



# Peninsula Metropolitan Park District

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

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## REGULAR MEETING AGENDA

September 07, 2021, 6:00 PM

Community Recreation Center (CRC) 2416 14th Ave NW, Gig Harbor, WA 98335

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### Call to Order

#### Commissioner Roll Call:

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

#### ITEM 1 Approval of Agenda

#### ITEM 2 Citizen Comments

Citizens are afforded an opportunity at each regular meeting of the Board 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.

#### ITEM 3 Presentations

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

##### 3b. [Monthly Finance Report](#)

##### 3c. Board Committees

##### 3d. President's Report

#### ITEM 4 Consent Agenda

##### 4a. [R2021-020 Ratify Hale Pass Flood Damage Work Contract](#)

##### 4b. [Approval of Minutes](#)

[08/03/21 Study Session and Regular Meeting](#)

##### 4c. Approval of Vouchers

\$43,947.60 Reference Number: 210801001-210801016

\$148,287.22 Reference Number: 210802001-210802005

\$18,769.12 Reference Number: 210804001-210804017 Except for Voucher 210804004 and 210804006

\$61,586.05 Reference Number: 210806002-210806016 Except for Voucher 210806006 and 210806012

\$12,749.10 Reference Number: 210902001-210902002



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\$89,721.95 Reference Number: 210903001-210903003

**ITEM 5 Unfinished Business: None**

**ITEM 6 New Business**

6a. [R2021-021: Authorize ED to Sign Amendment with Absher Construction for Hale Pass Project Management](#)

**ITEM 7 Project Manager Update**

7a. **Community Recreation Center Update**

7b. **CRC Operations Committee**

7c. **CRC Finance Committee**

7d. **Hale Pass Update**

**ITEM 8 Comments by Board**

**ITEM 9 Next Board Meetings**

September 14, 2021 Special Study Session at 5 pm at the Community Recreation Center. September 21, 2021, (Study and Regular) Study Session at 5:00 pm and Regular Meeting at 6:00 pm at the Community Recreation Center

**ITEM 10 Executive Session:**

10a. **Executive Session to discuss with legal counsel matters relating to litigation or potential litigation per RCW 42.30.110(1)(i).**

10b. **Executive Session to consider the selection of a site or the acquisition of real estate by lease or purchase per RCW 42.30.110(1)(b)**

10c. **Executive Session for the purpose of reviewing the performance of a public employee pursuant to RCW 42.30.110(g).**

**ITEM 11 Adjournment**

## AGENDA POLICY

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No comments or discussion will be allowed on consent items.

**Citizen Comments:** Citizens are afforded an opportunity at each regular and special meeting of the Board of Park Commissioners to offer their comments to the Board. Citizens are limited to a three (3) minute time limit and may only speak once during the Citizen Comment period at each meeting. Comments will be included as part of the official record of the meeting.

Individuals 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.



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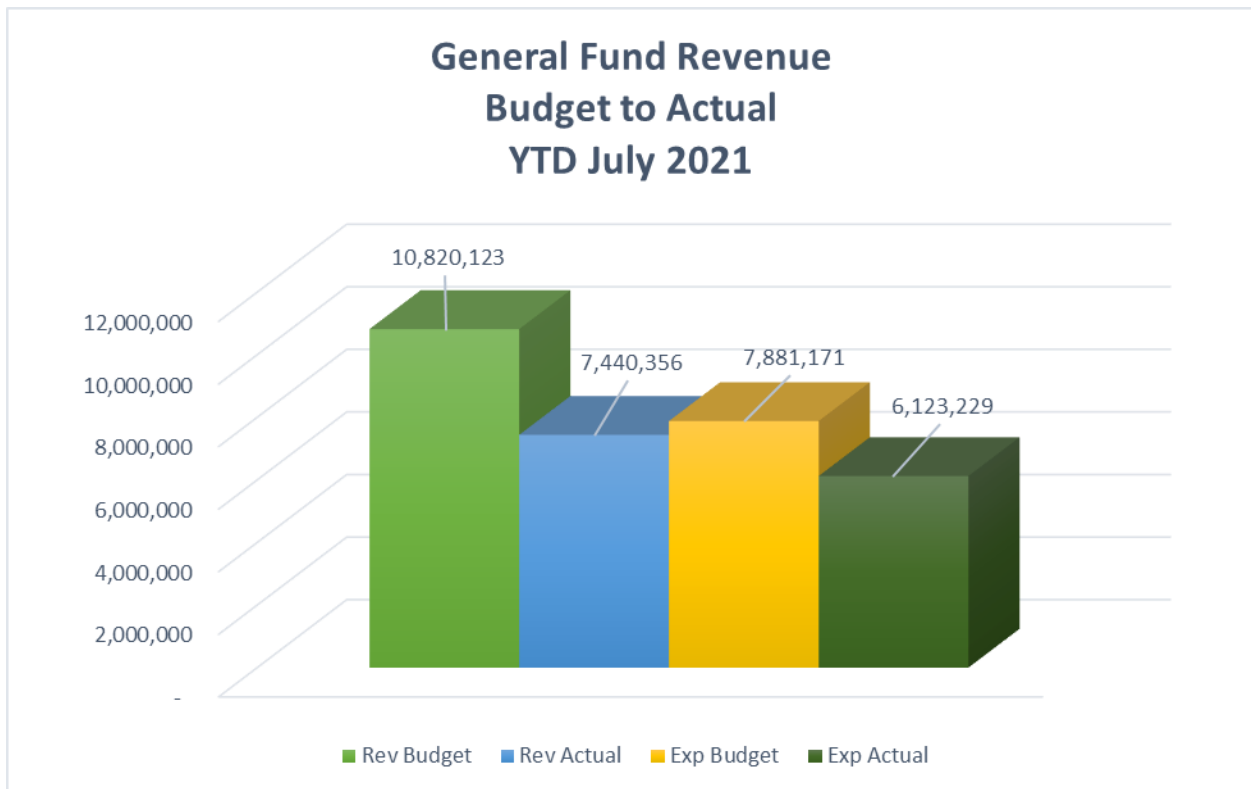
## DISTRICT COMMISSION MEMO

**To:** Board of Park Commissioners  
**From:** Louise Tieman, Interim Finance & HR Manager  
**Date:** September 7, 2021  
**Subject:** Monthly Finance Report -- July 2021

### Background/Analysis

Attached is the January – July 2021 Financial Report which provides current year budget to actual comparison of revenues and expenditures.

### General Fund:



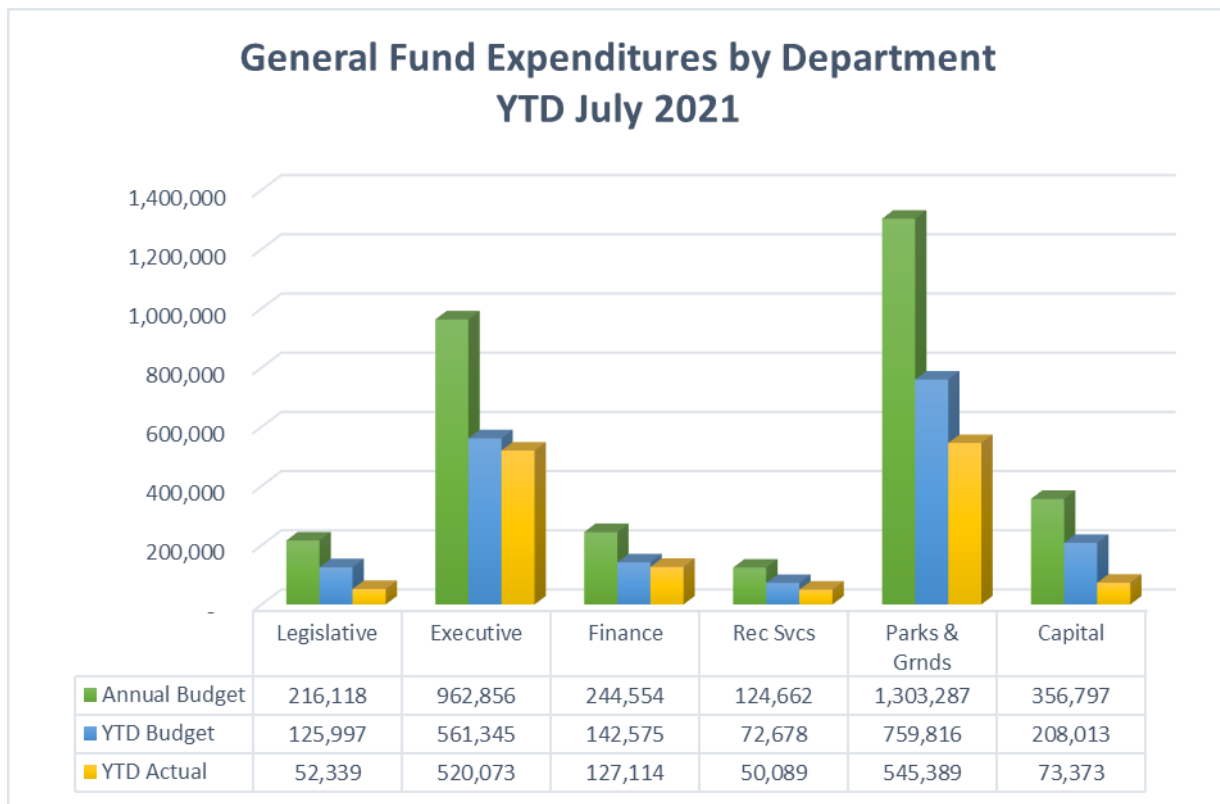


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## General Fund Revenue:

The General Fund is the principal operating fund of the District. The fund benefits from the 2020 carryover of \$2.9 million and has collected revenues consistent with historic 7-month operations. At this point in the year we should have collected at least 58% of expected revenue, and we have collected approximately 57% or \$4.5 million YTD. Sales tax revenue is larger than expected and we have received 75% of budgeted revenue. Investment interest picked up slightly in July and returned \$4,870 for the month, and \$11,412 YTD. All other sources of General Fund revenue are on target for the period.



## General Fund Expenditures:

General Fund expenses by line item are on target with planned expenditures. No department budget exceeds 58% of its budget.

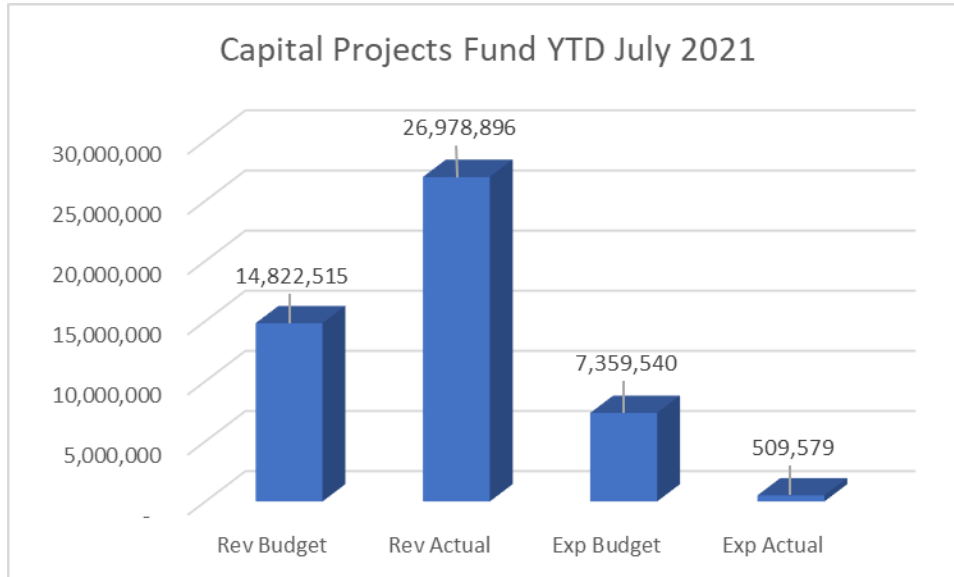
- Professional Services – Legal exceeded budget by \$19,544 (132%) due to utilization of legal services for contracts, easements, and other matters.
- Fire Alarm Inspection exceeded budget by \$2,218 (149%) of budget due to unanticipated inspections.
- Natural Gas exceeded budget by \$2,655 (176%) due to higher than expected gas rates and a colder-than-average winter.
- Sports & Professional fees exceeded budget by \$13,100 (110%). This is a result of increased programming, which brought in additional revenue.



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## Capital Projects Fund:



The CRC bonds have now earned investment interest of \$3,262.

The Capital Projects fund has expended approved amounts totaling \$509,579 on its three projects, the Community Recreation Center, the Sehmel Homestead Park turf replacement, and the Hale Pass renovation.

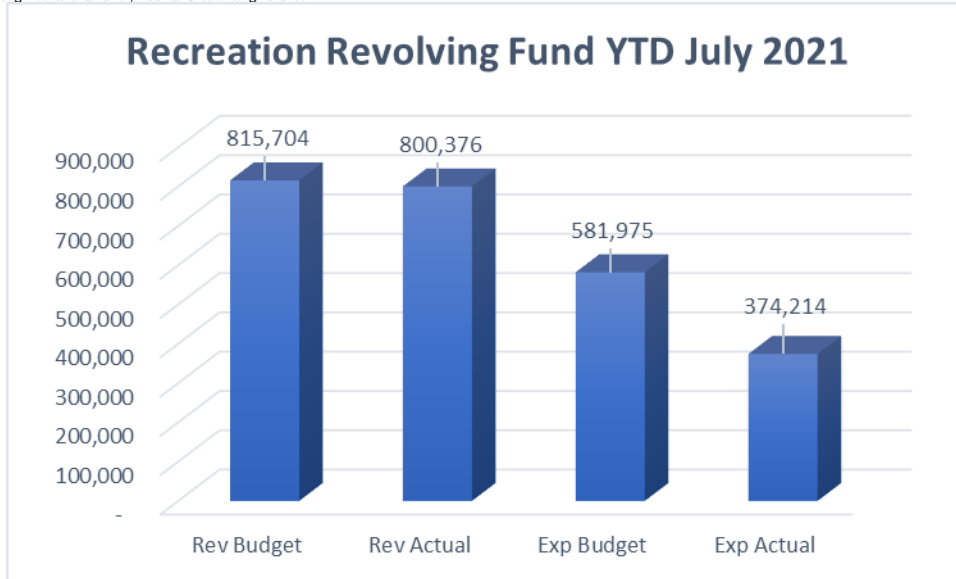
### Recreation Fund:

Contracted camps were expanded and are full resulting in both more revenue and the associated contractor expenses. Registrations for Fall soccer and flag football continued. Supplies required for summer camp resulted in an increased spending rate. Family Fun Fest is the District’s most expensive special event but stayed within its internal budget with few exceptions for items such as 10x10 tents that can be used for multiple events rather than renting for one event. The tents were already used for Movies in the Park and will be used for the Scarecrow Festival in October. Though not reflected in the financial report yet because of our cash basis status, many of these expenses may be reimbursed by the SEEK grant. We will submit invoices for reimbursement in September and will report when payment is received.



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**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
Restricted Endowment	144,965	No activity
Unrestricted Endowment	277,000	209

**Investment Activity:**

PenMet Parks utilizes the cash management services of the Pierce County Finance Department to maximize the rate of return on idle cash while incurring the least amount of risk. The County invests in the Washington State Investment Pool, a secured and fully liquid investment vehicle. As of July, the investment report is as follows:



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### General Fund monies:

Beginning balance	\$	16,002,145.02
Deposit: interest	\$	2,403.41
Withdrawal: fee	\$	(50.00)
Ending balance	\$	16,004,498.43

### Endowment Fund monies:

Beginning balance	\$	420,699.19
Deposit: interest	\$	63.19
Withdrawal: fee	\$	(3.16)
Ending balance	\$	420,759.22

### CRC Bond Proceeds

Beginning balance	\$	16,000,875.89
Deposit: interest	\$	2,403.22
Withdrawal: fee	\$	(50.00)
Ending balance	\$	16,003,229.11

**Total LGIP Ending balance**                      \$    32,428,486.76

# 2021 BUDGET POSITION

Peninsula Metropolitan Park District

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## 001 General Expense Fund

Months: 01 To: 07

Revenues	Amt Budgeted	Revenues	Remaining	
<b>001 Carryover</b>				
308 31 00 630 Restricted Beginning Balance	0.00	9,141.72	(9,141.72)	0.0%
308 91 00 001 Unassigned Beginning Balance	2,938,951.91	2,938,951.91	0.00	100.0%
001 Carryover	2,938,951.91	2,948,093.63	(9,141.72)	100.3%

## 002 Revenue

311 10 00 001 Real and Personal Property Tax	7,306,786.00	4,051,079.54	3,255,706.46	55.4%
313 17 00 000 Sales Tax	377,000.00	281,566.32	95,433.68	74.7%
317 40 00 000 Private Harvest Tax	0.00	1,836.92	(1,836.92)	0.0%
337 00 00 000 Leasehold Excise Tax	1,500.00	4,312.23	(2,812.23)	287.5%
337 00 00 001 REET Excise Tax	0.00	0.00	0.00	0.0%
347 30 00 000 Facility Rental Fee	72,500.00	61,782.19	10,717.81	85.2%
361 11 00 001 Investment Interest	18,000.00	7,934.00	10,066.00	44.1%
362 30 01 000 Parking Space Lease	0.00	0.00	0.00	0.0%
362 50 01 000 Long Term Golf Course Lease	57,000.00	45,596.18	11,403.82	80.0%
362 60 01 000 Housing Rentals/Leases	48,385.08	28,320.38	20,064.70	58.5%
362 70 01 000 Concessions Lease Facilities	0.00	711.45	(711.45)	0.0%
382 10 00 000 Deposits Received	0.00	0.00	0.00	0.0%
389 30 53 630 State Leasehold Receipts	0.00	5,972.95	(5,972.95)	0.0%
002 Revenue	7,881,171.08	4,489,112.16	3,392,058.92	57.0%

## 003 NonRevenue

369 91 00 000 Other General Fund Revenue	0.00	3,150.69	(3,150.69)	0.0%
395 10 61 000 Sale of Land	0.00	0.00	0.00	0.0%
395 10 62 000 Sale of Buildings & Structures	0.00	0.00	0.00	0.0%
395 10 63 000 Sale of Other Improvements	0.00	0.00	0.00	0.0%
395 10 64 000 Sale of Machinery & Equipment	0.00	0.00	0.00	0.0%
003 NonRevenue	0.00	3,150.69	(3,150.69)	0.0%

<b>Fund Revenues:</b>	<b>10,820,122.99</b>	<b>7,440,356.48</b>	<b>3,379,766.51</b>	<b>68.8%</b>
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Expenditures	Amt Budgeted	Expenditures	Remaining
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## 010 Legislative

511 10 10 000 Compensation	61,440.00	43,136.00	18,304.00	70.2%
511 10 20 000 Benefits	5,652.00	5,128.48	523.52	90.7%
511 10 31 000 Office & Operating Supplies	650.00	351.97	298.03	54.1%
511 10 44 000 Printing and Advertising	375.00	0.00	375.00	0.0%
511 20 41 000 Professional Services	80,000.00	2,604.55	77,395.45	3.3%
511 40 43 000 Travel	4,312.05	0.00	4,312.05	0.0%
511 40 49 000 Memberships & Training	2,128.00	0.00	2,128.00	0.0%
511 50 45 000 Rentals	5,500.00	1,118.30	4,381.70	20.3%
511 70 41 000 Elections	56,061.00	0.00	56,061.00	0.0%
010 Legislative	216,118.05	52,339.30	163,778.75	24.2%

## 020 Debt Service

592 76 80 000 Bond Service Costs	300.00	0.00	300.00	0.0%
592 84 00 000 Bond Issue Costs	0.00	0.00	0.00	0.0%



# 2021 BUDGET POSITION

Peninsula Metropolitan Park District

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**001 General Expense Fund**

Months: 01 To: 07

Expenditures	Amt Budgeted	Expenditures	Remaining	
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**020 Debt Service**

020 Debt Service	300.00	0.00	300.00	0.0%
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**030 Executive**

513 10 10 000 Salaries - Exec	130,000.00	80,515.90	49,484.10	61.9%
513 10 11 000 Wages - Regular	129,887.00	75,001.08	54,885.92	57.7%
513 10 20 000 Benefits	111,340.00	49,667.72	61,672.28	44.6%
513 10 44 000 Marketing	3,425.94	1,623.56	1,802.38	47.4%
513 10 44 001 Supplies	13,250.00	291.25	12,958.75	2.2%
513 10 44 002 Printing	53,528.00	30,479.41	23,048.59	56.9%
513 10 44 003 Professional Services	29,500.00	6,151.12	23,348.88	20.9%
513 10 45 000 Office Lease	112,305.00	77,664.50	34,640.50	69.2%
513 10 49 000 Dues & Training	8,810.00	3,060.85	5,749.15	34.7%
513 20 41 000 Executive-Professional Services	63,700.00	38,697.31	25,002.69	60.7%
513 40 43 000 Executive - Travel	9,740.00	800.00	8,940.00	8.2%
515 20 41 000 Legal - Professional Services	60,000.00	79,543.50	(19,543.50)	132.6%
576 10 31 000 Office and Operating Supplies	7,000.00	4,033.60	2,966.40	57.6%
576 10 35 000 Minor Equipment	0.00	0.00	0.00	0.0%
576 10 41 000 Professional Services - Computers	37,696.00	19,765.93	17,930.07	52.4%
576 10 43 000 Administration - Travel	500.00	0.00	500.00	0.0%
576 10 45 000 Operating Rentals and Leases	10,000.00	3,923.71	6,076.29	39.2%
576 10 46 000 Insurance - General Liability	81,000.00	207.00	80,793.00	0.3%
576 10 49 000 Miscellaneous / Events	2,500.00	322.84	2,177.16	12.9%
576 20 31 000 Postage	1,300.00	632.71	667.29	48.7%
576 20 36 001 Computer Hardware	12,000.00	5,340.52	6,659.48	44.5%
576 20 36 002 Computer Software	15,000.00	8,233.46	6,766.54	54.9%
576 20 41 001 Telephone	37,800.00	15,000.46	22,799.54	39.7%
576 20 41 002 Internet	20,000.00	14,012.39	5,987.61	70.1%
576 89 41 000 Taxes	0.00	0.00	0.00	0.0%
589 30 41 000 Sales Tax Rentals	12,573.86	5,103.86	7,470.00	40.6%
<b>030 Executive</b>	<b>962,855.80</b>	<b>520,072.68</b>	<b>442,783.12</b>	<b>54.0%</b>

**040 Budget & Finance**

514 10 11 000 Wages - Regular	150,735.00	96,401.34	54,333.66	64.0%
514 10 20 000 Personnel Benefits	54,341.00	23,114.27	31,226.73	42.5%
514 10 31 000 Supplies	1,149.00	429.87	719.13	37.4%
514 20 00 000 Financial Services	600.00	148.37	451.63	24.7%
514 23 36 000 Computers - Springbrook	4,824.00	1,527.00	3,297.00	31.7%
514 23 41 000 Professional Services	31,610.00	4,867.45	26,742.55	15.4%
514 23 49 000 Bank Charges	600.00	107.34	492.66	17.9%
514 40 43 000 Travel	105.00	0.00	105.00	0.0%
514 40 49 000 Memberships & Training	590.00	517.92	72.08	87.8%
<b>040 Budget &amp; Finance</b>	<b>244,554.00</b>	<b>127,113.56</b>	<b>117,440.44</b>	<b>52.0%</b>

**050 Recreational Services**

571 10 11 000 Wages - Administration	79,146.00	45,567.98	33,578.02	57.6%
571 10 20 000 Benefits - Administration	41,176.00	4,412.15	36,763.85	10.7%
571 10 43 000 Conferences	4,340.05	109.00	4,231.05	2.5%

# 2021 BUDGET POSITION

Peninsula Metropolitan Park District

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**001 General Expense Fund**

Months: 01 To: 07

Expenditures	Amt Budgeted	Expenditures	Remaining	
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**050 Recreational Services**

050 Recreational Services	124,662.05	50,089.13	74,572.92	40.2%
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**060 Parks & Grounds**

576 85 11 000	Wages - Regular	641,063.00	282,852.34	358,210.66	44.1%
576 85 20 000	Benefits	321,923.50	120,512.99	201,410.51	37.4%
576 85 31 000	Operating Supplies	0.00	9,286.90	(9,286.90)	0.0%
576 85 31 001	Toilet Paper/Paper Towels	3,122.00	1,604.06	1,517.94	51.4%
576 85 31 002	Soap/Cleaning Products	1,561.00	1,063.91	497.09	68.2%
576 85 31 003	Signs	5,000.00	874.73	4,125.27	17.5%
576 85 31 004	Garbage Bags	4,950.00	1,862.60	3,087.40	37.6%
576 85 31 005	Dog Bags	15,350.00	4,428.61	10,921.39	28.9%
576 85 31 006	Fertilizer	2,700.00	1,510.60	1,189.40	55.9%
576 85 31 007	COVID/Medical	7,177.00	1,404.51	5,772.49	19.6%
576 85 31 008	Plumbing/Heating	8,000.00	219.80	7,780.20	2.7%
576 85 31 009	Pesticide	3,100.00	28.77	3,071.23	0.9%
576 85 31 010	Rubber	3,300.00	0.00	3,300.00	0.0%
576 85 31 011	Sand/Seed	8,700.00	478.19	8,221.81	5.5%
576 85 31 012	Paint	13,300.00	119.81	13,180.19	0.9%
576 85 31 013	Infield Mix	6,000.00	1,299.30	4,700.70	21.7%
576 85 31 014	Bark	8,900.00	35.81	8,864.19	0.4%
576 85 31 015	Hardware/Fasteners	6,900.00	2,154.67	4,745.33	31.2%
576 85 31 016	Lights	6,500.00	4,763.54	1,736.46	73.3%
576 85 31 017	Gravel	6,900.00	2,324.06	4,575.94	33.7%
576 85 31 018	Uniforms	5,000.00	1,766.09	3,233.91	35.3%
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	5.6%
576 85 32 000	Fuel	0.00	175.54	(175.54)	0.0%
576 85 32 001	Diesel	7,000.00	2,976.91	4,023.09	42.5%
576 85 32 002	Fuel Oil	1,000.00	118.44	881.56	11.8%
576 85 32 003	Gasoline	9,000.00	3,681.14	5,318.86	40.9%
576 85 32 004	Propane	500.00	59.72	440.28	11.9%
576 85 34 000	Concessions Expense	55.00	0.00	55.00	0.0%
576 85 35 000	Small Tools & Minor Equipment	12,300.00	9,707.33	2,592.67	78.9%
576 85 36 000	Computers - Shop	0.00	0.00	0.00	0.0%
576 85 40 000	Extraordinary Park Repairs	0.00	0.00	0.00	0.0%
576 85 41 000	Professional Services	0.00	0.00	0.00	0.0%
576 85 41 001	Fire Alarm Inspection	4,500.00	6,717.78	(2,217.78)	149.3%
576 85 41 002	Septic Inspection	10,900.00	1,826.73	9,073.27	16.8%
576 85 41 003	Backflow Assembly	900.00	0.00	900.00	0.0%
576 85 41 004	Septic Tank Pumping	10,700.00	6,015.18	4,684.82	56.2%
576 85 41 005	Asphalt Repair	5,000.00	0.00	5,000.00	0.0%
576 85 41 006	Plumbing	0.00	0.00	0.00	0.0%
576 85 41 007	Auto Services	5,000.00	3,546.33	1,453.67	70.9%
576 85 41 008	Locks & Deadbolts	0.00	0.00	0.00	0.0%
576 85 41 010	Sani Cans	17,330.00	7,242.50	10,087.50	41.8%
576 85 41 011	Security	10,000.00	0.00	10,000.00	0.0%
576 85 41 012	Safety Program	0.00	5,842.50	(5,842.50)	0.0%
576 85 43 000	Travel	0.00	0.00	0.00	0.0%
576 85 43 001	Bridge Tolls	1,500.00	160.00	1,340.00	10.7%
576 85 43 002	Meals	500.00	0.00	500.00	0.0%
576 85 43 003	Mileage Reimbursement	500.00	86.95	413.05	17.4%

## 2021 BUDGET POSITION

Item 3b.

Peninsula Metropolitan Park District

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**001 General Expense Fund**

Months: 01 To: 07

Expenditures	Amt Budgeted	Expenditures	Remaining	
<b>060 Parks &amp; Grounds</b>				
576 85 44 000 Printing & Advertising	0.00	79.75	(79.75)	0.0%
576 85 45 000 Operating Rentals & Leases	0.00	455.33	(455.33)	0.0%
576 85 45 001 Scissor Lift	1,700.00	0.00	1,700.00	0.0%
576 85 45 002 Boom	2,000.00	0.00	2,000.00	0.0%
576 85 45 003 Demo Hammer	150.00	0.00	150.00	0.0%
576 85 45 004 Excavators	4,000.00	0.00	4,000.00	0.0%
576 85 45 005 Concrete Mixer	1,650.00	0.00	1,650.00	0.0%
576 85 45 006 Copier	0.00	0.00	0.00	0.0%
576 85 45 007 Septic Excavation	0.00	0.00	0.00	0.0%
576 85 45 008 Sod Cutter and Repair	0.00	0.00	0.00	0.0%
576 85 45 009 Cleaning	1,300.00	0.00	1,300.00	0.0%
576 85 46 000 Surface Water/Noxious Weed Tax	3,700.00	3,675.52	24.48	99.3%
576 85 47 000 Utility Services	0.00	0.00	0.00	0.0%
576 85 47 001 Electric	40,800.00	26,069.78	14,730.22	63.9%
576 85 47 002 Water	10,855.00	5,481.56	5,373.44	50.5%
576 85 47 003 Recycle	0.00	0.00	0.00	0.0%
576 85 47 004 Garbage	12,700.00	9,931.58	2,768.42	78.2%
576 85 47 005 Trash - Dump Runs	4,000.00	881.82	3,118.18	22.0%
576 85 47 006 Natural Gas	3,500.00	6,154.60	(2,654.60)	175.8%
576 85 48 000 Repairs & Maintenance	0.00	0.00	0.00	0.0%
576 85 48 001 Buildings	14,000.00	3,213.11	10,786.89	23.0%
576 85 48 002 Equipment	6,000.00	259.81	5,740.19	4.3%
576 85 48 003 Vandalism	4,000.00	0.00	4,000.00	0.0%
576 85 48 004 Heating	0.00	0.00	0.00	0.0%
576 85 48 005 Plumbing	0.00	0.00	0.00	0.0%
576 85 48 006 Structures	5,000.00	2.48	4,997.52	0.0%
576 85 49 000 Memberships & Training	10,600.00	798.40	9,801.60	7.5%
<b>060 Parks &amp; Grounds</b>	<b>1,303,286.50</b>	<b>545,388.59</b>	<b>757,897.91</b>	<b>41.8%</b>

**070 Capital**

576 80 10 000 Wages - Regular	196,418.00	49,890.41	146,527.59	25.4%
576 80 20 000 Benefits	83,262.00	19,007.82	64,254.18	22.8%
576 80 31 000 Supplies	5,000.00	0.00	5,000.00	0.0%
576 80 35 000 Small Equipment	1,600.00	0.00	1,600.00	0.0%
576 80 41 000 Professional Services	60,000.00	3,974.53	56,025.47	6.6%
576 80 43 000 Travel	3,300.00	0.00	3,300.00	0.0%
576 80 44 000 Printing	0.00	0.00	0.00	0.0%
576 80 45 000 Facility Rentals	5,000.00	0.00	5,000.00	0.0%
576 80 49 000 Memberships & Training	2,217.00	500.00	1,717.00	22.6%
<b>070 Capital</b>	<b>356,797.00</b>	<b>73,372.76</b>	<b>283,424.24</b>	<b>20.6%</b>

**090 NonExpenditures**

589 30 41 630 State Leasehold Disbursed	0.00	11,524.76	(11,524.76)	0.0%
589 40 00 000 Deposits Disbursed	0.00	0.00	0.00	0.0%
589 99 00 000 Payroll Clearing	0.00	185,006.01	(185,006.01)	0.0%
597 20 55 001 Transfer Out to Recreation Fund	150,847.64	150,847.64	0.00	100.0%
597 76 64 001 Transfer Out to Capital Equipment Fund	106,932.00	106,932.00	0.00	100.0%
597 76 65 001 Transfer Out to Capital Project Fund	3,868,942.10	0.00	3,868,942.10	0.0%
597 76 71 001 Transfer Out to Debt Service Fund	541,600.00	0.00	541,600.00	0.0%

## 2021 BUDGET POSITION

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001 General Expense Fund

Months: 01 To: 07

Expenditures	Amt Budgeted	Expenditures	Remaining	
<b>090 NonExpenditures</b>				
598 11 41 000 Intergovt Payment	0.00	0.00	0.00	0.0%
598 22 41 000 Intergovt Pmt - Fire Protect	4,275.94	0.00	4,275.94	0.0%
090 NonExpenditures	4,672,597.68	454,310.41	4,218,287.27	9.7%
<b>Fund Expenditures:</b>	<b>7,881,171.08</b>	<b>1,822,686.43</b>	<b>6,058,484.65</b>	<b>23.1%</b>
<b>Fund Excess/(Deficit):</b>	<b>2,938,951.91</b>	<b>5,617,670.05</b>		

## 2021 BUDGET POSITION

Peninsula Metropolitan Park District

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### 201 Debt Service Fund

Months: 01 To: 07

Revenues	Amt Budgeted	Revenues	Remaining	
<b>001 Carryover</b>				
308 51 00 201 Assigned Beginning Balance	0.00	0.00	0.00	0.0%
001 Carryover	0.00	0.00	0.00	0.0%
<b>003 NonRevenue</b>				
391 11 00 201 General Obligation Bond Proceed	0.00	0.00	0.00	0.0%
392 00 00 201 Premium on Bonds Sold	0.00	0.00	0.00	0.0%
393 00 00 201 Proceeds of Refunding LT Debt	0.00	0.00	0.00	0.0%
397 76 71 201 Transfer In from General Fund	541,600.00	0.00	541,600.00	0.0%
003 NonRevenue	541,600.00	0.00	541,600.00	0.0%
<b>Fund Revenues:</b>	<b>541,600.00</b>	<b>0.00</b>	<b>541,600.00</b>	<b>0.0%</b>
Expenditures	Amt Budgeted	Expenditures	Remaining	
<b>020 Debt Service</b>				
591 71 00 201 G.O. Bond Principle Payment	425,000.00	0.00	425,000.00	0.0%
592 76 80 201 Interest Long Term G.O. Bonds	116,600.00	0.00	116,600.00	0.0%
592 80 82 201 Bond Discount	0.00	0.00	0.00	0.0%
592 83 76 201 Interest LT Debt-Line of Credit	0.00	0.00	0.00	0.0%
020 Debt Service	541,600.00	0.00	541,600.00	0.0%
<b>Fund Expenditures:</b>	<b>541,600.00</b>	<b>0.00</b>	<b>541,600.00</b>	<b>0.0%</b>
<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>0.00</b>		

## 2021 BUDGET POSITION

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202 Debt Contingency Fund

Months: 01 To: 07

Revenues	Amt Budgeted	Revenues	Remaining	
<b>001 Carryover</b>				
308 51 00 202 Assigned Beginning Balance	600,000.00	600,000.00	0.00	100.0%
001 Carryover	600,000.00	600,000.00	0.00	100.0%
<b>Fund Revenues:</b>	<b>600,000.00</b>	<b>600,000.00</b>	<b>0.00</b>	<b>100.0%</b>
<b>Fund Excess/(Deficit):</b>	<b>600,000.00</b>	<b>600,000.00</b>		

## 2021 BUDGET POSITION

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### 300 Capital Projects

Months: 01 To: 07

Revenues	Amt Budgeted	Revenues	Remaining	
<b>001 Carryover</b>				
308 51 00 300 Assigned Beginning Balance	10,953,572.60	10,953,572.60	0.00	100.0%
001 Carryover	10,953,572.60	10,953,572.60	0.00	100.0%

### 300 Capital Projects

361 11 00 326 Investment Interest	0.00	3,262.05	(3,262.05)	0.0%
369 91 00 300 Other Capital Revenue	0.00	24,414.28	(24,414.28)	0.0%
391 10 00 000 CRC 2021 A & B LTGO Bonds	0.00	16,000,000.00	(16,000,000.00)	0.0%
397 76 65 300 Transfer In from General Fund	3,868,942.10	0.00	3,868,942.10	0.0%
300 Capital Projects	3,868,942.10	16,027,676.33	(12,158,734.23)	414.3%

<b>Fund Revenues:</b>	<b>14,822,514.70</b>	<b>26,981,248.93</b>	<b>(12,158,734.23)</b>	<b>182.0%</b>
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Expenditures	Amt Budgeted	Expenditures	Remaining	
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### 300 Capital Projects

594 76 31 300 Capital Exp. - Supplies	0.00	134.50	(134.50)	0.0%
594 76 36 300 Capital Exp. - Computers	0.00	2,805.40	(2,805.40)	0.0%
594 76 41 300 Capital Exp. - Prof Services	2,927,302.00	494,293.96	2,433,008.04	16.9%
594 76 44 300 Capital Exp. - Printing	0.00	180.60	(180.60)	0.0%
594 76 45 300 Capital Exp. - Rentals & Leases	0.00	8,000.31	(8,000.31)	0.0%
594 76 46 300 Capital Exp. - External Taxes	0.00	0.00	0.00	0.0%
594 76 61 300 Capital Exp. - Land & Land Imp.	0.00	200.00	(200.00)	0.0%
594 76 62 300 Capital Exp - Structures	1,111,472.00	0.00	1,111,472.00	0.0%
594 76 63 300 Cap Exp -Fields/Bridges/Signs	0.00	1,210.36	(1,210.36)	0.0%
594 76 65 300 Capital Exp.- Construction	3,320,766.00	2,754.34	3,318,011.66	0.1%
594 76 66 300 Capital Exp. - Lease/Purchase	0.00	0.00	0.00	0.0%
300 Capital Projects	7,359,540.00	509,579.47	6,849,960.53	6.9%

<b>Fund Expenditures:</b>	<b>7,359,540.00</b>	<b>509,579.47</b>	<b>6,849,960.53</b>	<b>6.9%</b>
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<b>Fund Excess/(Deficit):</b>	<b>7,462,974.70</b>	<b>26,471,669.46</b>		
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**365 Equipment Replacement Fund**

Months: 01 To: 07

Revenues	Amt Budgeted	Revenues	Remaining	
<b>001 Carryover</b>				
308 51 00 365 Assigned Beginning Balance	0.00	0.00	0.00	0.0%
308 51 01 365 Assigned Beginning Balance	398,754.00	398,754.00	0.00	100.0%
001 Carryover	398,754.00	398,754.00	0.00	100.0%
<b>003 NonRevenue</b>				
397 76 64 365 Transfer In from General Fund	106,932.00	106,932.00	0.00	100.0%
003 NonRevenue	106,932.00	106,932.00	0.00	100.0%
<b>Fund Revenues:</b>	<b>505,686.00</b>	<b>505,686.00</b>	<b>0.00</b>	<b>100.0%</b>
Expenditures	Amt Budgeted	Expenditures	Remaining	
<b>300 Capital Projects</b>				
594 76 35 300 Capital Exp. - Equipment	104,099.00	0.00	104,099.00	0.0%
594 76 36 365 Capital Exp. - Replacement Computers	38,798.00	0.00	38,798.00	0.0%
300 Capital Projects	142,897.00	0.00	142,897.00	0.0%
<b>Fund Expenditures:</b>	<b>142,897.00</b>	<b>0.00</b>	<b>142,897.00</b>	<b>0.0%</b>
<b>Fund Excess/(Deficit):</b>	<b>362,789.00</b>	<b>505,686.00</b>		



## 2021 BUDGET POSITION

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**550 Recreation Fund**

Months: 01 To: 07

	Amt Budgeted	Revenues	Remaining	
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**001 Carryover**

308 51 00 550 Assigned Beginning Balance	248,255.91	248,255.91	0.00	100.0%
001 Carryover	248,255.91	248,255.91	0.00	100.0%

**002 Revenue**

347 30 00 550 Recreation Rental Fee	0.00	0.00	0.00	0.0%
347 40 00 550 Event Admission Fee	0.00	0.00	0.00	0.0%
347 60 00 550 Recreation Program Fees	393,200.00	375,927.70	17,272.30	95.6%
347 90 00 550 Other Fees and Charges	18,100.00	23,023.61	(4,923.61)	127.2%
361 11 55 550 Interest Earned - Recreation	0.00	0.00	0.00	0.0%
367 00 00 550 Donations	0.00	200.00	(200.00)	0.0%
367 00 00 551 Scholarships	0.00	0.00	0.00	0.0%
367 00 00 552 Sponsorship	5,300.00	0.00	5,300.00	0.0%
369 91 00 550 Other Recreation Revenue	0.00	2,120.64	(2,120.64)	0.0%
<b>002 Revenue</b>	<b>416,600.00</b>	<b>401,271.95</b>	<b>15,328.05</b>	<b>96.3%</b>

**003 NonRevenue**

397 20 55 550 Transfer In from General Fund	150,847.64	150,847.64	0.00	100.0%
<b>003 NonRevenue</b>	<b>150,847.64</b>	<b>150,847.64</b>	<b>0.00</b>	<b>100.0%</b>

**Fund Revenues:**

	<b>815,703.55</b>	<b>800,375.50</b>	<b>15,328.05</b>	<b>98.1%</b>
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**Expenditures**

	Amt Budgeted	Expenditures	Remaining	
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**550 Recreation Revolving**

571 20 11 550 Wages - Recreation Program	236,923.00	122,774.10	114,148.90	51.8%
571 20 12 550 Wages - SEEK Reimbursable	0.00	0.00	0.00	0.0%
571 20 20 550 Benefits - Recreation Program	76,745.00	36,922.38	39,822.62	48.1%
571 20 31 550 Office & Operating Supplies	58,256.00	27,552.01	30,703.99	47.3%
571 20 35 550 Minor Equipment	2,438.00	609.93	1,828.07	25.0%
571 20 41 550 Sports & Professional Fees	129,020.00	142,119.95	(13,099.95)	110.2%
571 20 42 550 Communication - Phones	0.00	0.00	0.00	0.0%
571 20 43 550 Travel	1,600.00	250.53	1,349.47	15.7%
571 20 44 550 Printing & Advertising	500.00	0.00	500.00	0.0%
571 20 45 550 Rentals	27,850.00	4,344.00	23,506.00	15.6%
571 20 46 550 Sales & Use Taxes	5,806.00	6,237.39	(431.39)	107.4%
571 20 47 550 Utilities	0.00	0.00	0.00	0.0%
571 20 49 550 Memberships & Training	714.00	28.04	685.96	3.9%
571 40 49 550 Special Events	42,123.00	33,376.05	8,746.95	79.2%
<b>550 Recreation Revolving</b>	<b>581,975.00</b>	<b>374,214.38</b>	<b>207,760.62</b>	<b>64.3%</b>

**Fund Expenditures:**

	<b>581,975.00</b>	<b>374,214.38</b>	<b>207,760.62</b>	<b>64.3%</b>
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**Fund Excess/(Deficit):**

	<b>233,728.55</b>	<b>426,161.12</b>		
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## 2021 BUDGET POSITION

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**701 Unrestricted Endowment Fund**

Months: 01 To: 07

Revenues	Amt Budgeted	Revenues	Remaining	
<b>001 Carryover</b>				
308 51 00 701 Assigned Beginning Balance	276,373.82	276,373.82	0.00	100.0%
001 Carryover	276,373.82	276,373.82	0.00	100.0%
<b>002 Revenue</b>				
361 11 00 701 Interest Revenue	660.00	216.03	443.97	32.7%
002 Revenue	660.00	216.03	443.97	32.7%
<b>Fund Revenues:</b>	<b>277,033.82</b>	<b>276,589.85</b>	<b>443.97</b>	<b>99.8%</b>
Expenditures	Amt Budgeted	Expenditures	Remaining	
<b>080 Endowment</b>				
514 25 00 000 Investment Fees - Endowment	34.00	6.69	27.31	19.7%
080 Endowment	34.00	6.69	27.31	19.7%
<b>Fund Expenditures:</b>	<b>34.00</b>	<b>6.69</b>	<b>27.31</b>	<b>19.7%</b>
<b>Fund Excess/(Deficit):</b>	<b>276,999.82</b>	<b>276,583.16</b>		

## 2021 BUDGET POSITION

Peninsula Metropolitan Park District

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750 Restricted Endowment Fund

Months: 01 To: 07

Revenues	Amt Budgeted	Revenues	Remaining	
<b>001 Carryover</b>				
308 31 00 750 Restricted Beginning Balance	144,965.00	144,965.00	0.00	100.0%
001 Carryover	144,965.00	144,965.00	0.00	100.0%
<b>002 Revenue</b>				
361 11 00 750 Interest Revenue	0.00	0.00	0.00	0.0%
002 Revenue	0.00	0.00	0.00	0.0%
<b>Fund Revenues:</b>	<b>144,965.00</b>	<b>144,965.00</b>	<b>0.00</b>	<b>100.0%</b>
<b>Fund Excess/(Deficit):</b>	<b>144,965.00</b>	<b>144,965.00</b>		

## 2021 BUDGET POSITION TOTALS

Item 3b.

Peninsula Metropolitan Park District

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Fund	Revenue Budgeted	Received		Expense Budgeted	Spent	
001 General Expense Fund	10,820,122.99	7,440,356.48	68.8%	7,881,171.08	1,822,686.43	23%
201 Debt Service Fund	541,600.00	0.00	0.0%	541,600.00	0.00	0%
202 Debt Contingency Fund	600,000.00	600,000.00	100.0%	0.00	0.00	0%
300 Capital Projects	14,822,514.70	26,981,248.93	182.0%	7,359,540.00	509,579.47	7%
365 Equipment Replacement Fund	505,686.00	505,686.00	100.0%	142,897.00	0.00	0%
550 Recreation Fund	815,703.55	800,375.50	98.1%	581,975.00	374,214.38	64%
701 Unrestricted Endowment Fund	277,033.82	276,589.85	99.8%	34.00	6.69	20%
750 Restricted Endowment Fund	144,965.00	144,965.00	100.0%	0.00	0.00	0%
	28,527,626.06	36,749,221.76	128.8%	16,507,217.08	2,706,486.97	16.4%



# Peninsula Metropolitan Park District

## RESOLUTION NO. R2021-020

### A RESOLUTION OF PENMET PARKS TO RATIFY THE EXECUTIVE DIRECTOR'S APPROVAL OF A CONTRACT FOR FLOOD DAMAGE WORK AT HALE PASS

WHEREAS, on January 11, 2021, flooding was discovered at the Arletta Schoolhouse at Hale Pass Park, the water was removed over the following days, moisture was monitored in the building, additional drying was promoted, and additional remediation steps were taken; and

WHEREAS, subsequent observations identified water damage in certain basement ceiling areas, leading to a professional recommendation and direction from the insurance adjuster to remove additional basement ceiling and to treat these and other identified areas with an antimicrobial product; and

WHEREAS, in accordance with Purchasing Policy P40-102, PenMet Parks used the limited public works process to solicit three bids and selected the lowest responsible bidder for the approved scope of work; and

WHEREAS, the District's insurance company has agreed the scope of work and associated bid amount are approved expenses related to the water loss insurance claim; and

WHEREAS, Purchasing Policy P40-102, Section 9.6 authorizes the Executive Director to award public works projects under \$15,000 provided that the PenMet Parks Board of Park Commissioners shall ratify the Executive Director's approval at the next scheduled PenMet Parks Board of Park Commissioners' meeting by means of the consent agenda; and

WHEREAS, the District's attorney has reviewed the contract; NOW THEREFORE BE IT

RESOLVED, by the Board of Park Commissioners that the Executive Director's award of the public works contract for flood damage work at Hale Pass Park with Gig Harbor Carpentry for an amount not to exceed \$2,414.88, which includes Washington State sales tax, is hereby ratified.

The foregoing resolution was adopted at a regular meeting of the Board of Park Commissioners of the Peninsula Metropolitan Park District held on September 7, 2021.

\_\_\_\_\_  
President

\_\_\_\_\_  
Clerk  
Peninsula Metropolitan Park District Commission

\_\_\_\_\_  
Attest



# Peninsula Metropolitan Park District

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## STUDY SESSION MINUTES

August 03, 2021, 5:00 PM

Community Recreation Center (CRC) 2416 14th Ave NW, Gig Harbor, WA 98335

**Call to Order:** The meeting was called to order by Commissioner Grimmer at 5:00 PM

### Commissioners Present:

Amanda Babich, President (Excused Absent)  
 Kurt Grimmer, Clerk (Filled in for President Babich)  
 Maryellen (Missy) Hill  
 Steve Nixon  
 Laurel Kingsbury (Late 5:01 PM)

### Staff:

Ally Bujacich  
 Chuck Cuzzetto  
 Eric Guenther  
 Stacie Snuffin  
 Matthew Kerns  
 Aiden Krug

### Outside Staff:

Curt Gimmestad/Absher  
 Kevin Armstrong/BRS  
 Keith Hayes/BRS

## ITEM 1 Approval of Agenda

Commissioner Nixon made a motion to approve the agenda, seconded by Commissioner Hill. The agenda was approved with a 4-0 vote.

## ITEM 2 Board Discussion

### 2a. Community Recreation Center Update (BRS)

Project manager Curt Gimmestad introduced Kevin Armstrong and Keith Hayes from BRS. Gimmestad reported that he had the opportunity to meet with Commissioner Hill and Nixon at the Operations Committee meeting last week. He also met with President Babich, got her up to speed on the project, and received her feedback on the project.

Kevin Armstrong gave an overview of the presentation agenda and material. He gave an update on the Community Recreation Center (CRC) project schedule, some workshop & public meeting dates, and some site and design development milestone dates.

Keith Hayes spoke about an owner decision matrix which maps the flow of decisions that need to be made, which creates an agenda for each meeting that gives decisions to be made in advance. In addition, he gave an overview of the consider, confirm, commit process that will be used for the CRC project. Armstrong gave a further explanation of the process.

Armstrong gave an overview of the program preference results that came from the public and Steering Committee meetings. He asked if the three core programming elements were still the focus moving forward. He talked



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about the walk-jog track’s placement, function, and operation and that they would come back with some options at the next board meeting.

Armstrong and Hayes went over the previous project estimates and budget and discussed reducing the project scope to keep the project within budget. In addition, Armstrong discussed the cost of materials for the project and that they are looking at ways to simplify the CRC structure.

Armstrong presented six building and site options in response to cost influences. Commissioners, Armstrong and Gimmestad, had a discussion.

Armstrong discussed the Tee-Box structure connected to the existing office building and went over the next steps for the project development. Commissioners discussed increasing the CRC budget and having a conversation about it at the next Finance Committee meeting.

**ITEM 3      Adjournment:** Commissioner Grimmer adjourned the meeting at 5:56 pm

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

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

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

Submitted By: Stace Snuffin



# Peninsula Metropolitan Park District

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## REGULAR MEETING MINUTES

August 03, 2021, 6:00 PM

Community Recreation Center (CRC) 2416 14th Ave NW, Gig Harbor, WA 98335

**Call to Order:** The meeting was called to order by Commissioner Grimmer at 6:00 pm

### Commissioners Present:

Amanda Babich, President (Excused Absent)  
Kurt Grimmer, Clerk (Filled in for President Babich)  
Maryellen (Missy) Hill  
Steve Nixon  
Laurel Kingsbury

### Staff:

Ally Bujacich  
Chuck Cuzzetto  
Eric Guenther  
Stacie Snuffin  
Matthew Kerns  
Aiden Krug

### Outside Staff:

Curt Gimmestad/Absher

### Attendees:

Ed Lewis  
Heather Maher  
Glenn Hansen  
Martin Miller  
Diane Miller  
Sarah Stancikas  
Todd Fisher  
Patricia Warr  
Brice Warr  
Vienna Lucas  
Julie Higgins  
Ken Higgins

### Attendees:

Margo Deegan  
Michael Chandler  
Kullats  
Hulcher  
Nelson  
Bob McNeil  
Joan McNeil  
Joshua Hardwick  
T. Lindell  
Peggy Power  
Dave Mumper  
E. Will

### ITEM 1 Approval of Agenda

Commissioner Hill made a motion to approve the agenda, seconded by Commissioner Nixon. The agenda was approved with a 4-0 vote.

### ITEM 2 Citizen Comments:

Ed Lewis commented on the PenMet Park Host program.  
Heather Maher commented on the Swim Safe Campaign.  
Glenn Hansen commented on the PenMet Park Host program.  
Martin Miller commented on the PenMet Park Host program.  
Donna Miller commented on the PenMet Park Host program.  
Sarah Stancikas commented on swim safety.





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Todd Fisher commented on the PenMet Park Host program.  
 Julie Higgins commented on the PenMet Park Host program.  
 Ken Higgins commented on the PenMet Park Host program.  
 Dave Mumper commented on the PenMet Park Host program.  
 Vienna Lucas commented on the PenMet Park Host program.  
 Peggy Power commented on the PenMet Park Host program.  
 Margo Deegan provided comments on higher education and the PenMet Park Host program.  
 Michael Chandler commented on the PenMet Park Host program.  
 Bob McNeil commented on the PenMet Park Host program.

## ITEM 3 Presentations

### 3a. Executive Director's Report

Executive Director Ally Bujacich notified the Board that she intends to extend the employment of the current Interim HR & Finance Manager beyond four months until the position is permanently filled.

Bujacich gave an update on the Pierce Conservation Future's Grant application for the Narrow's West Property Acquisition.

Bujacich gave a brief recap on the PenMet Family Funfest event and updated the Board on a couple of future PenMet events.

### 3b. Agents of Discovery Presentation

Recreation Manager Matthew Kerns reported that PenMet was awarded a Summer Experiences & Enrichment for Kids (SEEK) Grant funding from the Office of the Superintendent of Public Instruction (OSPI), and that part of the grant money would be used towards a program called Agents of Discovery. Kerns introduced Joel Krupa, the Chief Administrative Officer of Agents of Discovery, who gave the board a brief overview of the Agents of Discovery program. Kerns gave further information on the digital scavenger hunt platform and how PenMet would implement it at a couple of PenMet locations and use it in programming and events. Commissioner Hill suggested that staff take the Board through an experience to understand the participant's experience.

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

## ITEM 4

### Consent Agenda

Commissioner Nixon made a motion to approve the consent agenda, seconded by Commissioner Hill. The agenda was approved with a 4-0 vote.

### 4a. Approval of Minutes

07/20/21 Study Session and Regular Meeting

### 4b. Approval of Vouchers



# Peninsula Metropolitan Park District

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\$35,760.00 Reference Number: 210703001-210703017

\$39,075.15 Reference Number: 210705001-210705019

\$767.54 Reference Number: 210706001

\$199,410.62 Reference Number: 210704002-210704028

## ITEM 5 Unfinished Business: None

## ITEM 6 New Business

### 6a. R2021-018: Resolution to Adopt Policy P30-105: Criminal Background Check Policy

Executive Director Ally Bujacich followed up with the Board on some discussion items from the PenMet Study Session on July 21, 2021, regarding the P30-105 Background Check Policy.

Commissioner Hill made the motion to approve Resolution 2021-018 adopting the amended Policy P30-105: Criminal History Background Check Policy. Seconded by Commissioner Kingsbury. The motion passed with a 4-0 vote.

### 6b. R2021-019: Resolution Authorizing the Executive Director to Sign the Agreement for Appropriation of Second REET Park Funds to Peninsula Metropolitan Park District

Planning & Special Projects Manager Eric Guenther gave a background on the Pierce County REET tax and the new agreement for this year. Board and staff had a discussion.

Commissioner Nixon made the motion to approve Resolution R2021-019, authorizing the Executive Director to sign the Interlocal Agreement with Pierce County regarding the Second REET Parks Fund. Seconded by Commissioner Kingsbury. The motion passed with a 4-0 vote.

## ITEM 7 Project Manager Update

### 7a. CRC Operations Committee

An update was given in the earlier study session.

### 7b. Hale Pass Update: None

## ITEM 8 Comments by Board

Commissioner Nixon commented that he had attended and helped at the PenMet Family Funfest. Nixon also thanked the staff for all their work putting the event together.

Commissioner Kingsbury commented that her kids had a great time at a PenMet art camp at the Tacoma DeMolay Sandspit, that she walked her dog on a leash there, and appreciated the cleanup that was done to the bunkhouse.

Commissioner Kingsbury also commented that she appreciated all the community members who showed up to the meeting and their comments and noted that she



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and the Board heard what they were saying, and they take it seriously and want to provide the best service and park district that they can.

Commissioner Grimmer thanked the staff for the great set up for the evening's board meeting.

**ITEM 9 Next Board Meetings**

September 07, 2021, (Study and Regular) Study Session at 5:00 pm and Regular Meeting at 6:00 pm. Community Recreation Center

**ITEM 10 Adjournment** Commissioner Grimmer adjourned the meeting at 7:09 pm

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

\_\_\_\_\_

**President**

\_\_\_\_\_

**Clerk**

Submitted By: Stacie Snuffin



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## DISTRICT COMMISSION MEMO

**To:** Board of Park Commissioners

**From:** Ally Bujacich, Executive Director

**Date:** September 7, 2021

**Subject:** **Approve First Amendment to Agreement for Hale Pass Project Management**

### Background/Analysis

PenMet Parks entered into a contract with Absher Construction Company in March 2021 to provide limited project management services for the Arletta Schoolhouse renovation and water damage at Hale Pass Park. The amount of the agreement is not to exceed \$22,697, and the scope of work includes project initiation, design, bidding, and resolving the insurance claim for the water loss.

The scope of work in the base agreement is nearly complete. Project initiation is complete, and the design phase is nearing completion. Project management services related to the claim for the water loss are nearly complete. Bidding is anticipated for November 2021. The estimated duration for this work was three months, and the timeframe to complete these project management services was extended beyond the original estimate to allow the project team to thoroughly vet the project scope in advance of permitting and subsequent bidding.

The agreement with Absher contemplates authorizing project management services on a phase-by-phase basis. As anticipated when the Board authorized the agreement in March 2021, an amendment is needed to extend project management services through project completion. The proposed first amendment increases the contract amount by not more than \$21,951, for a total contract amount of \$44,630, inclusive of applicable Washington State Sales Tax. Although the timeframe to complete some of project management services in the base agreement has shifted, the proposed total contract amount to provide project management services for the complete project has not changed from the March 2021 fee proposal.

### Recommendation

Staff requests that the Board approve Resolution R2021-021, authorizing the Executive Director to sign the First Amendment to the Personal Services Agreement, in substantially the form attached, with Absher Construction to continue providing project management services for the Hale Pass projects.

**Policy Implications/Support**

1. The District has adopted goals including:
  - Developing and Maintaining High Quality Facilities: To build and maintain high quality facilities consistent with community planning.
  - District Funds: To maximize the use of tax revenues by using other resources such as grants, user fees, volunteers, and appropriate professional resources.
2. The cost of this contract amendment is within the allocated budget to date for the Hale Pass project.

**Motion**

*I move to approve Resolution R2021-021, authorizing the Executive Director to sign the First Amendment to the Personal Services Agreement, in substantially the form attached, with Absher Construction Company to continue providing project management services for the Hale Pass projects.*

Should you have any questions or comments please contact me at (253) 858-3408 or via email at abujacich@penmetparks.org.



# Peninsula Metropolitan Park District

## RESOLUTION NO. R2021-021

### **A RESOLUTION OF PENMET PARKS AUTHORIZING THE EXECUTIVE DIRECTOR TO SIGN THE FIRST AMENDMENT TO THE AGREEMENT FOR PROJECT MANAGEMENT SERVICES FOR HALE PASS PROJECTS**

WHEREAS, PenMet Parks authorized a Professional Services Agreement with Absher Construction Company (Absher) on March 16, 2021 to provide project management services related to Hale Pass projects; and

WHEREAS, PenMet Parks and Absher wish to expand the scope of services to include project management services through project completion, and thereby increase the amount of total compensation; and

WHEREAS, staff negotiated with Absher to develop the attached First Amendment to Personal Services Agreement to amend the scope of work and increase the compensation available by TWENTY-ONE THOUSAND NINE HUNDRED FIFTY-ONE DOLLARS (\$21,951.00) so that the total compensation will not exceed FORTY-FOUR THOUSAND SIX HUNDRED AND THIRTY DOLLARS (\$44,630.00).

NOW THEREFORE BE IT

RESOLVED, by the Board of Park Commissioners that the Executive Director is authorized to execute the First Amendment to Personal Services Agreement with Absher to provide additional project management services to PenMet Parks for Hale Pass projects and to increase the compensation available by TWENTY-ONE THOUSAND NINE HUNDRED FIFTY-ONE DOLLARS (\$21,951.00) so that the total compensation will not exceed FORTY-FOUR THOUSAND SIX HUNDRED AND THIRTY DOLLARS (\$44,630.00), inclusive of Washington State Sales Tax, in substantially the form attached as Exhibit "A".

The foregoing resolution was adopted at a regular meeting of the Board of Park Commissioners of the Peninsula Metropolitan Park District held on September 7, 2021.

\_\_\_\_\_  
President

\_\_\_\_\_  
Clerk

\_\_\_\_\_  
Attest

Peninsula Metropolitan  
Park District



FIRST AMENDMENT TO PERSONAL SERVICES AGREEMENT

THIS FIRST AMENDMENT to the PERSONAL SERVICES AGREEMENT is made and entered into this \_\_\_\_\_ day of September, 2021 by and between The PENINSULA METROPOLITAN PARK DISTRICT, a municipal corporation, hereinafter referred to as the "District", and ABSHER CONSTRUCTION COMPANY, Washington corporation, , hereinafter referred to as the "Consultant".

WITNESSETH:

WHEREAS, the District and Consultant entered into a Personal Services Agreement dated March 26, 2021 (the "Agreement");

WHEREAS, the Consultant has completed most of the services specified in the earlier scope of work and the District and Consultant wish to add to the scope of services and increase the amount of total compensation available as provided herein;

NOW, THEREFORE, in consideration of the mutual promises and covenants herein contained, it is hereby agreed as follows:

1. Scope of Services. The Consultant agrees to provide the scope of services as amended in Exhibit A of this First Amendment. The parties acknowledge that the Consultant has been providing services since March 26, 2021 and that many of the services specified on the earlier scope of work have been completed. This First Amendment is intended to provide for Consultant's continued services through project completion.

2. Compensation and Method of Payment.

A. In consideration of the services to be provided by the Consultant, including the additional services, the District hereby increases the compensation available by TWENTY-ONE THOUSAND NINE HUNDRED FIFTY-ONE DOLLARS (\$21,951.00) so that the total compensation will not exceed FORTY-FOUR THOUSAND SIX HUNDRED AND THIRTY DOLLARS (\$44,630.00), inclusive of Washington State Sales Tax.

3. Entire Agreement. Except as amended herein, all of the other terms in the Agreement remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have executed this document as of the day and year first above written.

Signature Page and Amended Exhibit A Follows

PENINSULA METROPOLITAN PARK DISTRICT, a municipal corporation

ABSHER CONSTRUCTION COMPANY, a Washington corporation

\_\_\_\_\_  
Ally Bujacich, Executive Director  
P.O. Box 425  
Gig Harbor, WA 98335  
Phone: 253.858.3408  
E-Mail: abujacich@penmetparks.org

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Name, Printed)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
Amanda Babich, Board President  
P.O. Box 425  
Gig Harbor, WA 98335  
Phone: 253.230.3631  
E-Mail: ababich@penmetparks.org

APPROVED AS TO FORM

\_\_\_\_\_  
Attorney For the Peninsula Metropolitan Park District

Copy 1: Consultant (Original)  
Copy 2: Contract Compliance (Original)



**EXHIBIT A**  
**First Amended Scope of Services**

The Consultant shall provide project management services related to the Hales Pass Park projects located at 3507 Ray Nash Drive NW, Gig Harbor, WA 98335. The Consultant's responsibility will be to assist PenMet Parks in the daily coordination and administration of the Project, and by using the Consultant's skill, knowledge, and experience, comply with PenMet Parks' agenda for the successful completion of the project.

Consultant's services will principally be provided through Curt Gimmestad, who will serve as PenMet Parks' Project Manager and Consultant's primary point of contact. Mr. Gimmestad shall report to and take direction from the PenMet Parks' Executive Director or designee.

Consultant's services will begin immediately and are expected to last through project completion. The services will be provided on a time and materials basis to provide maximum flexibility and efficiency. The Consultant shall report its hours worked to the Executive Director or designee on a weekly or other agreed upon periodic basis. Consultant will advise PenMet Parks when Consultant has been paid 80% of the not to exceed dollar amount set forth in Paragraph 3(A) of this Agreement. If it appears that Consultant's continued services might reasonably cause the limit to be exceeded, then the parties shall negotiate an amendment to this Agreement reflecting a new compensation limit.

**Services During All phases:** Consultant will provide and perform the following general tasks for all phases of the work:

1. Ensure smooth and accurate communication among project stakeholders.
2. Ensure PenMet Parks' expectations are clearly communicated, and that consultants and contractors providing services during each phase, and community talents and resources are leveraged to the maximum benefit of the project.
3. Assist with project-related communications with the public and/or guide the Board President and Executive Director in communication to promote stakeholder engagement.
4. Analyze information and make strategic recommendations in the best interest of the project and PenMet.
5. Prepare and deliver Board reports.
6. Attend Park Board meetings as directed.
7. Attend project team meetings as needed.
8. Review, update, and maintain the project budget (including construction and soft costs).
9. Develop a cash flow analysis.
10. Review, update, and maintain the project schedule.
11. Assist with managing current Owner consultants.
12. Assist with procuring and managing additional consultants as needed (for example: permitting, special testing and inspections, etc.).
13. Assist with procuring and managing additional contractors/vendors as needed (for example: well contractor, FF&E, etc.).
14. Review and approve project expenditures.
15. Develop and maintain the Owner project risk log.
16. Serve as PenMet's advocate and perform project management duties not specifically listed elsewhere as required for project success.

**Services for Preconstruction/Design/Bidding phases** *(in addition to the scope of work for “all phases” listed above):*

1. Engage Board and project stakeholders with the proposed renovation to ensure the project scope is reflective of the desired project outcome.
2. Ensure the full project scope is addressed in the budget, cash flow analysis, schedule, design documents, procurement documents, and work plan.
3. Oversee permitting process (designer and/or PenMet permitting consultant will serve as liaison with authorities having jurisdiction).
4. Review procurement documents, participate in bidding process, review bids, and recommend entering into a construction agreement.

**Services for Construction phase** *(in addition to the scope of work for “all phases” listed above):*

1. Assist and engage in contract administration. Review requests for information, submittals, and other project correspondence to ensure compliance with PenMet requirements.
2. Assist with providing consistent hands-on construction field management in order to stay apprised of progress, review site conditions, and to proactively address field issues in conjunction with the project team.
3. Work with the project team to solve problems and reach resolutions that are in the best interest of the project and PenMet.
4. Assist with coordinating owner-furnished and/or owner-installed items with construction work as needed.
5. Review and recommend approval of contractor pay applications, change order requests, and cost allocations.
6. Participate in field quality control and punch lists.

**Services for Closeout and Move-In phase** *(in addition to the scope of work for “all phases” listed above):*

1. Assist with managing field closeout process. Actively assist with managing the punch list, assist with coordination and scheduling of punch list work around occupants and/or other vendors as needed.
2. Assist with coordinating a final Owner walk through in conjunction with the project team.
3. Assist with managing Owner training sessions, operation and maintenance manuals, and warranty manuals to ensure a smooth transition from construction to PenMet operations.
4. Assist with and facilitate the contractual closeout process. Review closeout documents and review and recommend approval of final invoice.
5. Ensure with PenMet a smooth warranty process is in place.
6. Assist with managing Owner vendors and contractors, including logistics, scheduling, access, quality, and safety.
7. Ensure building is clean and operational prior to opening.
8. Assist with planning and managing occupant move-in.

**Hourly Rates:**

The following is a rate schedule for Consultant’s key staff who would be provided along with their respective estimated time commitment for this project. As noted above, actual billed hours will depend on the project needs and scope of services requested by PenMet Parks.

<b>Name</b>	<b>Role</b>	<b>Hourly Rate</b>
James Christianson	Principal In Charge	\$190.55
Curt Gimmestad	Project Manager	\$190.55
Adam Buckley	Chief Estimator	\$154.50
Raygan Kettman	Project Engineer Support	\$101.97

Additional support staff may be added as dictated by the project and the rates for those staff will be submitted in advance for PenMet Parks’ approval. Rates are effective through March 31, 2022 and are subject to a 3% annual increase.