Policy P40-101, year-end surpluses of the General Fund may be used for nonrecurring emergency capital expenditures or dedicated to the Capital Program.
- The balance of the General Reserve fund as of 12/31/2022 is \$3,371,187. A Board approved reserve of \$2,938,952 allows \$432,235 transferred to the Capital Fund.
- These additional funds brings the Park Improvement Program to \$1,658,726 for future unidentified projects.

# Other Funds:

# Restricted Endowment Fund:

The long-range goal of the restricted maintenance endowment fund is to provide annual interest in an amount sufficient to fund the annual maintenance of all the District's parks and facilities.

This fund currently earns minimal interest and has a balance of \$151,726.53.

Restricted Endowment Fund Revenue	2022 Budget	December	YTD Actual	Variance	% Earned YTD
Interest Revenue	\$ -	\$ 1,483	6,762	6,762	0.00%
<b>Total Restricted Endowment Fund Revenue</b>	<b>\$ -</b>	<b>\$ 1,483</b>	<b>\$ 6,762</b>	<b>\$ 6,762</b>	<b>0.00%</b>

Restricted Endowment Fund Expenses	2022 Budget	December	YTD Actual	Variance	% Spent YTD
Endowment (Investment Fee)	-	-	-	-	0.00%
<b>Total Restricted Endowment Fund Expenses</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>

# Unrestricted Endowment Fund:

The long-range goal of the unrestricted endowment fund is to provide annual interest in an amount sufficient to fund the annual maintenance of all District parks and facilities.

This fund currently earns minimal interest with a balance of \$277,183.

Unrestricted Endowment Fund Revenue	2022 Budget	December	YTD Actual	Variance	% Earned YTD
Interest Revenue	600	\$ -	209	(391)	34.86%
<b>Total Unrestricted Endowment Fund Revenue</b>	<b>\$ 600</b>	<b>\$ -</b>	<b>\$ 209</b>	<b>\$ (391)</b>	<b>34.86%</b>

Unrestricted Endowment Fund Expenses	2022 Budget	December	YTD Actual	Variance	% Spent YTD
Endowment (Investment Fee)	15	-	10	(5)	69.67%
<b>Total Unrestricted Endowment Fund Expenses</b>	<b>\$ 15</b>	<b>-</b>	<b>\$ 10</b>	<b>\$ (5)</b>	<b>69.67%</b>

# Equipment Replacement Fund:

The Equipment Replacement Fund is used to account for the replacing of major equipment. Sources of revenue are interfund transfer from the General Fund.

The balance of this account is \$588,797.

Equipment Replacement Fund	2022 Budget	December	YTD Actual	Variance	% Earned YTD
Transfer in from General Fund	83,111	\$ -	83,111	-	100.00%
<b>Total Equipment Replacement Fund Revenue</b>	<b>\$ 83,111</b>	<b>\$ -</b>	<b>\$ 83,111</b>	<b>-</b>	<b>100.00%</b>

Equipment Replacement Fund Expenses	2022 Budget	December	YTD Actual	Variance	% Spent YTD
Equipment Replacement	2,739	-	-	(2,739)	0.00%
<b>Total Equipment Replacement Fund Expenses</b>	<b>\$ 2,739</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (2,739)</b>	<b>0.00%</b>



# Debt Service Fund:

The Debt Service Fund is used for the retirement of general, long-term bond debt. Sources of revenue are interfund transfers from the General Fund. Debt payments are made in June and December.

The balance of this fund is \$0 for the December Debt Service payment.

Debt Service Fund	2022 Budget	December	YTD Actual	Variance	% Earned YTD
Transfer in from General Fund	951,758	\$ -	951,758	-	100.00%
<b>Total Debt Service Fund Revenue</b>	<b>\$ 951,758</b>	<b>\$ -</b>	<b>\$ 951,758</b>	<b>-</b>	<b>100.00%</b>

Debt Service Fund Expenses	2022 Budget	December	YTD Actual	Variance	% Spent YTD
G.O. Bond Principal Payment	445,000	445,000	445,000	-	100.00%
Interest Long Term G.O. Bond	506,758	253,379	506,759	(1)	100.00%
<b>Total Debt Service Fund Expenses</b>	<b>\$ 951,758</b>	<b>\$ 698,379</b>	<b>\$ 951,759</b>	<b>\$ (1)</b>	<b>100.00%</b>

# Debt Service Contingency Fund:

The Debt Service Contingency Fund is a voluntary reserve fund created to provide security for debt obligations in the event of reduced funding due to pro-rationing or other adverse economic factors. Sources of revenue are interfund transfers from the General Fund.

The current balance of this fund is \$800,000.

Debt Service Contingency Fund	2022 Budget	December	YTD Actual	Variance	% Earned YTD
Transfer in from General Fund	200,000	\$ -	200,000	-	100.00%
<b>Total Debt Service Contingency Fund Revenue</b>	<b>\$ 200,000</b>	<b>\$ -</b>	<b>\$ 200,000</b>	<b>\$ -</b>	<b>100.00%</b>

# Unrestricted Maintenance Fund:

The Unrestricted Maintenance Fund is a voluntary reserve created to provide financial security for ongoing park maintenance and operations in the event of reduced funding due to pro-rationing or other adverse economic factors.

The balance of this account is \$180,613.

Unrestricted Maintenance Fund	2022 Budget	December	YTD Actual	Variance	% Earned YTD
Transfer in from General Fund	180,613	\$ -	180,613	-	100.00%
<b>Total Debt Service Contingency Fund Revenue</b>	<b>\$ 180,613</b>	<b>\$ -</b>	<b>\$ 180,613</b>	<b>-</b>	<b>100.00%</b>

# Questions?



# Peninsula Metropolitan Park District

PO Box 425 – Gig Harbor, WA 98335  
253-858-3400 – info@penmetparks.org  
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## STUDY SESSION MINUTES

January 17, 2023, 5:00 PM

Gig Harbor Civic Center - Council Chambers 3510 Grandview Street, Gig Harbor, WA 98335

**Call to Order Time: 5:00 PM**

### Commissioner Roll Call:

	Present	Excused	Comment
Steve Nixon, President		X	
Maryellen (Missy) Hill, Clerk		X	
Amanda Babich	X		
Kurt Grimmer	X		
Laurel Kingsbury	X		Zoom

Quorum: Yes

### ITEM 1 Board Discussion

#### 1a. Recreation scholarship program update

**Executive Director Ally Bujacich offered a general program overview of the cross-divisional policy**

**PowerPoint Presentation by:**

- Special Programs and Planning Manager, Matthew Keough
- Director of Administrative Services and Interim Director of Recreation, Zemorah Murray
- Director of Finance, Stephanie Burhman
- Director of Parks, Denis Ryan
- Recreation Coordinator, Brycen Toney

**Board Question/Comment:** Is there a cap? **Staff Answer:** Yes, the program cap is set annually and follows the median income HUD standards to expand eligibility. **Board Question/Comment:** Clarification on Section 2b. **Staff Answer:** Clarification of 75% level determination. **Board Question/Comment:** Procedural questions still outstanding regarding 75% instead of 100% **Staff Answer:** Ability to mitigate barriers and objectively determine through the procedure. The staff team is developing step-by-step procedures with the implementation date immediately after the 2/7/23 policy adoption. **Board Question/Comment:** How did you arrive at the \$300 per person **Staff Answer:** One of the more expensive programs in the summer is the full-day STEM Camps and 75% of that is \$300. The average program amount is \$119 and 75% would allow for participants to spread out across 3 programs. **Board Question/Comment:** This is a step, is the \$300



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cap going to reach those in need? Do you have any plans for partnerships with other programs to fill the gap? **Staff Answer:** No partnerships yet but we will do homework on that. As well as building in periodic reviews. A payment Plan is another way to address meeting participant needs. **Board Question/Comment:** Thank you to the staff for putting so much thought into this and appreciate Board comments.

## ITEM 2 Adjournment Time: 5:46 PM

### BOARD OF PARK COMMISSIONERS MEETING PROCEDURES

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

Approved By the Board on \_\_\_\_\_

\_\_\_\_\_  
Steve Nixon, Board President

\_\_\_\_\_  
Maryellen "Missy" Hill, Board Clerk

\_\_\_\_\_  
Attest: Ally Bujacich

Submitted by: Robyn Readwin, Board Secretary





# Peninsula Metropolitan Park District

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## REGULAR MEETING MINUTES

January 17, 2023, 6:00 PM

Gig Harbor Civic Center - Council Chambers 3510 Grandview Street, Gig Harbor, WA 98335

### Call to Order Time: 6:00 PM

Commissioner Babich will preside over the meeting

Commissioner Grimmer will act as Clerk.

### Commissioner Roll Call:

	Present	Excused	Comment
Steve Nixon, President		X	
Maryellen (Missy) Hill, Clerk		X	
Amanda Babich	X		
Kurt Grimmer	X		
Laurel Kingsbury	X		Zoom

Quorum: Yes

### ITEM 1 President's Report

None

### ITEM 2 Executive Director's Report

District Updates by Executive Director Ally Bujacich

1. 1/12/2023 Sorting Workshop Overview
2. Rosedale Open House 1/25/2023, 2 Sessions

### ITEM 3 Special Presentations

#### 3a. PROS Plan Overview

Overview by Barbara Heller from Berry Dunn

1. Develop community engagement strategy
2. Strategic Plan recommendations are incorporated
3. Operationalizing Plan
4. Timeline

### ITEM 4 Board Committee Reports

4a. CIP Committee – Has not met since last meeting

4b. Finance and Administration Committee (Committees Separated for 2023)

- Administrative Committee Update
  - Personnel Updates



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- Finance Committee: Has not met since last meeting
- 4c. **Recreation Services Committee** – Has not met since last meeting
- 4d. **Stewardship Committee** – Has not met since last meeting
- 4e. **Campaign Committee**
  - Steering Committee
  - January Event logistics
  - Training
- 4f. **External Committee Reports- None**

**ITEM 5 Public Comments: None**

**ITEM 6 Minutes**

- 6a. **Approval of the January 3, 2023 Study Session Minutes**
- 6b. **Approval of the January 3, 2023 Regular Meeting Minutes**  
 Commissioner moved to adopt the minutes as presented;  
 Commissioner seconded;  
 Roll call vote. Approved unanimously. Motion Carried.

**ITEM 7 Consent Agenda**

- 7a. **Resolution C2023-002 Accepting Construction of the Sehmel Homestead Park Turf Project No. 30104 as Complete**  
 Commissioner moved to adopt the consent agenda as presented;  
 Commissioner seconded;  
 Roll call vote. Approved unanimously. Motion Carried.

**ITEM 8 Unfinished Business: None**

**ITEM 9 New Business**

- 9.1 **Purchasing Resolutions Requiring One Reading for Adoption**
  - 9.1a **Resolution P2023-002: Authorizing the Executive Director to Sign Change Order #02 for Phase I of the CRC**  
 Commissioner moved;  
 Commissioner seconded;  
 Memo overview by Denis Ryan, Director of Park Services.  
 Board Discussion: None  
 Roll call vote. Approved unanimously. Motion Carried.



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### 9.1b Resolution P2023-003 Approving Lease Extension Expenditures and Authorizing the Executive Director to Negotiate and Execute the Third Lease Amending Agreement with Agrovista Properties, LLC

Commissioner moved;  
 Commissioner seconded.

Memo overview by Executive Director Ally Bujacich with explanation of math error in resolution and requested amendment to resolution cumulative amount to \$48,929.20.

Commissioner Move to Amend Resolution to \$48,929.20.  
 Commissioner Second to Amend Resolution to \$48,929.20.  
 Roll call vote. Approved unanimously. Motion Carried.

Board discussion: None  
 Presider: Roll call vote.  
 Roll call vote. Approved unanimously. Motion Carried.

### 9.2 Single Reading Resolutions Requiring One Reading for Adoption: None

### 9.3 Two Reading Resolutions Requiring Two Readings for Adoption

#### 9.3a First Reading of Resolution RR2023-001 Adopting the Amended Policy P50-102: Recreation Scholarship Policy

Commissioner moved;  
 Commissioner seconded.  
 No further presentation from Study Session.  
 Board discussion. None  
 Second Reading will be at the February 7, 2023 Regular Meeting.

**ITEM 10 Comments by Board: None**

**ITEM 11 Next Board Meetings**

**February 7, 2023 Study Session at 5:00 pm and Regular Meeting at 6:00 pm at the Arletta Schoolhouse - Hale Pass Park, 3507 Ray Nash Drive NW, Gig Harbor, WA 98335**

**ITEM 12 Adjournment Time: 6:29 PM**

## BOARD OF PARK COMMISSIONERS MEETING PROCEDURES

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# Peninsula Metropolitan Park District

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Approved By the Board on \_\_\_\_\_

\_\_\_\_\_  
Steve Nixon, Board President

\_\_\_\_\_  
Maryellen "Missy" Hill, Board Clerk

\_\_\_\_\_  
Attest: Ally Bujacich

Submitted by: Robyn Readwin, Board Secretary



## DISTRICT COMMISSION MEMO

**To:** Board of Park Commissioners

**From:** Denis Ryan, Director of Park Services

**Date:** February 7, 2023

**Subject:** Resolution C2023-003 Accepting Construction of the Demolition of Various Structures, Project Number 2022 Demolition Project 2022-03 as Complete

### Summary and Purpose:

This resolution accepts the **Contract for Construction Services, Project Number 2022 Demolition Project 2022-03** as complete.

### Background:

The scope of work for **Woodland Industries** provided the following structure demolition:

- Light commercial outbuildings at Peninsula Gardens (5707 Wollochet Drive NW, Gig Harbor)
- Single family home at Peninsula Gardens (5503 Wollochet Drive NW, Gig Harbor)
- Single family home located at Tacoma DeMolay Sandspit Nature Preserve (53 Bella Bella Drive, Fox Island)
- Mobile home located at Narrows Beach Park (1602 Lucille Parkway NW, Gig Harbor)
- Storage structures at Sunrise Beach (10015 Sunrise Beach Drive NW, Gig Harbor)

The project was inspected by staff and was completed as specified. The final contract amount was \$106,380.00 including sales tax.

### FISCAL IMPACT:

The project funding includes:

#### Funding:

Resolution RR2022-005 adopting a total project budget of \$ 104,000.00



Resolution P2022-008 increasing the project budget by	\$ 8,255.00
<u>TOTAL</u>	<u>\$ 112,255.00</u>

<u>Budget:</u>	
Demolition including WSST	\$ 106,380.00
Other costs	\$ 5,576.28
<u>Contingency Remaining</u>	<u>\$ 298.72</u>
<u>TOTAL</u>	<u>\$ 112,255.00</u>

**BOARD CONTACT:**

If you have any questions or comments, please feel free to contact Denis Ryan at 253.649.5254 or via e-mail at [dryan@penmetparks.org](mailto:dryan@penmetparks.org).

**Attachments:**

Exhibit A: Resolution C2023-003





# Peninsula Metropolitan Park District

## RESOLUTION NO. C2023-003

### ACCEPTING CONTRACT FOR CONSTRUCTION SERVICES PROJECT NO. 2022 DEMOLITION PROJECT 2022-03 AS COMPLETE

WHEREAS, the Board of Park Commissioners of the Peninsula Metropolitan Park District identified demolition needs for deteriorated structures deemed no longer usable and beyond repair for the following properties 5707 Wollochet Drive NW, 5503 Wollochet Drive NW, 53 Bella Bella Drive, 1602 Lucille Parkway NW, and 10015 Sunrise Beach Drive NW, project number 2022 Demolition Project 2022-03 (the "Project"); and

WHEREAS, the Project was advertised for bid and Woodland Industries was awarded the contract as the lowest responsive bidder at the April 5, 2022 meeting of the Board of Park Commissioners pursuant to Resolution No. P2022-005; and

WHEREAS, staff has determined that the Project is complete and ready for final acceptance by the Board;

NOW THEREFORE BE IT

RESOLVED that the Board of Park Commissioners of the Peninsula Metropolitan Park District accepts Demolition of Certain Structures, project number 2022 Demolition Project 2022-03 as completed.

The foregoing resolution was adopted at a regular meeting of the Board of Park Commissioners of the Peninsula Metropolitan Park District held on February 7, 2023.

\_\_\_\_\_  
Steve Nixon, Board President

\_\_\_\_\_  
Maryellen "Missy" Hill, Board Clerk

\_\_\_\_\_  
Attest: Ally Bujacich



# Peninsula Metropolitan Park District

## RESOLUTION NO. C2023-004

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### APPROVING VOUCHERS FROM JANUARY 2023

WHEREAS, the Peninsula Metropolitan Park District Board of Park Commissioners approved the 2023 operating budget in Resolution RR2022-010 and the 2023 capital budget in Resolution RR2022-011 on November 15, 2022; and

WHEREAS, expenditures are within the current resource projections at the fund level; and

WHEREAS, the Executive Director or his or her designee has certified that the materials have been furnished, the services rendered, or the labor performed as described, and that each claim represents a just, due, and unpaid obligation against the District;

NOW THEREFORE BE IT

RESOLVED by the Board of Park Commissioners of the Peninsula Metropolitan Park District that vouchers in the amounts and for the period indicated on Attachment "A" be approved for payment.

The foregoing resolution was adopted at a regular meeting of the Board of Park Commissioners of the Peninsula Metropolitan Park District held on February 7, 2023.

Approved By the Board on \_\_\_\_\_

\_\_\_\_\_  
Steve Nixon, Board President

\_\_\_\_\_  
Maryellen "Missy" Hill, Board Clerk

\_\_\_\_\_  
Attest: Ally Bujacich



### **Attachment A to Resolution C2023-004**

For the period beginning 01/01/2023 and ending 01/10/2023

Voucher #230101001 through #230101032 is approved for payment in the amount of \$188,953.91

**and**

For the period beginning 01/11/2023 and ending 01/14/2023

Voucher #230102001 through #230102018 is approved for payment in the amount of \$184,606.48

**and**

For the period beginning 01/15/2023 and ending 01/24/2023

Voucher #230103001 through #230103025 is approved for payment in the amount of \$229,496.34

**and**

For the period beginning 01/25/2023 and ending 01/31/2023

Voucher #230104001 through #230104026 is approved for payment in the amount of \$44,012.72



## DISTRICT COMMISSION MEMO

**To:** Board of Park Commissioners

**Through:** Ally Bujacich, Executive Director

**Through:** Denis Ryan, Director of Park Services

**From:** Matthew F. Keough, Planning and Special Projects Manager

**Date:** February 7, 2023

**Subject:** **Resolution R2023-001 Establishing the Advisory / Steering Committee to Assist with the Feasibility Study of Creating a Dedicated Space for Seniors**

**Resolution R2023-002 Establishing the Advisory / Steering Committee to Assist with the Feasibility Study of Creating a Community Aquatic Facility**

### Background/Analysis

PenMet Parks is committed to creating, improving, and maintaining high-quality parks and recreation facilities to meet community need within its available resources. Feasibility studies are a first step in determining community needs and priorities, conceptual planning of a public facility or other improvement to meet those needs and priorities, and to evaluate design, siting, capital and operational needs, and other factors to determine the feasibility of building and operating a new facility or other improvements.

The Board of Park Commissioners passed Resolution R2021-029 adopting the 2022 Capital Budget and Capital Improvement Plan. The 2022 Capital Improvement Plan appropriates funding to conduct studies to determine the feasibility of creating a dedicated space for seniors and of creating a community aquatic facility. The Board also passed Resolution P2022-017 authorizing the Executive Director to enter into an agreement with ARC Architects to provide professional services to assist with those studies.

Public input is an important component of the feasibility studies. To facilitate that input, a 16-member advisory / steering committee will be created for each study. Committee



members will be selected from the community, local government agencies and non-profit service organizations. The committees will convene to discuss and provide input on program development, design concepts and site considerations, and operational and capital analyses. The committees will remain active until the Board of Park Commissioners considers the study complete.

Staff solicited applications from interested members of the public for each committee. Approximately 50 applications were submitted and a selection committee evaluated those applications based on the ability to contribute to the study / project subject matter and representation of the community. The Capital Improvement Plan (CIP) Committee recommends the appointment of 16 people to each committee and an additional four alternates to each committee.

Each committee will meet at least three times between February 2023 and June 2023. In addition, staff will conduct community meetings to share updates and hear additional public input from interested parties who are not serving on a committee. All interested parties, including all volunteer applicants, are encouraged to attend the meetings, review information as it is developed and provide input throughout the study. Feasibility findings and recommendations from each study will be presented to the Board of Park Commissioners in summer 2023.

### **Policy Implications/Support**

1. The Board passed Resolution R2021-029 adopting the 2022 Capital Budget and Capital Improvement Plan, which appropriated funding for the feasibility studies.
2. The Board passed Resolution P2022-017 authorizing the Executive Director to enter into an agreement with ARC Architects to provide professional services with regard to each of the feasibility studies in an amount within the allocated project budget.

### **Staff Recommendation**

Staff recommends the Board pass Resolution R2023-001 establishing the advisory / steering committee to assist with the feasibility study of creating a dedicated space for seniors.

Staff also recommends the Board pass Resolution R2023-002 establishing the advisory / steering committee to assist with the feasibility study of creating a community aquatic facility.



### **Committee Recommendation**

This action was reviewed by the CIP Committee at its January 9, 2023 meeting, with a recommendation to bring it to the full Board for its approval.

### **Staff Contact**

If you have any questions or comments, please contact Matthew Keough at (253) 313-0423 or via e-mail at [mkeough@penmetparks.org](mailto:mkeough@penmetparks.org).

### **Attachments**

Exhibit A: Resolution R2023-001  
Exhibit B: Resolution R2023-002





# Peninsula Metropolitan Park District

## RESOLUTION NO. R2023-001

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### **ESTABLISHING THE ADVISORY / STEERING COMMITTEE TO ASSIST WITH THE FEASIBILITY STUDY OF CREATING A DEDICATED SPACE FOR SENIORS**

WHEREAS, PenMet Parks is committed to creating, improving, and maintaining high-quality parks and park facilities and recreation and cultural opportunities for the benefit of its community; and

WHEREAS, feasibility studies assist in identifying community needs, interests, design options, and cost estimates; and

WHEREAS, the Board of Park Commissioners passed Resolution R2021-029 adopting the 2022 Capital Budget and Capital Improvement Plan which includes the cost of a feasibility study regarding the development and operation of a dedicated space for seniors; and

WHEREAS, the Board of Park Commissioners desires to establish an ad hoc advisory / steering committee comprised of community members and local government agency and organization representatives to provide input as part of the feasibility study process; and

WHEREAS, PenMet Parks conducted broad community outreach advertising and soliciting community members to apply to serve on the advisory / steering committee and PenMet Parks received numerous applications; and

WHEREAS, the Capital Improvement Plan (CIP) Committee reviewed the applications and recommends the appointment of 16 people to the committee including 4 alternates;

NOW THEREFORE BE IT

RESOLVED by the Board of Park Commissioners that PenMet Parks establishes an advisory / steering committee consisting of community members and local government agency and organizational representatives to assist with the feasibility study of creating a dedicated space for seniors, in effect until the study is determined complete by the Board. It is further

RESOLVED by the Board of Park Commissioners that the community members identified on Exhibit "A" are hereby appointed to serve on the advisory / steering committee.

The foregoing resolution was adopted at a regular meeting of the Board of Park Commissioners of the Peninsula Metropolitan Park District held on February 7, 2023.



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Steve Nixon, President

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Maryellen "Missy" Hill, Clerk

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Attest: Ally Bujacich



# Peninsula Metropolitan Park District

## RESOLUTION NO. R2023-001

### Exhibit A

<b>Appointees to the advisory / steering committee for the feasibility study of creating a dedicated space for seniors</b>
Mark Avni Cheryl Cristello Dennis Doan (Gig Harbor Fire) Lynda Filson Efrain Gonzalez (Tom Taylor YMCA) Peninsula School District – to be appointed by Peninsula School District Jill Guernsey Joe Hillyer John Jolibois (Pierce County) Betty Lilienthal (direct appointee) Joe Loya (Kiwanis Club of Gig Harbor) Angela Mattison (direct appointee) Jeremy Mort (direct appointee) Gary Parker Le Rodenberg (City of Gig Harbor) Pat Schmidt (Rotary)
<b>Alternates</b>
Richard Harris Nancy Hohenstein Ray Kittelberger Lynn Stevenson
<i>In the event of a vacancy on the committee, an alternate will be selected to fill the vacancy through a lottery process.</i>



# Peninsula Metropolitan Park District

## RESOLUTION NO. R2023-002

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### **ESTABLISHING THE ADVISORY / STEERING COMMITTEE TO ASSIST WITH THE FEASIBILITY STUDY OF CREATING A COMMUNITY AQUATIC FACILITY**

WHEREAS, PenMet Parks is committed to creating, improving, and maintaining high-quality parks and park facilities and recreation and cultural opportunities for the benefit of its community; and

WHEREAS, feasibility studies assist in identifying community needs, interests, design options, and cost estimates; and

WHEREAS, the Board of Park Commissioners passed Resolution R2021-029 adopting the 2022 Capital Budget and Capital Improvement Plan which includes the cost of a feasibility study regarding the development and operation of a community aquatic facility; and

WHEREAS, the Board of Park Commissioners desires to establish an ad hoc advisory / steering committee comprised of community members and local government agency and organization representatives to provide input as part of the feasibility study process; and

WHEREAS, PenMet Parks conducted broad community outreach advertising and soliciting community members to apply to serve on the advisory / steering committee and PenMet Parks received numerous applications; and

WHEREAS, the Capital Improvement Plan (CIP) Committee reviewed the applications and recommends the appointment of 16 people to the committee including 4 alternates;

NOW THEREFORE BE IT

RESOLVED by the Board of Park Commissioners that PenMet Parks establishes an advisory / steering committee consisting of community members and local government agency and organizational representatives to assist with the feasibility study of creating a community aquatic facility, in effect until the study is determined complete by the Board. It is further

RESOLVED by the Board of Park Commissioners that the community members identified on Exhibit "A" are hereby appointed to serve on the advisory / steering committee.

The foregoing resolution was adopted at a regular meeting of the Board of Park Commissioners of the Peninsula Metropolitan Park District held on February 7, 2023.



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Steve Nixon, President

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Maryellen "Missy" Hill, Clerk

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Attest: Ally Bujacich



# Peninsula Metropolitan Park District

## RESOLUTION NO. R2023-002

### Exhibit A

<b>Appointees to the advisory / steering committee for the feasibility study of creating a community aquatic facility</b>
Stephanie Acierno Matthew Clute Dwayne Dabbs (Rotary) Dennis Doan (Gig Harbor Fire) Patrick Gillespie (Peninsula School District) Carter Gilmore Efrain Gonzalez (Tom Taylor YMCA) Jennifer Haro (City of Gig Harbor) John Jolibois (Pierce County) Beth Latendresse (direct appointee) Diana Litsch Heather Maher (direct appointee) Jennifer Preston Tina Shoemaker (Kiwanis Club of Gig Harbor) Sarah Stancikas (direct appointee) Joan Storkman
<b>Alternates</b>
Jason Davis Sandra Estudillo Gina Hammer Peter Kaslik
<i>In the event of a vacancy on the committee, an alternate will be selected to fill the vacancy through a lottery process.</i>



## DISTRICT COMMISSION MEMO

**To:** Board of Park Commissioners

**Through:** Ally Bujacich, Executive Director

**From:** Denis Ryan, Director of Park Services

**Date:** February 7, 2023

**Subject:** **First Reading of Resolution RR2023-002 Adopting the Project Budget for the Tacoma DeMolay Sandspit Nature Preserve Master Plan, Facility, and Accessibility Improvements**

### Background/Analysis

During the 2023 Capital Improvement Plan development, developing a master plan for the Tacoma DeMolay Nature Preserve and implementing the highest priorities was identified as a District priority. The master plan will identify use for the existing block building, potential shelter, pathway locations, accessibility improvements to the beach, and other elements of the property. The project budget contemplates addressing deferred maintenance needs at the block building while improving accessibility and usability, as well as site improvements.

The Board of Park Commissioners passed Resolution RR2022-011 adopting the 2023 Annual Capital Budget and Capital Improvement Plan, which allocated funding for the DeMolay Sandspit master plan and implementation project.

Additionally, the Board of Park Commissioners passed Resolution R2021-029 adopting the 2022 Annual Capital Budget and Capital Improvement Plan, which allocated funding to demolish damaged structures at the DeMolay Sandspit and provide a picnic shelter if feasible. Demolition of the deteriorated house and beach shack was completed in 2022 as part of the demolition project. Staff recommend incorporating the picnic shelter into the 2023 master plan project to allow the project team to consider the picnic shelter as part of a comprehensive site master plan.

### Funding

Funding to support this project is allocated in the adopted 2023 capital budget in the amount of \$1,690,489.00.





The 2022 Capital Improvement Plan allocated \$245,000 to the demolition of damaged structures and, if feasible, providing a picnic shelter at the DeMolay Sandspit. Of the allocated funding, \$205,299.72 is remaining after the cost of demolition. In accordance with the Comprehensive Financial Management Policy P40-101, the Executive Director has the authorization to transfer money between funds and between projects within the CIP, if approved by the Board in advance and as part of amending the adopted budget.

<b>Project Budget Summary</b>	
2023 Capital Improvement Plan allocation	\$1,690,489.00
2022 Capital Improvement Plan allocation (remaining after demolition)	\$205,299.72
<b>Total project budget</b>	<b>\$1,895,788.72</b>

### **Policy Implications/Support**

1. The Tacoma DeMolay Sandspit Nature Preserve Master Plan, Facility, and Accessibility Improvements project is supported by the following 2023 goals and objectives:
  - Effectively manage and maintain our assets to preserve existing infrastructure and provide parks and recreation opportunities for our community.
2. The Board passed Resolution RR2022-011 adopting the 2023 Annual Capital Budget and Capital Improvement Plan, which allocated funding for the DeMolay Sandspit master plan and implementation project.
3. The Board passed Resolution R2021-029 adopting the 2022 Annual Capital Budget and Capital Improvement Plan, which allocated funding to demolish damaged structures at the DeMolay Sandspit and provide a picnic shelter if feasible.

### **Staff Recommendation**

Staff recommends the Board pass Resolution RR2023-002 approving the project budget for DeMolay Master Plan, Facility, and Accessibility Improvements Project in the amount of \$1,895,788.72 at its second reading, which is planned for February 21, 2023.

### **Committee Recommendation**

This action was reviewed by the Park Services Committee at its January 23, 2023, meeting with a recommendation to bring this action to the full Board for its approval.



**Staff Contact**

If you have any questions or comments, please contact Denis Ryan, Director of Parks Services at (253) 649-5254 or via e-mail at [dryan@penmetparks.org](mailto:dryan@penmetparks.org).

**Attachments:**

Exhibit A: Resolution RR2023-002



# Peninsula Metropolitan Park District

## RESOLUTION RR2023-002

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### **ADOPTING THE TACOMA DEMOLAY SANDSPIT NATURE PRESERVE MASTER PLAN, FACILITY, AND ACCESSIBILITY IMPROVEMENTS PROJECT BUDGET**

WHEREAS, the Board of Park Commissioners evaluated District-wide capital improvement needs; and

WHEREAS, the Board of Park Commissioners passed Resolution RR2022-011 adopting the 2023 Annual Capital Budget and Capital Improvement Plan (CIP); and

WHEREAS, Tacoma DeMolay Sandspit Nature Preserve Master Plan, Facility, and Accessibility Improvements was ranked at priority three in the 2023 CIP; and

WHEREAS, the Board of Park Commissioners passed Resolution R2021-019 adopting the 2022 Annual Capital Budget and CIP; and

WHEREAS, Tacoma DeMolay Sandspit Nature Preserve demolition of deteriorated structures and providing a picnic shelter, if feasible was ranked at priority five in the CIP; and

WHEREAS, demolition was completed in 2022 and \$205,299.72 remained allocated to provide a picnic shelter, if feasible; and

WHEREAS, evaluating the feasibility and siting of the picnic shelter may be completed as part of a comprehensive DeMolay Sandspit master plan; and

WHEREAS, the scope of the project generally includes master planning, building updates, ADA accessibility upgrades, a picnic shelter, and limited site improvements; and

WHEREAS, PenMet Parks analyzed the estimated project costs required to complete the project to meet the community needs and estimated that the total project budget necessary to complete the project scope is \$1,895,788.72

NOW THEREFORE BE IT

RESOLVED, Tacoma DeMolay Sandspit Nature Preserve Master Plan, Facility, and Accessibility Improvements total project budget is \$1,895,788.72.

The foregoing resolution was adopted at a regular meeting of the Board of Park Commissioners of the Peninsula Metropolitan Park District held on February 21, 2023.



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Steve Nixon, Board President

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Maryellen "Missy" Hill, Board Clerk

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Attest: Ally Bujacich