



Peninsula Metropolitan Park District

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

REGULAR MEETING AGENDA

March 15, 2022, 6:00 PM

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

Call to Order

Commissioner Roll Call:

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

ITEM 1 President's Report

ITEM 2 Executive Director's Report

ITEM 3 Special Presentations

- 3a. [3a. January 2022 Financial Report](#)
- [3b. Parks Appreciation Day Information](#)

ITEM 4 Board Committee Reports

- 4a. CIP Committee
- 4b. Finance and Administration Committee
- 4c. Recreation Services Committee
- 4d. Stewardship Committee
- 4e. External Committee Reports

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

ITEM 6 Minutes

- 6a. [Approval of Minutes of the March 1, 2022 Study Session](#)
- 6b. [Approval of Minutes of the March 1, 2022 Regular Meeting](#)



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- ITEM 7** **Consent Agenda**
- 7a. [Resolution C2022-006 Approval of Vouchers](#)
- ITEM 8** **Unfinished Business**
- 8a. [Resolution RR2022-002 Adopting the Amended Policy P30-101: HR Policy \(Second Reading\)](#)
- 8b. [Resolution R2022-003 Adopting the 2022 Budget Book \(Second Reading\)](#)
- ITEM 9** **New Business**
- 9.1 **Purchasing Resolutions Requiring One Reading for Adoption: None**
- 9.2 **Single Reading Resolutions Requiring One Reading for Adoption: None**
- 9.3 [Two Reading Resolutions Requiring Two Readings for Adoption](#)
- [9.3a Resolution RR2022-004 Approving the Project Budget for the Rosedale Hall Renovation \(First Reading\)](#)
- [9.3b Resolution RR2022-005 Approving the Project Budget for Demolition of Certain Structures \(First Reading\)](#)
- ITEM 10** **Comments by Board**
- ITEM 11** **Next Board Meetings**
April 5, 2022, Study Session at 5:00 pm and Regular Meeting at 6:00 pm at the Gig Harbor Civic Center - Council Chambers 3510 Grandview Street, Gig Harbor, WA 98335
- ITEM 12** **Adjournment**

BOARD OF PARK COMMISSIONERS MEETING PROCEDURES

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.



2022 JANUARY FINANCIAL STATUS REVIEW

SHERMAN ENSTROM

DIRECTOR OF FINANCE AND ADMINISTRATION

MARCH 15, 2022

General Fund Revenue

General Fund Revenue	2022 YTD Budget	January Actual	Variance	% Earned YTD
Concessions Lease Facilities	900		900	
Facility Rental Fee	86,856	94	86,762	0%
Housing Rentals/Leases	42,172	1,906	40,266	5%
Investment Interest	45,000	1,184	43,816	3%
Leasehold Excise Tax	6,213	1,746	4,467	28%
Long Term Golf Course Lease	57,000	8,115	48,885	14%
Real and Personal Property Tax	7,825,858	15,696	7,810,162	0%
REET Excise Tax	120,000	-	120,000	
Sales Tax	510,000	44,672	465,328	9%
Total General Fund Revenue	8,693,999	73,413	8,620,586	1%

General Fund Operating Expenses By Department

General Fund Operating Expenses By Department	2022 YTD Budget	January Actual	Variance	% Spent YTD
Legislative	184,133	6,590	177,543	4%
Executive	483,540	23,091	460,449	5%
Finance & Administration	1,097,334	47,346	1,049,988	4%
Recreational Services	271,125	9,302	261,823	3%
Maintenances & Operations	1,267,326	58,942	1,208,384	5%
Park Services	529,155	23,784	505,371	4%
Total General Fund Expenses	3,832,613	169,055	3,663,558	4%

Recreation Fund

Recreation Revolving Fund Revenues	2022 YTD Budget	January Actual	Variance	% Earned YTD
Donations	1,300	-	1,300	0%
Events Fees	25,208		25,208	0%
Facility Rental Fees	75,888	557	75,331	1%
Park & Field Rental Fees	34,178	481	33,697	1%
Program Fees - Adaptive Rec	7,845	-	7,845	0%
Program Fees - Adult Programs	14,170	9,291	4,879	66%
Program Fees - Camps	124,695	32	124,663	0%
Program Fees - Sports & Fitness	313,653	2,142	311,511	1%
Program Fees - Youth Programs	85,664	6,690	78,974	8%
Sponsorship	7,300	-	7,300	0%
Total Recreation Revolving Fund Revenues	689,901	19,193	670,708	3%

Recreation Revolving Fund Expenses	2022 YTD Budget	January Actual	Variance	% Spent YTD
Direct Program Cost	1,027,158	88,151	939,007	9%
Total Recreation Revolving Fund Expenses	1,027,158	88,151	939,007	9%

Endowment Fund

Restricted/Unrestricted Endowment Fund Revenues	2022 YTD Budget	January Actual	Variance	% Earned YTD
Interest Revenue	600	32	568	5%
Total Restricted/Unrestricted Endowment Fund Revenues	600	32	568	5%

Restricted/Unrestricted Endowment Fund Expenses	2022 YTD Budget	January Actual	Variance	% Spent YTD
Endowment	15	2	13	13%
Total Restricted/Unrestricted Endowment Fund Expenses	15	2	13	13%

Equipment Fund

Equipment Replacement Fund Expenses	2022 YTD Budget	January Actual	Variance	% Spent YTD
Equipment Replacement	83,275		83,275	0%
Total Equipment Replacement Fund Expenses	83,275	-	83,275	0%

Debt Service Fund

Debt Service Fund Expenses	2022 YTD Budget	January Actual	Variance	% Spent YTD
Debt Service	951,758		951,758	0%
Total Debt Service Fund Expenses	951,758	-	951,758	0%

QUESTIONS & ANSWERS





PARKS APPRECIATION DAY 2022
SATURDAY, APRIL 9, 2022
9 AM - NOON

SAVE THE DATE





Stewardship Committee Input

- ▶ Locations
- ▶ Swag
- ▶ Partners
- ▶ Participation



Locations

- ▶ Narrows Park (blackberry removal)
- ▶ Tubby's Trail Dog Park (trail maintenance)
- ▶ Sehmel Homestead Park (ivy pull)



PenMet Parks & City of Gig Harbor

Parks Appreciation Day 2022

PenMet Parks and the City of Gig Harbor are teaming up to support our wonderful volunteers on Parks Appreciation Day - Saturday, April 9, 2022 from 9 am - noon. There are many park sites to choose from with varying projects occurring at each park. We thank you in advance for giving your precious time so freely!

PenMet Parks & City of Gig Harbor

Date: 04/09/2022 (Sat.)

Time: 9:00am - 12:00pm PDT

Created by: PenMet Parks

Available Slot	
Narrows Beach - 1600 Lucille Parkway (30) Blackberry Removal	Sign Up
Tubby's Trail Dog Park - 2120 14th Ave NW (50) Trail maintenance	Sign Up
Sehmel Homestead Park - 10123 78th Ave NW (25) Ivy removal	Sign Up

105 volunteers - 3 locations - PenMet Parks Staff Supported

SignUpGenius

SWAG





Partners + Sponsors

Earth Day

April 22, 2022



Thank you!



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STUDY SESSION MINUTES

March 01, 2022, 5:00 PM

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

Call to Order 5:00

Commissioner Roll Call:

	<u>Present</u>	<u>Excused</u>	<u>Comment</u>
Amanda Babich, President	Present		
Steve Nixon, Clerk	Virtual		
Maryellen (Missy) Hill		Excused	
Kurt Grimmer	Present		
Laurel Kingsbury	Present		

Quorum

ITEM 1 Board Discussion

1a. Computer Maintenance Management System (CMMS) Discussion

Executive Director, Ally Bujacich, introduces Director of Park Services, Denis Ryan for the presentation.

Denis Ryan: PowerPoint Presentation. Dude Solutions Computer Maintenance Management System (CMMS) software overview. The purpose is to centralize asset management, customer response management, resource, and labor management, work order management, preventative maintenance management, material and inventory management, and reporting analysis/metrics.

Showed product demo video.

Board discussion of software cost, implementation timeline, applications, outreach.

Next steps: Prepare contract, legal review, and procurement of the software. No further board action is needed.

ITEM 2 Adjournment, 5:28

BOARD OF PARK COMMISSIONERS MEETING PROCEDURES

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Approved By the Board on _____

President

Clerk

Submitted by Robyn Readwin



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REGULAR MEETING AGENDA

March 01, 2022, **6:00 PM**

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

Call to Order 5:58

Commissioner Roll Call:

	<u>Present</u>	<u>Excused</u>	<u>Comment</u>
Amanda Babich, President	Present		
Steve Nixon, Clerk	Virtual		
Maryellen (Missy) Hill		Excused	
Kurt Grimmer	Present		
Laurel Kingsbury	Present		

Quorum

ITEM 1 President's Report, none

ITEM 2 Executive Director's Report

Several Updates:

- 1. Introduce, Robyn Readwin, Executive Assistant** and will be appointed as Board Secretary
- 2. Introduce, John Anderson, Interim Parks Superintendent.** Staff will continue recruit and to screen candidates for this opening.
- 3. February 26, 2022, DeMolay Sandspit Cleanup.** "Thank you" to the volunteers, staff, and partners at Harbor WildWatch and Pierce Conservation District.
- 4. April 9, 2022, Parks Appreciation Day.** More details to come.
- 5. March 5, 2022, 10am-2pm Summer Camp Fair** at Volunteer Vern Pavilion at Sehmel Homestead Park. Peninsula Metropolitan Parks Staff and Contracted instructors will offer a 1st look at lineup. 200 attendees expected.
- 6. March 16, 2022, 1pm, Groundbreaking for the Arletta Schoolhouse Renovation.** Short program to include ceremonial turning of the earth and staff available for Q&A.

ITEM 3 Special Presentations

- 3a. Pierce County Master Gardeners Gig Harbor Demonstration Garden Planning and Special Project Manager, Nicole Jones-Vogel – to introduce Jane Ostericher**

PowerPoint Presentation:

Historical overview of Master Gardner's Gig Harbor Demonstration Garden from saving the heritage Rhododendrons on site prior to park construction.



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Visual walk through the various projects at the Demonstration Garden from the 2011 groundbreaking to present including: containers/vertical gardens, greenhouse, hydroponics, knot garden, children's area, Mason bee boxes, and 665 lbs. of fresh produce to the Fish Food Bank.

Garden Schedule:

Year-Round work parties, Wednesday's 9am-11am

Clinics/Talks, 2nd Saturday 10-2 April-Sept

Major Park Events, Every Saturday in June, July, Aug

3b. CRC Project Update: Finishes

Park Services Manager, Denis Ryan – to introduce Connie Osborn, BRS

PowerPoint Presentation

Consultants shared suggested color palettes for the site:

1. Malleable Palette
2. Interflow Palette
3. Rhythm Palette

Commissioners were able to ask consultant team questions about color schemes, lifespan of carpet, and for samples. Staff will work with consultants to get paint and carpet samples for a future date.

ITEM 4 Board Committee Reports

4a. CIP Committee

Met 2/28/22 and discussed:

- Multipurpose turf, project will be presented on 4/5/22 meeting
- 3/15/22 Arletta Schoolhouse Renovation Groundbreaking at Hales Pass Park
- DeMolay Demo Project next steps
- Rosedale Renovation

4b. Finance and Administration Committee

The Finance and Administration Committee has not met since the last meeting, the next planned meeting is for 3/2/2022

4c. Recreation Services Committee

The Rec Services Committee has not met since the last Board meeting

4d. Stewardship Committee

Met 2/28/22 and discussed:

- Parks appreciation day 4/9/22, will be presented at 3/15/22 meeting
- Set standing meetings for last Wednesday of month. Next meeting 3/30/22.

4e. External Committee Reports: none



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ITEM 5 Public Comments: None

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ITEM 6 Minutes

- 6a. Approval of Minutes of the February 15, 2022 Study Session**
 Commissioner Kingsbury, Move to adopt the minutes as presented;
 Commissioner Grimmer, Second;
 Roll call vote, motion approved unanimously, motion carries
- 6b. Approval of Minutes of the February 15, 2022 Regular Meeting**
 Commissioner Kingsbury, Move to adopt the minutes as presented;
 Commissioner Grimmer, Second;
 Roll call vote, motion approved unanimously, motion carries

ITEM 7 Consent Agenda

- 7a. Resolution C2022-004: Approving Vouchers from February 2022**
 Commissioner Kingsbury, Move;
 Commissioner Nixon, Second;
 Roll call vote, motion approved unanimously, motion carries
- 7b. Resolution C2022-005: Establishing the Board Secretary Position**
 Commissioner Kingsbury, Move;
 Commissioner Nixon, Second;
 Roll call vote, motion approved unanimously, motion carries

ITEM 8 Unfinished Business: None

ITEM 9 New Business

9.1 Purchasing Resolutions Requiring One Reading for Adoption

9.1a Resolution P2022-003 Authorizing the Executive Director to Execute the Agreement for the Recreation Services Assessment

Commissioner Grimmer, So Moved;
 Commissioner Kingsbury, Second;
 Commissioner Babich to call on Executive Director Bujacich for staff presentation on an overview of the Recreation Services Assessment that supports the goals and objectives that were identified for 2022.
 Roll call vote, motion approved unanimously, motion carries

9.1b Resolution P2022-004 Authorizing the Executive Director to Execute the Agreement to Complete the Strategic Plan



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Commissioner Kingsbury, So Moved;
 Commissioner Grimmer, Second;
 Commissioner Babich to call on Executive Director Bujacich for staff presentation on an overview of the strategic plan and the scopes of work included.
 Roll call vote, motion approved unanimously, motion carries

9.2 Single Reading Resolutions Requiring One Reading for Adoption: None

9.3 Two Reading Resolutions Requiring Two Readings for Adoption

9.3a Resolution RR2022-002 Adopting the Amended Policy P30-101: HR Policy (First Reading)

Commissioner Kingsbury, So Moved;
 Commissioner Grimmer, Second;
 Commissioner Babich to call on Executive Director Bujacich for introduction of staff for presentation by PenMet Parks Director of Finance and Administration, Sherman Enstrom for background recommendation: 2/15/22 Study Session discussed Human Resource Policy for the purpose of the Handbook. Minor change after legal review, no changes from the commissioners. Second reading scheduled for 3/15/22 Board Meeting. Board discussion about availability of Policy before adopting and staff suggests that it be adopted on 3/15/22 and effective at a later date. Presider: Seeing no further discussion, this item will move to the second reading on 3/15/22

9.3b Resolution RR2022-003 Adopting the 2022 Budget Book (First Reading)

Commissioner Kingsbury, So Moved;
 Commissioner Grimmer, Second;
 Commissioner Babich to call on Executive Director Bujacich for brief presentation due to 2/15/22 report. Adopting the 2022 Budget Book solidifies the policy direction of the adopted 2022 budget, this is the context beyond those financials. Staff recommends to pass this resolution at 3/15/22 Board Meeting reading.
 No Board questions or discussion. Presider: Seeing no further discussion, this item will move to the second reading on 3/15/22.

ITEM 10 Comments by Board

Commissioner Nixon: Impressed with Executive Director Bujacich CIP placement in Budget Book, staff, direction of where the Park District is going and plan to accomplish projects.

Commissioner Kingsbury: Dedicated to continue to provide space, work together and support Seniors in our community. Would like to continue to support Pickleball, it is a great activity for all ages.



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Commissioner Babich: Recently Appointed to the Pierce County/Gig Harbor Land Use Advisory Commission

ITEM 11 Next Board Meetings

March 15, 2022, Study Session at 5:00 pm and Regular Meeting at 6:00 pm at the Gig Harbor Civic Center - Council Chambers 3510 Grandview Street, Gig Harbor, WA 98335

ITEM 12 Adjournment 7:31

BOARD OF PARK COMMISSIONERS MEETING PROCEDURES

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Approved By the Board on _____

President

Clerk

Submitted by Robyn Readwin



Peninsula Metropolitan Park District

RESOLUTION NO. C2022-005

APPROVING VOUCHERS FROM MARCH 2022

WHEREAS, the Peninsula Metropolitan Park District Board of Park Commissioners approved the 2022 operating budget in Resolution R2021-032 and the 2022 capital budget in Resolution R2021-029 on November 16, 2021; 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 March 15, 2022.

President

Clerk

Attest

Attachment A to Resolution C2022-005

For the period beginning 03/01/2022 and ending 03/01/2022

Voucher #220301001 through # 220301007 are approved for payment in the amount of \$13,322.74.

and

For the period beginning 03/08/2022 and ending 03/08/2022

Voucher #220302001 through # 220302017 are approved for payment in the amount of \$33,631.62.



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DISTRICT COMMISSION MEMO

To: Board of Park Commissioners

Through: Ally Bujacich, Executive Director

From: Sherman Enstrom, Director of Finance and Administration

Date: March 15, 2022

Subject: **Second Reading of Resolution RR2022-002 Adopting the Amended Policy P30-101: Human Resource Policy**

Background/Analysis

The Board of Park Commissioners passed Resolution R2004-012 on October 13, 2004, adopting Policy P30-101: Human Resource Policy. This policy has been amended several times, most recently in 2017. The purpose of Policy P30-101 is to guide the administration of human resources programs for District staff in alignment with all local, state, and federal laws and regulations related to employment.

The Board passed Resolution R2021-016 on July 20, 2021, which adopted the June 19, 2021, Board Retreat outcomes, including a policy review priority schedule. The schedule identifies reviewing Policy P30-101 as a high priority.

Staff, in consult with Compensation Connections, reviewed the policy and recommended changes, which were discussed with the Board at the February 15 study session. An employee handbook that provides more detailed guidance and information to District staff on the human resources programs, practices, policies, and procedures will be implemented as part of the amended policy.

Compensation Connections and legal counsel has reviewed the attached amended policy. The policy will become effective on April 18, 2022, the same day the employee handbook becomes effective.

If you have any questions or comments, please contact Sherman Enstrom at (253) 313-5087 or via email at senstrom@penmetparks.org.

Recommendation

Staff recommends the Board pass Resolution RR2022-002 adopting amended Policy P30-101: Human Resource Policy.

Attachments

- Exhibit A: Resolution RR2022-002



Peninsula Metropolitan Park District

RESOLUTION NO. RR2022-002

ADOPTING THE AMENDED POLICY P30-101: HUMAN RESOURCE POLICY

WHEREAS, Policy P30-101: Human Resource Policy (the “Policy”) guides the overall administration of human resources programs for District staff in alignment with all local, state, and federal laws and regulations related to employment; and

WHEREAS, The Executive Director has the authority to utilize the guidelines and policies incorporated in the Policy for making operational and personnel decisions for the organization; and

WHEREAS, there is a separate Employee Handbook that provides more detailed guidance and information to PenMet Parks employees on the Human Resource programs, practices, policies, and procedures, and the Policy will be an Appendix of the Employee Handbook; and

WHEREAS, the Board of Park Commissioners has passed several resolutions amending the Policy and wishes to further amend the Policy to ensure it continues to protect the public interest and ensure public trust;

NOW THEREFORE BE IT

RESOLVED by the Board of Park Commissioners that, effective April 18, 2022, PenMet Parks adopts the amended Policy P30-101: Human Resource Policy attached as Exhibit A, which supersedes all previous versions of Policy P30-101.

The foregoing resolution was heard as a first reading on March 1, 2022 and adopted at a regular meeting of the Board of Park Commissioners of the Peninsula Metropolitan Park District held on March 15, 2022.

President

Clerk

Attest

Exhibit A to Resolution RR2022-002



Peninsula Metropolitan Park District

Human Resource Policy

Policy Number:	Resolution Number:	Date Approved:	Supersedes the following Resolutions and Policies:
P30-101	RR2022-002	April 18, 2022	R2017-008 December 11, 2017 R2016-005 March 28, 2016 R2015-014 September 28, 2015 R2015-008 August 10, 2015 R2014-010 May 5, 2014 R2012-033 December 17, 2012 R2007-006 May 21, 2007 R2006-002 March 20, 2006 R2004-012 October 13, 2004

Policy: Human Resource Policy
(Approved by the PenMet Parks Board of Commissioners)

Purpose

This Human Resource Policy document guides the overall administration of Human Resources programs. The Executive Director of Peninsula Metropolitan Parks District (referred to as “PenMet Parks”) has the authority to utilize the guidelines and policies incorporated in this document for making operational and personnel decisions for the organization.

All employment policies will be executed in alignment with all local, state, and federal laws and regulations related to employment.

There is a separate Employee Handbook, approved by the Executive Director of PenMet Parks, that provides more detailed guidance and information to PenMet Parks employees on the Human Resource programs, practices, policies, and procedures. This Human Resource Policy will be an Appendix of the Employee Handbook.

Employment at Will

Employment at PenMet Parks is on an at-will basis which means that either the employee or PenMet Parks may terminate the employment relationship at any time, for any reason, with or without notice.

Nothing in this document, or any other document provided to an employee, creates or is intended to create an employment agreement, express or implied.

Equal Employment Opportunity (EEO)

PenMet Parks provides equal employment opportunities to all employees and applicants for employment without regard to race, color, creed, ancestry, national origin, citizenship, sex or gender (including pregnancy, childbirth, and pregnancy-related conditions), gender identity or expression (including transgender status), sexual orientation, marital status, religion, age, disability, genetic information, service in the military, or any other characteristic protected by applicable federal, state, or local laws and ordinances. Equal employment opportunity applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.

PenMet Parks believes in treating all employees with fairness, respect, and dignity. PenMet Parks believes in creating and maintaining an inclusive work environment that respects diverse ideas, backgrounds, and styles and believes diversity is supported through the selection, management, and retention of diverse employees.

Recruitment and Selection

PenMet Parks is committed to an open and fair recruitment and selection process that aligns with its mission and values. In support of this, PenMet Parks will strive to utilize a consistent approach to creating job descriptions, advertising jobs, and screening and selecting candidates.

Background Checks

PenMet Parks has a Criminal History Background Check Policy pursuant to RCW 35.61.130 (4). The full policy is included in the Appendix of this document.

Compensation

PenMet Parks strives for fair and equitable pay programs that are competitive and financially sustainable. We believe compensation is one important tool within a system to support, reinforce and align employees with our mission, culture, and operational and financial needs.

PenMet Parks will research competitive pay for similar jobs in our labor market, to ensure that we remain aware of relevant compensation trends. We consider our labor market to be other park and recreation organizations, government agencies, and private sector employers.

PenMet Parks utilizes the 50th percentile of market data as its market reference point. Jobs are placed into the pay range grid based on the results of the combination of external market data and internal value. The organization will periodically review market data to determine if changes are warranted to the pay range grid.

With the exception of the Executive Director, each job title within the District is classified into one of the District's classifications for salary purposes, based on job qualifications, level of responsibility, difficulty, working conditions, skill, hazard, and amount of supervision required for the specific job title. Each classification is designated a particular salary or salary range shown on the District's salary and wage schedule, which is approved annually by the Board of Park Commissioners.

Benefits

PenMet Parks supports work life balance and provides paid time off benefits including holidays, vacation, and sick time for employees to enjoy their life outside of work.

PenMet Parks strives to provide competitive insurance and retirement benefit programs that meet the needs of its employees and are financially sustainable. The benefits offerings will be reviewed and evaluated on a periodic basis to assess if they remain competitive and relevant to employees. Benefits are an important part of the Total Rewards package and support the organization's ability to attract and retain talent.

Employee Growth and Development

PenMet Parks believes that providing growth and development opportunities for its employees contributes to the enrichment of the whole person and aids in attracting and retaining talent that support the mission and values of the organization.

It is expected that leaders at PenMet Parks will conduct annual performance appraisals and engage in regular coaching and development conversations with their subordinate employees.

Leaves of Absence

PenMet Parks realizes that an employee may periodically incur a life event or health issue for themselves or a family member. The organization will comply with all state and federal leave laws to support an employee’s time off needed during these situations.

Technology Usage

PenMet Parks believes that the organization’s assets and property should be used by employees in the course of performing work and that personal usage should be limited to emergency situations only.

PenMet Parks understands that most items relating to the conduct of government or the performance of governmental functions, whether written, recorded, taped, or electronically stored is subject to public inspection and constitutes a public record.

Code of Conduct

PenMet Parks believes that employees should represent the organization to the public in a manner that is professional, courteous, efficient, and helpful. PenMet Parks also expects that leaders and employees should treat each other with professionalism, courtesy, dignity, and respect. In addition, employees will preserve and protect the organization’s equipment, grounds, facilities, and resources.

Confidentiality

PenMet Parks believes that the protection of confidential business information is vital to the interests and success of the organization. Therefore, employees are prohibited from providing or disclosing confidential documents or information to anyone not authorized to have such information.

PenMet Parks understands that as a public agency, the organization is required to make certain documents and information available to the public upon request. However, some employee personal information and documents are considered confidential and not subject to disclosure.

Conflict of Interest

PenMet Parks expects that all employees will conduct themselves and the organization’s business in a manner that reflects the highest standards of ethical conduct and in accordance with all federal, state, and local laws and regulations. This includes avoiding real and potential conflicts of interests.

Workplace Harassment

PenMet Parks is committed to providing a work environment that is safe and free from harassment. It is PenMet Parks’ policy to prohibit intentional and unintentional harassment of or against employees, job applicants, contractors, interns, volunteers, or employees based on actual or perceived race, color, creed, religion, national origin,

ancestry, citizenship status, age, sex or gender (including pregnancy, childbirth, and pregnancy-related conditions), gender identity or expression (including transgender status), sexual orientation, marital status, military service and veteran status, physical or mental disability, genetic information, or any other characteristic protected by applicable federal, state, or local laws.

Complaint Resolution

PenMet Parks believes open communication supports a more enjoyable and productive work environment. PenMet Parks strives to work together with employees and mutually resolve issues in a timely and responsible manner. PenMet Parks believes that employees should have an avenue to discuss any issues that remain unresolved and provides its employees with complaint resolution procedures for resolving those situations.

Whistleblower

PenMet Parks recognizes and supports the right of every employee to report alleged improper actions by a PenMet Parks official or employee that violates the law, abuses their authority, creates a danger to the public health or safety, or is a gross waste of public funds. PenMet Parks supports State law that protects employees from retaliation or disciplinary action for reporting improper action in good faith and commits that employees will be protected from retaliation for reporting any such actions.

Health and Safety

PenMet Parks is committed to providing a safe and productive workplace for its employees, volunteers, guests, contractors, vendors, and the general public. This includes a work environment that is free from alcohol, drugs, other controlled substances, or threatened or actual workplace violence.

Conclusion

This document supersedes any previous verbal or written policies that may be inconsistent with this version of the HR Policy. As PenMet Parks grows and changes, the Human Resources policies may change. Therefore, PenMet Parks reserves the right to revise, supplement, clarify, or rescind any policy or portion of a policy when deemed appropriate by the Board of Park Commissioners.



Peninsula Metropolitan Park District

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

DISTRICT COMMISSION MEMO

To: Board of Park Commissioners

From: Ally Bujacich, Executive Director

Date: March 15, 2022

Subject: **Second Reading of Resolution RR2022-003 Adopting the 2022 Budget Book**

Background/Analysis

The Board of Park Commissioners passed Resolution R2021-028 adopting the 2022 annual operating budget and Resolution R2021-029 adopting the 2022 annual capital budget on November 16, 2021. Allocations in both the operating and capital budgets advance the District’s mission to *enhance the quality of life by providing parks and recreation opportunities for our community*, the eight adopted strategic initiatives, and the goals and objectives adopted by the Board via Resolution R2021-016.

Policy P40-101: Comprehensive Financial Management Policy Section 5(C) states, in part, “the operating budget shall serve as the annual financial plan for the District. It will serve as the policy document of the Board for implementing the Board’s goals and objectives.”

The 2022 budget book entitled “Peninsula Metropolitan Park District Operating and Capital Budget 2022” provides context for the data contained in the adopted budgets. The budget book articulates the District’s purpose, goals and objectives, priorities, and organizational structure that are supported by the budget. It contains long-range revenue forecasts and the six-year Capital Improvement Plan. This and other information contained in the budget book further communicates the District’s annual financial plan both internally and externally.

From time to time, the Executive Director may recommend adjustments to funding allocations based on internal or external factors. Any such adjustments would be made in accordance with the budgetary control policies described in Policy P40-101: Comprehensive Financial Management Policy.

Recommendation

Staff recommends the Board pass Resolution R2022-003 adopting the 2022 budget book at the second reading.

Policy Implications/Support

1. The District has adopted the annual operating and capital budgets for 2022.
2. The District has adopted eight goals, including craft partnerships, acquire assets, develop and maintain-quality facilities and services, preserve open space, promote health and wellness, provide diverse recreational programs, prudent management of District funds, and trail planning and connections.
3. The Board passed Resolution R2021-016 adopting the outcomes of the June 19, 2021 Board Retreat, including goals and objectives.

If you have any questions or comments, please contact Ally Bujacich at (253) 858-3400 or via e-mail at executivedirector@penmetparks.org.

Attachments

- Exhibit A: Resolution RR2022-003



Peninsula Metropolitan Park District

RESOLUTION NO. RR2022-003

ADOPTING THE 2022 BUDGET BOOK

WHEREAS, the Peninsula Metropolitan Park District (PenMet Parks) was formed in 2004 by a vote of the people and is authorized to deliver parks and recreation services under RCW 35.61; and

WHEREAS, Policy P10-101: Board Policy and Procedures states, in part, that PenMet Parks is accountable to its citizens for use of public dollars, and the limited financial resources of PenMet Parks must be wisely used to ensure adequate funding to support the services, public facilities, and infrastructure necessary to meet the community’s present and future needs; and

WHEREAS, the Executive Director developed an operating and capital budget for 2022 that advances the District’s mission and prioritizes the adopted strategic goals and objectives; and

WHEREAS, the Board of Park Commissioners passed Resolution R2021-028 adopting the 2022 operating budget; and

WHEREAS, the Board of Park Commissioners passed Resolution R2021-029 adopting the 2022 capital budget; and

WHEREAS, Policy P40-101: Comprehensive Financial Management Policy states, in part, that the operating budget shall serve as the annual financial plan for the District and will serve as the policy document of the Board for implementing the Board’s goals and objectives; and

WHEREAS, the 2022 budget book contains information describing the District’s mission, strategic goals and objectives, priorities, and organizational structure that are supported by the adopted budget allocations; NOW THEREFORE BE IT

RESOLVED, by the Board of Park Commissioners that PenMet Parks adopts the 2022 budget book entitled “Peninsula Metropolitan Park District Operating and Capital Budget 2022” attached as Exhibit A.

The foregoing resolution was heard as a first reading on March 1, 2022 and adopted at a regular meeting of the Board of Park Commissioners of the Peninsula Metropolitan Park District held on March 15, 2022.

President

Clerk

Attest



Peninsula Metropolitan Park District

PO Box 425 – Gig Harbor, WA 98335
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DISTRICT COMMISSION MEMO

To: Peninsula Metropolitan Park District Board of Commissioners

Through: Ally Bujacich, Executive Director

Through: Denis Ryan, Director of Park Services

From: Nicole Jones-Vogel, AICP, Planning & Special Projects Manager

Date: March 15, 2022

Subject: **First Reading of Resolution RR2022-004 Adopting the Rosedale Hall Renovation Project Budget**

Background

Rosedale Hall was transferred to PenMet Parks from Rosedale Community Club and Hall Association in 2015. Prior to the transaction the District completed several due diligence reports to include: Rosedale Community Hall Phase I Environmental Site Assessment completed by Parametrix in 2007; Building Inspection completed by Sound Home and Building in 2007; and Rosedale Community Hall Preliminary Checklist completed by Ratcliffe Gagliano Commercial and Residential Architecture in 2008.

According to records on Pierce County Assessor-Treasurer Information Portal, the building was originally constructed in 1925 with an upgrade to the structure in 1990 to operate as a place of assembly with a maximum occupancy of 130 people.

Rosedale Hall is made up of three separate parcels; the main parcel with the structure, a parcel with the tennis courts, and the open parking area in front of the tennis courts as the third property making up the site (See Exhibit A; Vicinity Map).

The anticipated project scope includes updating aged systems and addressing other deferred maintenance, improving ADA accessibility, improving the functionality of the space, replacing the lighting and interior and exterior finishes, and limited site improvements while maintaining the use and character of the space.

Funding

Funding is allocated in the adopted 2022 capital budget from the Capital Project Fund.

Project Budget Summary	March 15, 2022
Estimated Maximum Allowable Construction Cost (MACC)	\$747,200
Estimated soft costs	
A&E and consultant fees, permit fees, FF&E, taxes, and other soft costs	\$470,920

Estimated contingency	\$298,880
Total	\$1,517,000

Recommendation

No Board action is recommended at the first reading. Staff recommends the Board pass Resolution R2022-004 approving the project budget for the Rosedale Hall Renovation at second reading, which is scheduled for the April 5, 2022, Regular Board Meeting.

Policy Implications/Support

1. *PenMet Parks District Comprehensive Parks, Recreation, and Open Space Plan* (PROS, 2018) supports improvements to the park, focused on parking, access, and ADA accessibility improvements through the “Design Opportunities” identified in Chapter 5, Park System Inventory.
2. Rosedale Tennis Courts and Hall is a 2.2 acres park classified as a Neighborhood Park. The improvements proposed in this project advance the Neighborhood Park classification by renovating the hall to allow for ADA accessibility, expanding the recreation opportunities, and improved use of the community space overall.
3. Resolution R2021-016 identified 2022 goals and objectives, including renovating Rosedale Hall as a Critical Need (See Exhibit B).
4. The Rosedale Hall Renovation is supported by the following adopted 2022 goals and objectives:
 - Goal 2. Implement effective administrative and operational procedures.
 - i. Objective: Create program supply and equipment storage and inventory procedures and long-term storage plan.
 - Goal 3. Effectively manage and maintain our assets to preserve existing infrastructure and provide parks and recreation opportunities for the community.
5. The Board passed Resolution 2021-029 adopting the 2022 capital budget and CIP, including the renovation of Rosedale Hall. (See Exhibit B).

Staff Contact

If you have any questions or comments, please contact Nicole Jones-Vogel at (253)313-5086 or via e-mail at njones-vogel@penmetparks.org.

Attachments:

- Exhibit A: Vicinity Map
- Exhibit B: Resolution R2021-016
- Exhibit C: Resolution R2021-029
- Exhibit D: Resolution RR 2022-004



Peninsula Metropolitan Park District

RESOLUTION NO. RR2022-004

ADOPTING THE ROSEDALE HALL RENOVATION PROJECT BUDGET

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

WHEREAS, the Board of Park Commissioners adopted Resolution R2021-029 approving the PenMet Parks 2022 Capital Budget and Capital Improvement Plan; and

WHEREAS, Rosedale Hall Renovation was ranked at priority eight in the 2022 CIP; and

WHEREAS, the scope of the renovation project was approved in the 2022 budget and generally includes building updates, restoration of the community hall space, ADA accessibility upgrades, and limited site improvements; and

WHEREAS, Board Policy P10-101 states, in part, that PenMet Parks is accountable to its citizens for use of public dollars, and the limited financial resources of PenMet Parks must be wisely used to ensure adequate funding to support the services, public facilities, and infrastructure necessary to meet the community's present and future needs; and

WHEREAS, PenMet Parks analyzed the estimated project costs required to design and renovate Rosedale Hall to meet the community needs and estimated that the total project budget necessary to complete the project scope is \$1,517,000; and

NOW THEREFORE BE IT

RESOLVED, by the Board of Park Commissioners of the Peninsula Metropolitan Park District that the Rosedale Hall Schoolhouse Renovation Project total project budget is \$1,517,000.

The foregoing resolution was heard as a first reading on March 15, 2022 and adopted at a regular meeting of the Board of Park Commissioners of the Peninsula Metropolitan Park District held on April 5, 2022.

President

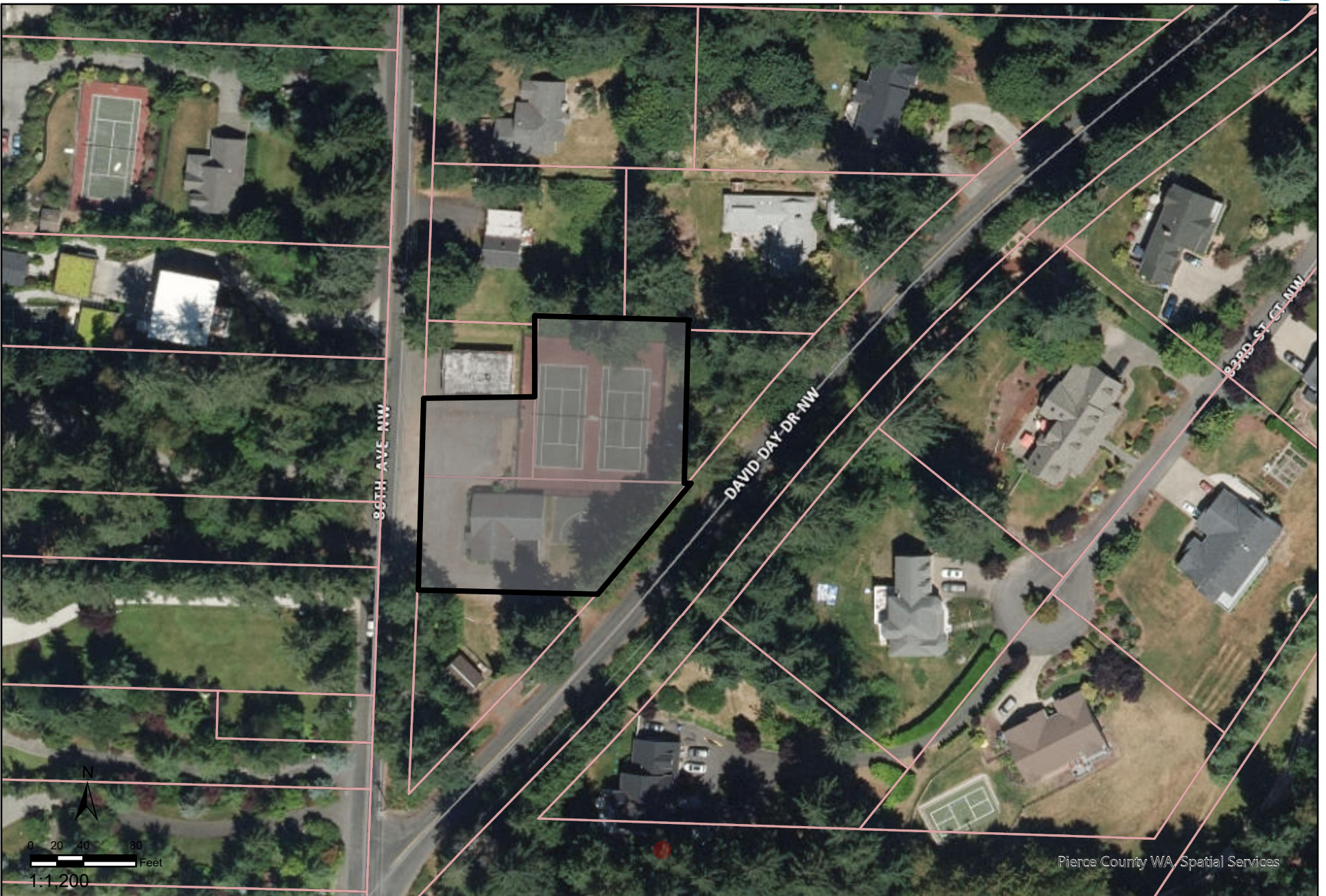
Resolution RR2022-004

Clerk

Attest



Rosedale Hall Renovation - Vicinity Map



Pierce County WA, Spatial Services

Disclaimer: The map features are approximate and have not been surveyed. Additional features not yet mapped may be present. Pierce County assumes no liability for variations ascertained by formal survey.

Date: 3/10/2022 01:53 P



Peninsula Metropolitan Park District

RESOLUTION NO. R2021-016

A RESOLUTION OF PENMET PARKS ADOPTING THE JUNE 19, 2021 BOARD RETREAT OUTCOMES, INCLUDING GOALS AND OBJECTIVES, CIP PRIORITIES, POLICY PRIORITY SCHEDULE, BOARD COMMITTEES, AND ANNUAL BOARD CALENDAR

WHEREAS, the Peninsula Metropolitan Park District (PenMet Parks) was formed in 2004 by a vote of the people and is authorized to deliver parks and recreation services under RCW 35.61; and

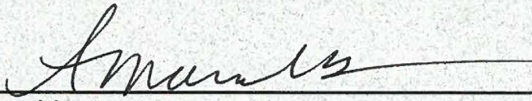
WHEREAS, Board Policy P10-101 states, in part, that PenMet Parks is accountable to its citizens for use of public dollars, and the limited financial resources of PenMet Parks must be wisely used to ensure adequate funding to support the services, public facilities, and infrastructure necessary to meet the community's present and future needs; and

WHEREAS, the Executive Director assessed the District's needs related to its mission and adopted strategic goals and recommended certain priorities within available resources to advance the mission and goals; and

WHEREAS, the Board of Park Commissioners participated in a Board retreat on June 19, 2021, during which the recommended priorities were established; NOW THEREFORE BE IT

RESOLVED, by the Board of Park Commissioners that PenMet Parks adopts the June 19, 2021 Board retreat outcomes, including goals and objectives, CIP priorities, policy priority schedule, Board committees, and annual Board calendar attached as Exhibit A.

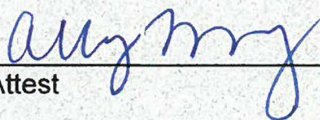
The foregoing resolution was adopted at a regular meeting of the Board of Park Commissioners of the Peninsula Metropolitan Park District held on July 20, 2021.



President



Clerk



Attest



Peninsula Metropolitan Park District

RESOLUTION NO. R2021-029

ADOPTING THE 2022 ANNUAL CAPITAL BUDGET AND CAPITAL IMPROVEMENT PLAN

WHEREAS, the Executive Director of the Peninsula Metropolitan Park District has recommended a balanced budget and estimate of monies required to meet public expenses, bond retirement, interest, and the priorities, goals, and objectives for 2022 as adopted by the Board of Park Commissioners on July 16, 2021 for the 2022 calendar year; and

WHEREAS, a Six-Year Capital Improvement Plan (CIP) was developed in 2022; and

WHEREAS, Year One of the CIP serves as the Executive Director's 2022 annual capital budget; and

WHEREAS, notice was published in the official legal notices of the local newspaper on October 21, 2021, October 28, 2021, November 4, 2021, and November 11, 2021 that the Board of Park Commissioners would meet on November 2, 2021 and again on November 16, 2021 to consider the proposed budget and to allow the public an opportunity to be heard regarding the proposed 2022 budget; and

WHEREAS, the Board of Park Commissioners did meet at the time specified and offered the opportunity for interested taxpayers and members of the public to comment on the proposed budget as detailed below:

- November 2, 2021
 - First Public Hearing Regarding the Proposed 2022 Budget
 - Public Hearing Public Hearing Regarding the Proposed 2021 Levy of Regular Property Tax for Collection in 2022
 - Adoption of the 2021 Levy of Regular Property Tax for Collection in 2022

- November 16, 2021
 - Second Public Hearing on the Final 2022 Budget
 - Adoption of the 2022 Capital Budget

WHEREAS, the proposed 2022 annual budget does not exceed the lawful limit of taxation as allowed to be levied by PenMet Parks for the purposes set forth in the budget, and estimated expenditures set forth in the budget are deemed necessary to provide park and recreation services to the community during the 2022 calendar year;

NOW THEREFORE BE IT

RESOLVED, by the Board of Park Commissioners of the Peninsula Metropolitan Park District that the 2022 Capital Budget and 2022 Capital Improvement Plan be adopted, approved and appropriated as follows:

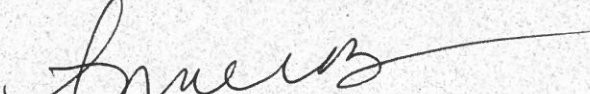
- Section 1. The required expenditures for the capital improvements for calendar year 2022 as specified and fixed in Exhibit A, attached hereto and incorporated by reference into this resolution.

Resolution R2021-029

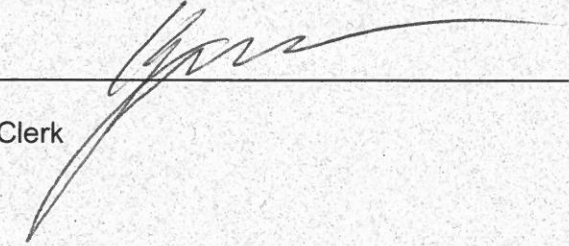
Section 2. The Secretary of the Board is directed to transmit a certified copy of the 2022 Capital Budget and 2022 Capital Improvement Plan as adopted by the Board of Park Commissioners of the Peninsula Metropolitan Park District to the State Auditor of Washington, Division of Municipal Corporations.

Section 3. This resolution shall take effect January 1, 2022 at 12:01 a.m.

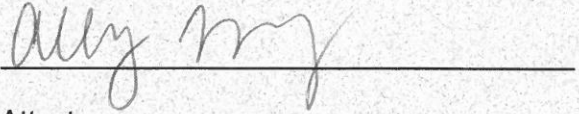
The foregoing resolution was adopted at a regular meeting of the Board of Park Commissioners of the Peninsula Metropolitan Park District held on November 16, 2021.



President



Clerk



Attest

Exhibit A
to
Resolution R2021-029
PenMet Parks 2022 Capital Budget and Capital Improvement Plan

Fund Name	Beginning Balance	Revenues	Expenditures	Transfers in/out	Ending Cash (Reserve)
Capital Project Fund	\$30,498,191	\$895,033	(\$33,147,957)	\$3,251,433	\$1,496,700

Year	Priority	Property	Project	2022 Capital Budget
2022	1	CRC	CRC Phase 1	\$23,650,116
2022	2	Hale Pass	Arletta Schoolhouse renovation	\$180,523
2022	3	Sehmel Homestead Park	Resurface playground	\$163,000
2022	4	Peninsula Gardens	Demolish damaged outbuildings and house	\$23,000
2022	5	DeMolay Sandspit	Demolish damaged structures; replace with picnic shelter if feasible	\$245,000
2022	6	Narrows Beach	Demolish damaged mobile home	\$24,000
2022	7	Sunrise Beach	Demolish deteriorating structure	\$17,000
2022	8	Rosedale Hall	Renovate Rosedale Hall	\$1,517,000
2022	9	District	Key and access control plan	\$83,000
2022	10	District	Signage and wayfinding master plan design	\$75,000
2022	11	Peninsula Gardens	Community aquatic center feasibility study	\$105,000
2022	12	Harbor Family	Improve parking area	\$29,000
2022	13	Peninsula Gardens	Deferred maintenance	\$36,000
2022	14	District	Unidentified life safety or deferred maintenance issues	\$50,000
2022	15	Narrows West	Acquisition costs	\$8,000
Total 2022 CIP Expenses				\$26,205,639
2021 Carryforward Adopted Capital Expenses				\$6,942,318
Total 2022 Capital Budget				\$33,147,917

Resolution R2021-029



Peninsula Metropolitan Park District

PO Box 425 – Gig Harbor, WA 98335
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DISTRICT COMMISSION MEMO

To: Peninsula Metropolitan Park District Board of Commissioners

Through: Ally Bujacich, Executive Director

Through: Denis Ryan, Director of Park Services

From: Nicole Jones-Vogel, AICP, Planning & Special Projects Manager

Date: March 15, 2022

Subject: **First Reading of Resolution RR2022-005 Approving the Project Budget for Demolition of Certain Structures**

Background

During the Capital Improvement Plan development, it was identified that there were some structures were past their useful life, were not repairable, and were no longer needed to meet the mission of the District. Those structures were located at Peninsula Gardens, Tacoma DeMolay Sandspit Nature Preserve, Narrows Beach, and Sunrise Beach.

Peninsula Gardens

The two structures at Peninsula Gardens are the light commercial structures to the south of the main structure, approximately 5,000 square feet in size the second structure is the single-family home to the north of the site.

Tacoma DeMolay Sandspit Nature Preserve

There are two structures located at this park that would be included in the demolition work. The first is the storage shed near the water and the existing residential building.

Narrows Beach

The demolition work located at Narrows beach includes the existing mobile home and carport. This area will be restored with a gravel pad.

Sunrise Beach

There is one wood-framed structure that has been identified for demolition and is located near the parking area to access Sunrise Beach. This area will be restored with lawn.

Funding

Funding to support this project is allocated in the adopted 2022 capital budget. Funding is provided from the Capital Project Fund.

Peninsula Gardens	\$23,000
Tacoma DeMolay Sandspit Nature Preserve	\$40,000 (demo only)
Narrows Beach	\$24,000
Sunrise Beach	\$17,000
Total Project Budget	\$104,000

Recommendation

No Board action is recommended at the first reading. Staff recommends the Board pass Resolution R2022-005 approving the project budget for Demolition of Certain Structures at second reading, which is scheduled for the April 5, 2022, Regular Board Meeting.

Policy Implications/Support

1. Resolution R2021-016 identified 2022 goals and objectives, including demolishing certain structures as a critical need (see Exhibit A).
2. The demolition of certain structures was confirmed through the adoption of the 2022 budget through Resolution 2021-029 (See Exhibit B).

Staff Contact

If you have any questions or comments, please contact Nicole Jones-Vogel at (253) 313-5086 or via e-mail at njones-vogel@penmetparks.org.

Attachments:

- Exhibit A: Resolution R2021-016
- Exhibit B: Resolution R2021-029
- Exhibit C: Resolution RR2022-005



Peninsula Metropolitan Park District

RESOLUTION NO. RR2022-005

ADOPTING THE PROJECT BUDGET FOR DEMOLITION OF CERTAIN STRUCTURES

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

WHEREAS, the Board of Park Commissioners adopted Resolution R2021-029 approving the PenMet Parks 2022 Capital Budget and Capital Improvement Plan; and

WHEREAS, demolition of two structures located at Peninsula Gardens was ranked at priority four (4) in the 2022 CIP; and

WHEREAS, demolition of two structures at Tacoma DeMolay Sandspit Nature Preserve was ranked at priority five (5); and

WHEREAS, demolition of two structures at Narrows Beach was ranked at priority six (6); and

WHEREAS, demolition of one structure located at Sunrise Beach was ranked at priority seven (7); and

WHEREAS, funding for the demolition projects was approved in the 2022 Budget; and

WHEREAS, Board Policy P10-101 states, in part, that PenMet Parks is accountable to its citizens for use of public dollars, and the limited financial resources of PenMet Parks must be wisely used to ensure adequate funding to support the services, public facilities, and infrastructure necessary to meet the community's present and future needs; and

WHEREAS, PenMet Parks analyzed the estimated project costs required to demolish the seven structures is \$104,000; and

NOW THEREFORE BE IT

RESOLVED, by the Board of Park Commissioners of the Peninsula Metropolitan Park District that the Demolition of Certain Structures is \$104,000.

The foregoing resolution was heard as a first reading on March 15, 2022 and adopted at a regular meeting of the Board of Park Commissioners of the Peninsula Metropolitan Park District held on April 5, 2022.

President

Clerk

Attest