



Peninsula Metropolitan Park District

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

STUDY SESSION AGENDA: Tuesday, November 5, 2019, 6:00 pm
Gig Harbor Civic Center Council Chambers (3510 Grandview St., Gig Harbor, WA 98335)

Call to Order ____: ____

Commissioner Roll Call:

	Present	Excused	Comment
Maryellen (Missy) Hill			
Amanda Babich			
Todd Iverson			
Kurt Grimmer			
Steve Nixon			

ITEM 1 Approval of Agenda

ITEM 2 Board Discussion
2.a PEG Grant Program

ITEM 3 Adjournment ____: ____

AGENDA POLICY

- No comments or discussion will be allowed on consent items.
- Public comment will be allowed on each Regular Agenda Action Item. Each speaker will be limited to a three (3) minute time limit and may only speak once with a total of 15 minutes per side. Comments will be included as part of the official record of the meeting.
- Citizen Comments: Citizens are afforded an opportunity at each regular and special meeting of the Board of Park Commissioners to offer their comments to the Board. Citizens are limited to a three (3) minute time limit and may only speak once during the Citizen Comment period at each meeting. Comments will be included as part of the official record of the meeting.
- Individuals requesting an item to be placed on the agenda must submit a request by 12 noon on the Tuesday preceding the Monday meeting date.
- Individuals wishing to submit materials or written testimony to the Board at the meeting must provide ten (10) copies at least 15 minutes prior to the start of the meeting.



Peninsula Metropolitan Park District

5717 Wollochet Drive Gig Harbor, WA 98335
Office: 253-858-3400 Fax: 253-858-3401
E-mail: Info@PenMetParks.org

DISTRICT COMMISSION MEMO

To: District Commission
From: Glenn Akramoff, Interim Executive Director
Date: November 5, 2019
Subject: **Review Park Enhancement Grant Program**

Background/Analysis

Since the adoption of Park Enhancement Grant (PEG, or PEG Grant) Program process and procedures there have been a few inquiries as to potential adjustments to certain processes.

The policy document is included here along with the procedures and process identified in the information and application documents.

Most of the smaller park improvement projects such as for Eagle Scouts are projects that staff has identified as improvements that the District would like to see. Staff reviews the District Projects List regularly and uses that list when scouts approach the District for a project.

If such projects require funds for the acquisition of materials, the PEG Grant is available to use, matching the volunteer labor and other donations with PenMet funding.

Some scout volunteer projects (previously identified by staff as discussed above) are very dependent on troop availability for the work parties, and Board meetings may not align in a coordinated timeline. Staff would like to keep such projects moving forward with an Executive Director's approval as discussed below.

Certain projects are more involved and expensive such as the Rotary, Master Gardener, School Playgrounds, and Sand Volleyball Court projects. Such projects typically involve more review and refinement with staff before the Board is presented with a completed grant package to be considered for approval.

There was a discussion about limiting PEG applications to a specific window of time during the year. The observed nature of the program is that grant ideas and applications come to the District throughout the year. With an observed desire to expand the awareness and availability of the program, limiting the application period would most likely work against that goal.

The following PEG Applications have been received or are under consideration:

- Eagle Scout projects for Bat Houses at Hales Pass (amendment ready, but on hold pending policy review)
- Rotary Bark Park trail map and signs (ready, but on hold pending policy review)
- Tubby's small dog area shelter (ready, but on hold pending policy review)
- Narrows fencing (nearly ready, put on hold pending policy review)
- McCormick trail map and signs (preparing, but on hold pending policy review)
- Voyager PTA Playground (being prepared for presentation at a future meeting)
- Three other scouts currently discussing projects

Recommendation

1. Staff requests that the Commission review the attached documents related to the Park Enhancement Grant Program, discuss items in this memo and provide staff direction for modifications to the Park Enhancement Grant Program Policy and Process.
2. Staff will continue to regularly notify the Board of PEG grants under consideration, in progress, and status.
3. Staff recommends that the Executive Director be authorized to approve PEG Grant projects under an amount to be determined and/or originating from the District Projects List. Most scout projects have ranged from \$100 to \$1,600 with just one over \$2,000. Applications will still be presented to the Board, but Director approval will enable the project to move forward when timing becomes an issue.
4. Applicants will present the grant application if requested by Board.
5. Applicants will share the completed project presentation with the Board.
6. The annual allocation (\$65,000 in past years, \$25,000 in 2019) will be determined during the annual budget process.
7. Staff recommends maintaining the open application period throughout the year.
8. The PEG Program can be promoted quarterly in the Recreation Guide.
9. Website and other communications can provide PEG Program information.
10. Staff will provide quarterly updates on the PEG Program.

Policy Implications/Support

1. On July 16, 2012, the District approved modifications to the PEG policy for procedures and processes.
2. On November 21, 2011, the District approved modifications to the PEG policy to enable the use of District funds to support recreation startup programs.
3. On March 21, 2011, the District approved modifications to the PEG policy to enable the use of District purchasing power to assist in PEG Grant purchases.
4. The Board requested modifications to the policy to include maintenance-related equipment in December 2009.
5. The Board approved the PEG Grant Process and Procedures at the May 21, 2007, Commission Meeting.

Should you have any questions or comments please contact me at the earliest opportunity should additional research be required to provide answers at the meeting: 253-858-3408 or via e-mail at GAkramoff@PenMetParks.org.

Attachments:

PEG Policy
PEG Information
PEG Application
PEG Award Letter
PEG Agreement
PEG History
PenMet Projects



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REGULAR MEETING AGENDA: Tuesday, November 5, 2019, 7:00 pm

Gig Harbor Civic Center Council Chambers (3510 Grandview St., Gig Harbor, WA 98335)

Call to Order ____: ____

Commissioner Roll Call:

	Present	Excused	Comment
Maryellen (Missy) Hill			
Amanda Babich			
Todd Iverson			
Kurt Grimmer			
Steve Nixon			

ITEM 1 Approval of Agenda

ITEM 2 Citizen Comments (three-minute time limit)

ITEM 3 Presentations

- 3.a Legislative Funds**
- 3.b Proclamation on Employee Values**
- 3.c Executive Director Report**
- 3.d Financial Report**
- 3.e President's Report**

ITEM 4 Consent Agenda

- 4.a Approval of Meeting Minutes**
10-1-19 Study Session and Regular
10-15-19 Study Session and Regular
- 4.b Approval of Vouchers**
 - \$25,474.34 Reference number: V2019 535-V2019 552
 - \$78,627.16 Reference number: V2019 553-V2019 577
 - \$11,709.96 Reference number: V2019 578-V2019 583

ITEM 5 New Business

- 5.a 1st Public Hearing and Levy Rate approval**
- 5.b KCDA Membership**
- 5.c Hales Pass Roof Contract (KCDA)**
- 5.d SHP Field Lighting Bid Approval**

ITEM 6 Comments by Board

ITEM 7 Next Board Meetings: Tues. November 19th, 2019 (Study Session and Regular) at City Hall location

ITEM 8 Executive Session: Consider the Qualifications of an Employee [RCW 42.30.110]

ITEM 9 Adjournment ____: ____

AGENDA POLICY

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PROCLAMATION

Recognizing Peninsula Metropolitan Park District Staff Values

A PROCLAMATION OF THE BOARD OF THE COMMISSIONERS OF
THE PENINSULA METROPOLITAN PARK DISTRICT, GIG HARBOR,
RECOGNIZING PENINSULA METROPOLITAN PARK DISTRICT STAFF
VALUES.

WHEREAS, the Peninsula Metropolitan Park District (PenMet Parks) Staff has recognized and implemented their core values.

WHEREAS, the Peninsula Metropolitan Park District (PenMet Parks) Board supports the betterment of its employees through staff values and commitment to each other. Staff values include integrity, respect, honesty, positiveness, family, trust, teamwork, and hard work; and

WHEREAS, the Peninsula Metropolitan Park District (PenMet Parks) Board is committed to upholding staff values through continuous support and opportunity by providing accountably and structure to PenMet values.

RESOLVED by the Peninsula Metropolitan Park District (PenMet Parks) Board, that it hereby recognizes the Peninsula Metropolitan Park District staff values are accepted and supported as a Board.

Approved by the Peninsula Metropolitan Park District Board of Commissioners
this 5th Day of November 2019.

President

Clerk
Peninsula Metropolitan Park District Commission

Attest

Do the Best Job You Can

OUR COMMITMENT



INTEGRITY

Do The Right Thing Regardless



RESPECT

Awareness, Differences, Basic, The Person, Earn It, Maintain, No Abuse



HONESTY

Responsible To Tell The Truth And Follow Through



POSITIVENESS

Encouraging, Support, Gratitude, Compliments, Optimistic



FAMILY

Caring, Acknowledge Time Together, Tradition, Politeness



TRUST

Earn It, Ask For Help, Don't Abuse or Break



TEAMWORK

Communicate, Work Together, Fulfill Responsibility, Use Skills For Team Success



HARD WORK

Integrity, Respect, Trust



“BE KIND”
“SHOW GRACE”



Peninsula Metropolitan Park District

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DEPARTMENT STAFF REPORT: October 15-November 2019

EXECUTIVE

- Report to be distributed at meeting

ADMINISTRATION

- Oriented two new employees – Stacie Snuffin and Jesse Savage. I am beginning the hiring process for a facility coordinator and groundskeeper
- Beginning the preliminary 2020 budget book

MARKETING

- 16-page parks and rec guide sent to the publisher
- Employee Spotlight in the Parks and Rec Guide (Kelly Darling)
- Media release issued for Community Recreation Center
- Media release issued for Executive Director search/open house
- Interview w/ Peninsula Gateway and E.D.
- Frontpage in local news for Community Rec Center
- Implementing pages on website: other properties/special populations/teen activities

CAPITAL

- Opening Bids for SHP Turf & Parking Lighting Project on Thursday, 10/10. Permits submitted.
- Getting bids for Hales Pass roof replacement.
- RFQ going out for Hales Pass renovation design.
- Discussion of Memorials and Donations Policy to continue.
- Discussion of PEG Grant Policy continuing.
- City of Gig Harbor updating Cushman Trail Map, incorporating route through CRC as part of a project to add Emergency Locator Signs every ¼ mile along the trail.
- Most computers have been upgraded to Windows 10 (Windows 7 won't be supported after 2019). Other computer upgrades in progress.
- Finalizing post-move IT and phone adjustments.

PEG Grants

- Eagle Scout projects for Bat Houses at Hales Pass (ready, but on hold pending policy review)
- Rotary Bark Park trail map and signs (ready, but on hold pending policy review)
- Tubby's small dog area shelter (ready, but on hold pending policy review)
- Narrows fencing (nearly ready, but on hold pending policy review)
- McCormick trail map and signs (preparing, but on hold pending policy review)
- Off Leash Area Obstacle Course (after review, rejected by users/professionals consulted)
- Voyager PTA Playground (being prepared for presentation at future meeting)
- Three other scouts currently discussing projects

Volunteer Projects

- Conducted successful Orca Recovery Day (10/19) at DeMolay Sandspit with Pierce Conservation District. Washington Conservation Corp crew and PenMet Maintenance crew removed blackberries in preparation for native plantings on ORD. The day saw 9 staff from PCD and PenMet support 79 volunteers planting over 150 plants.
- Working with community service people at Narrows continues.
- PHS runners trimmed trails at McCormick Forest; GHHS to trim trails at Rotary Bark Park.

MAINTENANCE & FACILITIES

- Removed desks, chairs and cubicles from old Admin and Facilities office for surplus
- Paint and cleaning prep in old offices
- Washing windows, light fixtures in Pavilion
- Ron had a Job Shadow student from Henderson Bay High School
- Removed downed Maple Tree from McCormick Forest Park trails
- Arranged pick up for two surplus vehicles Truck #101 and PenMet trailer
- Last Fertilizer application at Sehmel and Rosedale Park
- Toilet repair at football field restrooms
- Leaf clean up at all parks
- Training new employee Jesse Savage Facilities Specialist

RECREATION

- Monster Mash Bash was a HUGE success. It was a Family event that sold out and everyone loved all that we had to offer. It was held at Ocean 5 which has become a great Community Partner and we are looking to hold many more events there with them.
- Gymnastics is full for the Fall Classes which just started. It continues to be one of the most popular programs we offer.
- We worked with our contractor French Toast Theater to put on a Haunted House at Hales Pass for the community on 10/26. It was a big success with about 150 people coming through the doors.
- Staff is starting to work on Santa's Breakfast, which will be held at Goodman Middle School this year on December 7th from 9-11 am.
- Half of our basketball leagues are full and have started waiting lists with the deadline not until November 11th. Our 1st-4th Grade Boys and Girls are the largest we have ever had, and we are excited about the growth and future of our leagues.

STUDY SESSION MINUTES



Peninsula Metropolitan Park District

PO Box 425 – Gig Harbor, WA 98335
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Tuesday, October 1st, 2019, 6:15 pm

Gig Harbor Civic Center Community Rooms A/B (3510 Grandview St., Gig Harbor, WA 98335)

Call to Order: The meeting was called to order by Commissioner Hill at 6:15 pm.

Commissioners Present:

Maryellen (Missy) Hill
Amanda Babich
Steve Nixon
Kurt Grimmer
Todd Iverson

Staff:

Glenn Akramoff
Eric Guenther
Chuck Cuzzetto
Elaine Sorensen
Michael Schick
Ron Martinez
Ed Lewis
Kelly Darling
Aiden Krug

STUDY SESSION AGENDA:

ITEM 1 Approval of Agenda: Commissioner Grimmer made a motion to approve the agenda, Commissioner Nixon seconded; the motion was approved with a 5-0 vote.

ITEM 2.a Staff Report: 2020 New Budget Process

Executive Director Akramoff introduced the new budget process. The budget process is created to improve transparency, both to the board and to the public. Improve decision making and budget oversight. Decision cards were presented at the end of each department’s section for the Board to review and give direction to staff in the next Board meeting on October 15th, 2019.

APPROVED BY THE BOARD ON: _____

President

Clerk

Submitted by: *Gamani Hayden*



Peninsula Metropolitan Park District

PO Box 425 – Gig Harbor, WA 98335
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REGULAR MEETING MINUTES

Tuesday, October 1st, 2019, 7:15 pm

Gig Harbor Civic Center Community Rooms A/B (3510 Grandview St., Gig Harbor, WA 98335)

Call to Order: The meeting was called to order by Commissioner Hill at 7:16 pm

Commissioners Present:

Maryellen (Missy) Hill
Amanda Babich
Steve Nixon
Kurt Grimmer
Todd Iverson

Staff:

Glenn Akramoff
Eric Guenther
Chuck Cuzzetto
Elaine Sorensen
Michael Schick
Ron Martinez
Ed Lewis
Kelly Darling
Aiden Krug

Citizens:

John Glass
Bill Sehmel
Laurel Kinsburg
Natalie Wimberley
Michelle Matheson

REGULAR MEETING AGENDA:

ITEM 1 Approval of Agenda

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

ITEM 2 Citizen Comments

Laurel Kinsburg thanked the Board and staff for the hard work they have been putting in. She was pleased that the website was up to date and everything was easy to find. Commissioner Hill has participated in many events put on by the parks and recreation of Gig Harbor. Wants to focus on partnerships.

ITEM 3 Presentations

3.a Executive Director Report

Glenn Akramoff shared that President Hill and himself presented to the community development committee and discussed PEG grants. Venue for strategic planning retreat details will be coming out shortly. The 15th is the next board meeting and study session. The 23rd of October is going to be the open house and then the 24th is going to be the final interview.

3.b President Report

President Hill spoke with admin support and got some ideas regarding hosting agendas. Admin support visited other city council areas to get ideas. Now, President Hill and others are looking at adopting other ideas regarding the agenda and cutting cost. This process potentially will become a decision card.

ITEM 4 Consent Agenda

4.a Approval of Meeting Minutes

- 8-20-19 Regular and Study Session (pg.15-17)
- 9-17-19 Regular and Study Session (pg. 18-19)

4.b Approval of Vouchers

- \$21,441.32 Reference numbers: V2019-446-V2019-451 (pg. 20-21)

- \$145,204.21 Reference Numbers: V2019-452-V2019-484 (pg. 22-23)
- \$83,046.23 Reference numbers: V2019-485-V2019-511 (pg.24-25)

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

4.c Approval of Consent Agenda

ITEM 5 New Business

5.a Demarche Contract Scope for Organizational support

E.D. Akramoff put together a draft scope for review. October 25th is the current agreement to not exceed the amount. The board is bringing it back for review on the 15th of October.

ITEM 6 Comments by Board/Subcommittee Reports

Commissioner Nixon shared that the new office is very welcoming and is happy with the improvements coming. Michelle Matheson volunteered at Narrows Park, she was very pleased to see the hard work and the organization of everything.

6.a Community Center: Setting schedules for meetings

6.b Marketing: Social Media is growing, and the history of the district video is in the works.

6.c Fundraising Under Development (Hill):

ITEM 7 Next Board Meeting: Tues, October 15th, 2019: Study Session (6:00 pm) and Regular (7:00 pm) at new City Hall location

ITEM 8 Executive Session: Real Estate was considered [RCW 42.30.110(1)(b)] and Employee Evaluation [RCW 42.30.110(1)(g)]

ITEM 9 Adjournment

Commissioner Hill adjourned the meeting at 7:45 pm.

APPROVED BY THE BOARD ON: _____

President

Submitted by: *Gamani Hayden*

Clerk



Peninsula Metropolitan Park District

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STUDY SESSION MINUTES

Tuesday, October 15th, 2019, 6:00 pm

Gig Harbor Civic Center Community Room A/B (3510 Grandview St., Gig Harbor, WA 98335)

Call to Order: The meeting was called to order by Commissioner Hill at 6:01 pm.

Commissioners Present:

Maryellen (Missy) Hill
Amanda Babich
Steve Nixon
Kurt Grimmer
Todd Iverson

Staff:

Glenn Akramoff
Eric Guenther
Elaine Sorensen
Michael Schick
Ed Lewis
Aiden Krug

STUDY SESSION AGENDA:

ITEM 1 Approval of Agenda: Commissioner Grimmer made a motion to approve the agenda, Commissioner Nixon seconded; the motion was approved with a 4-0 vote.

ITEM 2 Board Discussion

2.a 2020 Budget Process

E.D. Akramoff gave a brief overview of what would be discussed in sections 2.b and 2.c.

2.b Capital Program Review

Special Projects Manager Eric Guenther presented the Board with various future projects listed on the 5-year plan and other lower-priority projects discussed previously. The Board discussed the level of priority for the projects listed on the 5-year plan and decided on the following rankings: 1. SHP Turf Lighting, 2. HP Arletta Roof, 3. Hales Pass School House, 4. Recreation Center, 5. Rosedale Hall Design, 6. Harbor Family Park MP, 7. Peninsula Gardens, 8. Rosedale Hall Renovation. The Board will continue to review these projects in the future to update the priority level.

2.c Decision Card Review

E.D. displayed the decision card list given to the Board throughout the year on screen. Given the option of yes and no, Commissioners decided what would be included in the budget book.

The following items were added: a recreation assistant, the senior program, strategic planning, system implantation, a cost recovery fee study, accounting software, a finance consultant, construction project vehicle, underwriting fee bonds, snowplow/de-icer (changed

from \$27,000 to \$9,000), sweeper, on-call pay, re-class seasonal employees, salary survey results. Decisions that needed more discussion included: sports fee reduction (3-2 in favor), a marketing intern (3-2 in favor), Decisions that were turned down included: Gator attachments

ITEM 4 Adjournment

Commissioner Hill adjourned the meeting at 7:00 pm.

APPROVED BY THE BOARD ON: _____

President

Clerk

Submitted by: *Gamani Hayden*

REGULAR MEETING MINUTES

Tuesday, October 15th, 2019, 7:00 pm

Gig Harbor Civic Center Council Community Room A/B (3510 Grandview St. Gig Harbor, WA 98332)

Call to Order: The meeting was called to order by Commissioner Hill at 7:05 pm

Commissioners Present:

Maryellen (Missy) Hill
Kurt Grimmer Steve Nixon
Amanda Babich
Todd Iverson

Staff:

Glenn Akramoff
Elaine Sorensen
Eric Guenther
Ed Lewis

Citizens:

Bill Sehmel
Denise Rosnick

Mike Schick
Aiden Krug

REGULAR MEETING AGENDA:

ITEM 1 Approval of Agenda

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

ITEM 2 Citizen Comments

Bill Sehmel thanked PenMet and the Greater Gig Harbor Foundation for recent successful events such as the Scarecrow Festival and Cider Swig. Sehmel voiced that the Board should consider a voter-approved bond for the Community Recreation Center.

Denise Rosnick voiced his dissatisfaction with staff doing maintenance at Rosedale in the mornings when he and his social tennis group play, proposed to make his group an official activity on the schedule to alleviate the issue.

ITEM 3 Presentations

3.a Executive Director Report

Continuous work on the Peninsula School District property exchange will be presented to the Board on November 5th for final consideration. New employees, Administration Assistant starting October 28th and new facility maintenance worker starting November 4th.

Wednesday, October 23th Executive Director Open House event at 4:30-6:30 located at Gig Harbor Fire Station Headquarters. Executive Director interviews on 24th at PenMet administration office. Commissioner Babich made a record to change the off-leash area obstacle course PEG Grant from rejected to did not meet criteria.

3.b Financial Report

Deputy Executive Director Elaine Sorenson reported no concerns with the general fund, projecting a small surplus at the end of the year. After reporting all department funds to the Board, Sorenson updated members on the longevity of the SHP turf and playground equipment.

3.c President Report

Hill thanked the staff members and other commissioners who attended the Board Retreat on October 12th, members did not accomplish all topics on the strategic planning session agenda so the items that need to be addressed will become future study sessions or another strategic planning meeting. President Hill is in the process of scheduling a regional meeting with Peninsula School District, City of Gig Harbor, Gig Harbor Fire Department, park districts in the area, and more might be added leading up to the meeting. Added a quick note that The Scarecrow festival was a very successful event due to the hard work and dedication of the staff.

ITEM 4 Consent Agenda
4.a Approval of Meeting Minutes

10-1-19 Study and Regular Meeting Minutes pulled for corrections and planned for a return to Board on Nov. 5.

4.b Approval of Vouchers

- \$57,094.27 Reference numbers: V2019-512-V2019-519
- \$27,655.68 Reference Numbers: V2019-520-V2019-528
- \$70,283.09 Reference numbers: V2019-529-V2019-534

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

ITEM 5 Discussion
5.a Community Recreation Center Property Acquisition Decision

E.D. Akramoff provided the Board with a CRC presentation giving highlights about the different aspects of the project and what has been discussed previously. President Hill made the motion to approve the CRC property acquisition decision, the Board unanimously approved Resolution 2019-14 (5-0) to execute the amendment to Purchase and Sale Agreement and closing documents.

ITEM 6 Old Business
6.a Contract Amendment: Demarche Services

Adjustment to interim Executive Director transitional period pending the arrival date of the New Executive Director. Commissioner Babich made a motion to approve the contract amendment, seconded by Commissioner Grimmer. The amendment was approved with a 5-0 vote.

6.b Contract Amendment: Snodgrass Freeman Associates, & Consultants
Increase the amount of the contract amount by \$31,798.00. From 655,569.00 to 687,367.00. The initial contract timeline is not an issue. Commissioner Grimmer made a motion to pass the contract amendment, seconded by Commissioner Nixon. The amendment was approved with a 5-0 vote.

ITEM 7 Comments by Board/Subcommittee Reports

Commissioner Nixon wanted to thank the staff again for putting on a very successful Scarecrow event and strategic planning board retreat. Commissioner Babich asked subcommittee reports to be struck from future agendas until a study session is planned on subcommittees. The Board agreed and future agendas will just be comments by the board.

- 7.b Marketing** - none
- 7.c Fundraising Under Development** -none

ITEM 8 Next Board Meeting: Tues, Nov 5th, 2019: Study Session (6:00 pm) and Regular (7:00 pm) at City Hall location

ITEM 9 Executive Session: none

ITEM 10 Adjournment

President Hill adjourned the meeting at 7:43 pm.

APPROVED BY THE BOARD ON: _____

President

Clerk

Submitted by: *Gamani Hayden*



Finance Department
District Payment Transmittal

District Name: Metro Park District-Peninsula


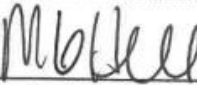
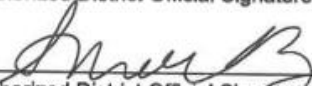
PAYMENT LISTING

Trans Date	District Ref #	Payee Printed Name	Amount
10/11/19	V2019-535	Department of Labor and Industries	\$4,183.46
10/11/19	V2019-536	Pacific Golf & Turf	\$9,980.75
10/11/19	V2019-537	DON SMALL & SONS OIL	\$355.28
10/11/19	V2019-538	HOME DEPOT	\$863.12
10/11/19	V2019-539	HEMLEYS HANDY KANS	\$815.00
10/11/19	V2019-540	Cascade Recreation Inc.	\$944.13
10/11/19	V2019-541	CITY OF GIG HARBOR	\$1,260.00
10/11/19	V2019-542	Royann Gurley	\$800.00
10/11/19	V2019-543	Caroline Konkol	\$208.80
10/11/19	V2019-544	Adria Hanson	\$140.00
10/11/19	V2019-545	Aubrey Preston	\$480.00
10/11/19	V2019-546	LynnFit	\$1,491.00
10/11/19	V2019-547	Anna's Party Rentals	\$556.61
10/11/19	V2019-548	Christopher Coons	\$550.00
10/11/19	V2019-549	Heather Jones	\$150.00
10/11/19	V2019-550	Kim Moureen Arnold	\$790.00
10/11/19	V2019-551	Pacific Office Automation Headquarters	\$1,817.50
10/11/19	V2019-552	Jason Faulkner	\$88.69
Payment Count: 18		Total Amount:	<u>\$25,474.34</u>

Payment Count: 18
Payment Total: \$25,474.34

CERTIFICATION

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

 _____ Authorized District Official Signature	<u>10/11/19</u> _____ Date	_____ Authorized District Official Signature	_____ Date
 _____ Authorized District Official Signature	<u>10-15-19</u> _____ Date	_____ Authorized District Official Signature	_____ Date
 _____ Authorized District Official Signature	<u>10/15/19</u> _____ Date	_____ Authorized District Official Signature	_____ Date
_____ Authorized District Official Signature	_____ Date	_____ Authorized District Official Signature	_____ Date

INSTRUCTIONS FOR USE:
Submit signed Transmittal To Pierce County Finance Department
FAX: 253-798-6699 EMAIL: PCACCOUNTSPAYABLE@co.pierce.wa.us

PC Finance Department Use Only
Authorization Recieved on _____
Batch Verified by _____



Finance Department
District Payment Transmittal

District Name: Metro Park District-Peninsula


PAYMENT LISTING

Trans Date	District Ref #	Payee Printed Name	Amount
10/21/19	V2019-553	Peninsula Metropolitan Park District	\$39,814.94
10/21/19	V2019-554	Pierce County Security	\$256.00
10/21/19	V2019-555	Tony Kastelnik	\$600.00
10/21/19	V2019-556	NW Management Consulting, LLC	\$1,692.00
10/21/19	V2019-557	EnCo Environmental Corporation	\$2,226.00
10/21/19	V2019-558	Tamara Reid	\$1,214.65
10/21/19	V2019-559	Aubrey Preston	\$2,112.00
10/21/19	V2019-560	Pierce County Sheriff's Cadet Program	\$250.00
10/21/19	V2019-561	Harbor Gymnastics	\$6,615.55
10/21/19	V2019-562	Custom Shirt Shop	\$115.97
10/21/19	V2019-563	Skyhawks Sports Academy Inc.	\$4,287.20
10/21/19	V2019-564	JENNIFER ALYSSA HANZIEL	\$756.68
10/21/19	V2019-565	JENNIFER ALYSSA HANZIEL	\$566.32
10/21/19	V2019-566	Aubrey Preston	\$280.00
10/21/19	V2019-567	Jason Faulkner	\$116.19
10/21/19	V2019-568	Adria Hanson	\$196.00
10/21/19	V2019-569	Great Full Running	\$871.50
10/21/19	V2019-570	Swank Motion Pictures Inc.	\$255.00
10/21/19	V2019-571	Greater Gig Harbor Foundation	\$2,352.00
10/21/19	V2019-572	PLATT ELECTRIC SUPPLY	\$273.42
10/21/19	V2019-573	Office Team	\$1,260.00
10/21/19	V2019-574	Aiden Krug- Norem	\$69.15
10/21/19	V2019-575	Olympic Trailer & Truck	\$10,964.82
10/21/19	V2019-576	Kelly Darling	\$775.54
10/21/19	V2019-577	United Rentals	\$706.23
Payment Count: 25		Total Amount:	\$78,627.16

Payment Count: 25
Payment Total: \$78,627.16

CERTIFICATION

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

 _____ Authorized District Official Signature	<u>10/21/19</u> _____ Date	_____ Authorized District Official Signature	_____ Date
_____ Authorized District Official Signature	_____ Date	_____ Authorized District Official Signature	_____ Date
_____ Authorized District Official Signature	_____ Date	_____ Authorized District Official Signature	_____ Date
_____ Authorized District Official Signature	_____ Date	_____ Authorized District Official Signature	_____ Date

INSTRUCTIONS FOR USE:
Submit signed Transmittal To Pierce County Finance Department
FAX: 253-798-6699 EMAIL: PCACCOUNTSPAYABLE@co.pierce.wa.us

PC Finance Department Use Only
Authorization Received on _____
Batch Verified by _____



Finance Department
District Payment Transmittal

District Name: Metro Park District-Peninsula


PAYMENT LISTING

<u>Trans Date</u>	<u>District Ref #</u>	<u>Payee Printed Name</u>	<u>Amount</u>
10/29/19	V2019-578	Sarah Apodaca	\$50.00
10/29/19	V2019-579	Legal Shield	\$105.70
10/29/19	V2019-580	Kim Moureen Arnold	\$790.00
10/29/19	V2019-581	Kelly Darling	\$68.02
10/29/19	V2019-582	Office Team	\$1,543.50
10/29/19	V2019-583	Harbor Realty Advisors LLC	\$9,152.74
Payment Count: 6		Total Amount:	<u>\$11,709.96</u>

Payment Count: 6
Payment Total: \$11,709.96

CERTIFICATION

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

 _____ Authorized District Official Signature	<u>10/29/19</u> _____ Date	_____ Authorized District Official Signature	_____ Date
_____ Authorized District Official Signature	_____ Date	_____ Authorized District Official Signature	_____ Date
_____ Authorized District Official Signature	_____ Date	_____ Authorized District Official Signature	_____ Date
_____ Authorized District Official Signature	_____ Date	_____ Authorized District Official Signature	_____ Date

INSTRUCTIONS FOR USE:
Submit signed Transmittal To Pierce County Finance Department
FAX: 253-798-6699 EMAIL: PCACCOUNTSPAYABLE@co.pierce.wa.us

PC Finance Department Use Only
Authorization Received on _____
Batch Verified by _____



Peninsula Metropolitan Park District

5717 Wollochet Drive Gig Harbor, WA 98335

Office: 253-858-3400 Fax: 253-858-3401

E-mail: Info@PenMetParks.org

DISTRICT COMMISSION MEMO

To: District Commission
From: Elaine Sorensen, Deputy Executive Director – Finance & Personnel
Date: November 5, 2019
Subject: **2020 Proposed Budget Presentation**

Background/Analysis

At their meeting held on 10/1/2019 and 10/15/2019, the Board reviewed and discussed the 2020 general fund budget, capital budget and decision cards with departmental managers in attendance.

On September 17, 2019 the Board was presented with the 2020 preliminary budget including the following funds:

General Fund \$4,059,227
Recreation Fund \$511,283
Capital Fund \$3,445,702

Policy Implications/Support

- The Board of Park Commissioners received the Preliminary Budget document on September 17, 2019.
- Staff conducted a full budget presentation and discussion on October 1, 2019 of the general fund budget.
- Staff conducted a full budget presentation and discussion on October 15, 2019 of the capital fund budget and decision cards.
- The budget is required by state law.
- The budget must be adopted as a balanced budget and must be in place prior to the expenditure of any District Funds.

Recommendation

- Staff recommends that the Board of Park Commissioners review and conduct the first public hearing for the 2020 proposed budget. The proposed budget is \$7,504,929 which meets direction set by the Board of Park Commissioners that the 2020 budgeted levy dollar amount be our statutory maximum rate.

Should you have any questions or comments please feel free to contact me at 253.858.3400, ext. 1223 or via e-mail at esorensen@penmetparks.org.



Peninsula Metropolitan Park District

RESOLUTION NO. R2019-016

A RESOLUTION OF PENMET PARKS ADOPTING THE ANNUAL BUDGET FOR CALENDAR YEAR 2020

WHEREAS, the Executive Director of the Peninsula Metropolitan Park District (PenMet Parks) has recommended a balanced budget and estimate of monies required to meet public expenses for the 2020 calendar year; and

WHEREAS, the Clerk of the Board did cause to be published in official legal notices of the local newspaper on October 17, 2019 and October 24, 2019 and October 31, 2019 and November 7, 2019 that the Board of Park Commissioners would meet on November 5, 2019, and November 19, 2019, giving taxpayers an opportunity to be heard regarding the proposed 2020 budget; and

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

November 5, 2019	Public Hearing on Preliminary 2020 Budget
November 19, 2019	Public Hearing on 2020 Budget
	Public Hearing on Property Tax Levy

WHEREAS, the proposed 2020 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 is necessary to provide park and recreation services to the citizens and residents of PenMet Parks during the 2020 calendar year; NOW THEREFORE BE IT

RESOLVED by the Board of Park Commissioners of PenMet Parks to approve and adopt the 2020 budget in the amounts noted in Exhibit A attached to and incorporated in this resolution.

The foregoing resolution was adopted at a regular meeting of Board of Park Commissioners of the Peninsula Metropolitan Park District held on November 19, 2019.

President

Clerk

Attest

Peninsula Metropolitan Park District Commission

Date of publication of notice of Public Hearings:

October 17, 2019

October 24, 2019

October 31, 2019

November 7, 2019

Exhibit A

2020 Peninsula Metropolitan Park District Final Budget

General Fund Budget Amount: \$3,956,617

Capital Program Amount: \$3,548,312

Total: \$ 7,504,929



Peninsula Metropolitan Park District

RESOLUTION NO. R2019-017

A RESOLUTION OF PENMET PARKS ADOPTING THE REGULAR PROPERTY TAX LEVY FOR COLLECTION IN CALENDAR YEAR 2020

WHEREAS, the Board of Park Commissioners of the Peninsula Metropolitan Park District (PenMet Parks) has conducted public hearings on November 5, 2019, and November 19, 2019 to consider all relevant evidence and testimony regarding regular property taxes to be levied in 2019 for collection in 2020; and

WHEREAS, the District's actual levy amount from the previous year was \$6,376,224.81; and

WHEREAS the population of the District is more than 10,000; NOW THEREFORE BE IT

RESOLVED by the Board of Park Commissioners of PenMet Parks that an increase in the regular property tax levy is hereby authorized for the levy to be collected in the 2020 tax year. The dollar amount of the increase over the actual levy amount from the previous year shall be \$371,072.34 which is a percentage increase of 5.8% from the previous year. This increase is exclusive of additional revenue resulting from new construction, improvements to the property, newly constructed wind turbines, any increase in the value of state assessed property, any annexations that have occurred and refunds made.

The foregoing resolution was adopted at a regular meeting of the Board of Park Commissioners of the Peninsula Metropolitan Park District held on November 19, 2019.

President

Clerk

Peninsula Metropolitan Park District Commission

Attest

Amount levied in preceding year: \$6,376,224.81
Implicit Price Deflator (IPD): 1.396%
Current budget certification: \$7,504,929

Date of publication of notice of Public Hearings: October 17, 2019
October 24, 2019
October 31, 2019
November 7, 2019

Amended Levy Increase: \$
Percentage Levy Increase: %

Executive Director

Attest



Peninsula Metropolitan Park District

10123 78th Ave NW, Gig Harbor, WA 98332
Office: 253-858-3400 Fax: 253-858-3401
E-mail: Info@PenMetParks.org

"Today We Touch Tomorrow"

DISTRICT COMMISSION MEMO

To: Peninsula Metropolitan Park District Board of Commissioners
From: Glenn Akramoff, Interim Executive Director
Date: November 5, 2019
Subject: Resolution R2019-018 Execution of Intergovernmental Cooperative Purchasing Agreement with King County Directors Association (dba KCDA)

Background

During the planning and granting phases of the Sehmel Homestead Park Lighting Project, staff consulted with other jurisdictions and industry professionals to identify efficient processes to complete the project. The use of KCDA to purchase the lighting system was highly recommended. During on-going discussion with KCDA staff, the ability to purchase the Hales Pass roof replacement also arose, as an efficient and cost effective option for that project.

Subsequently, staff has worked with KCDA staff to understand the process and prepare the foundation for using KCDA on these projects and others in the future. A master agreement has been prepared, and an approved resolution will provide Board acceptance.

Recommendation

Staff recommends that the Board approve Resolution R2019-018 authorizing the Executive Director to execute the Intergovernmental Cooperative Purchasing Agreement with King County Directors Association (dba KCDA) in substantially the form attached.

Policy Implications/Support

1. Chapter RCW 39.34, the Interlocal Cooperative Act, permits PenMet Parks to make the most efficient use of its powers by enabling it to cooperate and contract with other governmental agencies on the basis of mutual advantage and to better serve the community
2. The King County Directors' Association (KCDA) is a non-profit purchasing cooperative organized and owned by Washington's public school districts. KCDA's mission is to provide centralized procurement services to member school districts and public agencies that will save them time and money as well as comply with all legal procurement requirements

Motion

I move to approve Resolution R2019-018 authorizing the Executive Director to execute the Intergovernmental Cooperative Purchasing Agreement with King County Directors Association (dba KCDA) in substantially the form attached.

Should you have any questions or comments, please contact me at your earliest opportunity so that we may perform any additional research necessary to provide answers at the meeting. I can be contacted at 253-858-3408 or via e-mail at GAkramoff@PenMetParks.org.

Attachments:

KCDA Agreement

**WASHINGTON ASSOCIATE MEMBERSHIP
AGREEMENT – PUBLIC AGENCIES
(Intergovernmental Cooperative
Purchasing/Procurement Agreement)**

PURSUANT TO CHAPTER 39.34 RCW and to other provisions of law, the King County Directors' Association, hereinafter called "KCDA", and the following named public agency of the State of Washington, _____, hereinafter called "the public agency", hereby agree to cooperative Governmental purchasing and procurement upon the following terms and conditions:

1. KCDA, in contracting for the purchase of merchandise, supplies and equipment (hereinafter referred to as "goods") and procurement of service for the member public school districts, agrees to contract also on behalf of the public agency, to the extent permitted by law and agreed upon by the parties.
2. KCDA will contract for the purchase of goods and services according to the laws and regulations governing purchases by and on behalf of the public school system of the State of Washington. The public agency accepts responsibility for compliance with any additional or varying laws and regulations governing purchases or procurement by or on behalf of the public agency in question.
3. The public agency reserves the right to contract independently for the purchase of any particular class of goods or services, with or without notice to KCDA.
4. KCDA reserves the right to exclude the undersigned public agency, or any class containing the undersigned public agency, from any particular purchasing contract, with or without notice to the public agency.
5. The public agency agrees to pay for goods and services as billed by KCDA upon completion of transfer of goods or performance of services per normal terms as established by KCDA, unless otherwise provided in the contract governing such purchase or service. Any additional expense incurred by KCDA in regard to any transaction for the public agency shall be paid by the public agency.
 - A. Charter Schools. For purchase orders that exceed \$10,000, charter schools, as defined in the State of Washington RCW's, must either pay for the purchase/procurement in advance, or provide a cash/surety bond benefitting KCDA, prior to the completion of transfer of goods or performance of services.
6. This agreement will be filed with the county auditor or listed by subject on a public agency's website prior to its entry into force. Following such filing and/or posting, it shall continue in force in perpetuity, except that either party may cancel this agreement on thirty (30) days written notice.
7. Contacts:

A. Public Agency: _____
 Name of Individual: _____
 Phone: () _____ Fax () _____ E-Mail _____

B. KCDA (425) 251-8115
 18639 80th Ave. S. (98032) 1-800-422-5019
 P.O. Box 5550 Fax (253) 395-5402
 Kent, WA 98064-5550 E-Mail www.kcda.org

Date: _____ Loc. Code Tax: _____

Agency Name: _____

Physical Address: _____

Printed Name: _____

Signature: _____

Title: _____

Telephone Number: _____

Fax Number: _____

E-Mail Address: _____

 KCDA Executive Director Date



Peninsula Metropolitan Park District

RESOLUTION NO. R2019-018

AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE AN INTERGOVERNMENTAL COOPERATIVE PURCHASING / PROCUREMENT AGREEMENT WITH THE KING COUNTY DIRECTORS ASSOCIATION (dba KCDA)

WHEREAS, chapter RCW 39.34, the Interlocal Cooperative Act, permits PenMet Parks to make the most efficient use of its powers by enabling it to cooperate and contract with other governmental agencies on the basis of mutual advantage and to better serve the community; and;

WHEREAS, the King County Directors' Association (KCDA) is a non-profit purchasing cooperative organized and owned by Washington's public school districts. KCDA's mission is to provide centralized procurement services to member school districts and public agencies that will save them time and money as well as comply with all legal procurement requirements; and

WHEREAS, KCDA is willing to provide procurement services to PenMet Parks through an Interlocal cooperation act membership agreement; and

WHEREAS, PenMet Parks membership in KCDA would benefit the District by providing lower cost procurement opportunities.

NOW THEREFORE BE IT

RESOLVED that the Executive Director is authorized to execute the Intergovernmental Cooperative Purchasing / Procurement Agreement and such other forms as necessary for PenMet Parks to become a KCDA member.

The foregoing resolution was adopted at a regular meeting of the Board of Park Commissioners of the Peninsula Metropolitan Park District held on November 5, 2019.

Maryellen Hill, President

Amanda Babich, Clerk

Attest

Resolution R2019-018



Peninsula Metropolitan Park District

10123 78th Ave NW, Gig Harbor, WA 98332
Office: 253-858-3400 Fax: 253-858-3401
E-mail: Info@PenMetParks.org

"Today We Touch Tomorrow"

DISTRICT COMMISSION MEMO

To: Peninsula Metropolitan Park District Board of Commissioners
From: Glenn Akramoff, Interim Executive Director
Date: November 5, 2019
Subject: Resolution R2019-019 Execution of a Three Party Contract Agreement with KCDA and Tremco International for Replacement of the Hales Pass Roof

Background

During the planning phase for another project, staff consulted with other jurisdictions and industry professionals to identify efficient processes to complete such projects. The use of KCDA was highly recommended. During on-going discussion with KCDA staff, the ability to purchase the Hales Pass roof replacement arose, as an efficient and cost effective option for the project.

Subsequently, staff has worked with KCDA staff to understand the process and prepare the foundation for using KCDA on the Hales Pass project. Tremco arranged for two contractors to evaluate the project to provide KCDA-contracted pricing. Resultant numbers were very competitive with prices quoted during a 2018 bidding process.

Recommendation

Staff recommends that the Board approve Resolution R2019-019 authorizing the Executive Director to execute a Third Party Contract Agreement with KCDA and Tremco, Incorporated in substantially the form attached.

Policy Implications/Support

1. Chapter RCW 39.34, the Interlocal Cooperative Act, permits PenMet Parks to make the most efficient use of its powers by enabling it to cooperate and contract with other governmental agencies on the basis of mutual advantage and to better serve the community.
2. The King County Directors' Association (KCDA) is a non-profit purchasing cooperative organized and owned by Washington's public school districts. KCDA's mission is to provide centralized procurement services to member school districts and public agencies that will save them time and money as well as comply with all legal procurement requirements.

Motion

I move to approve Resolution R2019-019 authorizing the Executive Director to execute a Third Party Contract Agreement with KCDA and Tremco, Incorporated in substantially the form attached.

Should you have any questions or comments, please contact me at your earliest opportunity so that we may perform any additional research necessary to provide answers at the meeting. I can be contacted at 253-858-3408 or via e-mail at GAkramoff@PenMetParks.org.

Attachments:

KCDA-Tremco Quote (Contract Agreement will be furnished before meeting)

Tremco Incorporated
2911 N. Tamarack Dr., Boise ID 83703



David Mousel
Field Advisor
Roofing and Building Maintenance Division
Pacific Northwest Region

Cell – 208.420.2362
DMousel@tremcoinc.com
www.tremcoroofing.com

October 31, 2019

RE: Pen Met Parks – Hales Pass Park
3507 Ray Nash Dr. NW Gig Harbor, WA

BACKGROUND & OVERVIEW

Tremco Inc. has been requested to conduct analysis and pricing for a shingle replacement and overlay.



Square footage:

Main Building – 5,200 sq. ft.
Total Facility – 9,500 sq. ft.

David Mousel
Field Advisor
Roofing and Building Maintenance Division
Pacific Northwest Region

Cell – 208.420.2362
DMousel@tremcoinc.com
www.tremcoroofing.com

Scope of Work:

- 1.01 Set up site specific safety plan
- 1.02 Bid assumes primary access for equipment and supplier trucks for delivery of material
- 1.03 Hoist, unload, and distribute all roofing materials
- 1.04 Tear off, haul and recycle existing roofing, felt and related construction waste
- 1.05 Inspect roof decking for rot and replace as a square foot basis.
- 1.06 Dimensional lumber needed will be an additional sq. ft. cost
- 1.07 Supply and install all new roofing materials according to manufacturers installation specifications
- 1.08 Installation of PABCO PRESTIGE laminated composition roofing system
- 1.09 Installation of PABCO premium hip and ridge shingles
- 1.10 Installation of premium ice and water protection to all roof decks
- 1.11 Install 24-gauge metal to all perimeter rakes and eaves
- 1.12 Install 24- gauge metal flashings as needed
- 1.13 Install new pipe flashings to all plumbing vent stacks
- 1.14 Replace all existing roof vents
- 1.15 Supply and install 5" K-Line gutter / 2x3 Downspouts / Gutter RX gutter covers
- 1.16 Provide 40 yr. Manufacturer's Warranty
- 1.17 Provide 2 yr. contractor workmanship warranty

*NOTE : Scope will be modified if a shingle overlay is chosen.

Pricing:

TEAR OFF/REPLACE

MAIN ROOF: \$61,367.14 (NOT INCLUDING WSST)

Best,

David Mousel
Pacific NW Field Advisor
Tremco Roofing and Building Maintenance Division
Mobile: (208) 420.2362
Email: DMousel@tremcoinc.com



Peninsula Metropolitan Park District

RESOLUTION NO. R2019-019

AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE A THREE PARTY CONTRACT AGREEMENT WITH KCDA AND TREMCO INTERNATIONAL FOR REPLACEMENT OF THE HALES PASS ROOF

WHEREAS, chapter RCW 39.34, the Interlocal Cooperative Act, permits PenMet Parks to make the most efficient use of its powers by enabling it to cooperate and contract with other governmental agencies on the basis of mutual advantage and to better serve the community; and;

WHEREAS, PenMet Parks is a member of the King County Directors' Association (KCDA), a non-profit purchasing cooperative that provides centralized procurement services to its members that will save them time and money as well as comply with all legal procurement and public works contracting requirements; and

WHEREAS, PenMet Parks requested and KCDA provided pricing for roof tear off and replacement work at Hales Pass; and

WHEREAS, KCDA complied with its statutory requirements for public works contracting and identified Tremco Incorporated as the lowest and best bidder in the amount of \$61,367.14 plus WSST;

WHEREAS, it is in the best interests of PenMet Parks to issue a purchase order and enter into a three party contract that is between PenMet Parks, KCDA and Tremco Incorporated for the roof tear off and replacement work at Hales Pass.

NOW THEREFORE BE IT

RESOLVED that the Executive Director is authorized to execute a purchase order and a three party contract between PenMet Parks, KCDA and Tremco Incorporated for the roof tear off and replacement work at Hales Pass in the amount of \$61,367.14 plus WSST, substantially in the form attached as Exhibit A and B and such other documents as reasonably necessary carry out the work.

The foregoing resolution was adopted at a regular meeting of the Board of Park Commissioners of the Peninsula Metropolitan Park District held on November 5, 2019.

Maryellen Hill, President

Amanda Babich, Clerk

Attest

Resolution R2019-019



Peninsula Metropolitan Park District

10123 78th Ave NW, Gig Harbor, WA 98332 "Today We Touch Tomorrow"
Office: 253-858-3400 Fax: 253-858-3401
E-mail: info@PenMetParks.org

DISTRICT COMMISSION MEMO

To: District Commission
From: Eric Guenther, Planning & Special Projects Manager
Date: November 5, 2019
Subject: Resolution R2019-021 Bid Award for Sehmel Homestead Park Lighting Project Construction

Background/Analysis

The Bid for the Sehmel Homestead Park Lighting Project was published on September 20 & 25, 2019. At 1:00 p.m. Thursday, October 10, 2019 staff opened the following bids:

MB Electric	Mardy Betschart	Abe@MBElectricLLC.com Mardy@MBElectricLLC.com	360-455-1025	\$207,168
Colvico	Cory Colvin	CColvin@ColvicoInc.com Terry@ColvicoInc.com	509-252-5843	\$363,478
Sturgeon Electric	Jason Williams	MDowler@MYRGroup.com JWilliams@MYRGroup.com	253-737-5252	\$399,217
Transportation Systems Inc.	Bryson Huie	kenm@transportationsystemsinc.com Bryson@transportationsystemsinc.com	206-719-3902	\$364,250
Northeast Electric	Barri Halberg	barrh@nellc.net MiriamR@nellc.net	360-225-7004	\$429,442
Olympic Peninsula Construction, Inc.	Tamara Fischer	Tamara@OlympicPeninsulaConstruction.com	360-626-1963	\$462,601
Boettcher & Sons, Inc.	Caleb Boettcher	Boetsons@Gmail.com	253-318-2201	\$516,841

Note: Total includes sales tax

Project Budget

Revenue	
2019 Capital Budget	\$805,000.00
Expenses	
Design Contract	\$ 39,448.00
Musco-KCDA Lights	\$271,002.72
Construction Contract	\$207,168.00
Total	\$517,618.72
RCO Reimbursement (Estimate 48.4%)	
	\$265,854.00

The bids came in below project estimates.

Recommendation

Staff recommends that the Board of Park Commissioners award the bid for the Sehmel Homestead Park Lighting Project to the low bidder, MB Electric, in the amount of \$207,168 which includes Washington State Sales Tax.

Policy Implications/Support

1. At the regular meeting of the Commission held on August 6, 2019, the Board approved a motion to negotiate a contract with Cross Engineers, Inc for design of the Lighting Project at Sehmel Homestead Park and preparation of the bid documents for the related work.
2. The Board approved the 2019 PenMet Parks Budget which included \$605,000 levied through the General Fund for the Lighting Project at Sehmel Homestead Park.

Motion

I move to approve Resolution R2019-021 to Award Sehmel Homestead Park Lighting Project Construction Contract to MB Electric in the amount of \$207,168.

Staff Contact

Should you have any questions or comments, please contact me at the earliest opportunity should additional research be required to provide answers at the meeting: 253-313-5086 or via e-mail at EGuenther@PenMetParks.org.

Peninsula Metropolitan Park District



CONTRACT FOR CONSTRUCTION SERVICES

THIS AGREEMENT is made this 6th day of November, 2019, by and between the PENINSULA METROPOLITAN PARK DISTRICT, hereinafter referred to as the "Owner" and MB Electric LLC, hereinafter referred to as the "Contractor."

IN CONSIDERATION of the payments and agreements herein identified, the Contractor hereby agrees to commence and complete for the Owner the construction services described below:

1. **Project:** Construct Parking Lot Lighting and Support Installation of Turf Field Lighting at Sehmel Homestead Park according to the approved plans meeting all requirements and specifications at the address and legal description of the property as detailed in the bid documents.
2. **Price:** For the above mentioned construction services, hereinafter called the "Project", the Owner agrees to pay the Contractor the sum of TWO HUNDRED SEVEN THOUSAND ONE HUNDRED SIXTY EIGHT DOLLARS (\$207,168.00), inclusive of Washington State Sales Tax (7.9%) in accordance with and pursuant to all the terms and conditions of any Project Advertisement for Bids or Requests for Proposals and the Contract Documents attached, copies of which are hereby declared and accepted as parts of this Agreement as fully as if set forth herein.
3. **Indemnity:** The Contractor agrees to indemnify, defend, protect and hold harmless the Owner and its agents and employees from all claims, suits, actions, liabilities, losses, demands, damages, expenses, including legal expenses, bodily injury, or property damage arising from any and all defects appearing or developing in the workmanship or material performed or furnished under this Agreement.
4. **Payment Terms:** The Contractor agrees to accept as full payment hereunder the amount specified in the bid or proposal, and the Owner agrees to make payments on the basis of a duly certified and approved estimate of the work performed during the preceding calendar month under this contract. Pursuant to RCW 80.28, and to secure proper performance of this Agreement, the Owner shall retain five (5%) percent of the amount of each payment until final completion and acceptance of all work covered by this Agreement. Owner will make final payment upon receipt of final approval and acceptance of the work by the Owner's Board of Park Commissioners.
5. **Schedule and Liquidated Damages:** Construction shall commence within ten (10) days following receipt of Owner's written Notice to Proceed. Construction shall reach substantial completion within 180 calendar days, following Contractor's receipt of Owner's written Notice to Proceed. Final completion and closeout shall be completed within 30 calendar days of substantial completion. The Owner and Contractor agree that in the event this project is not completed on time, the Owner's damages are difficult to calculate. As a result, the Owner and Contractor agree that if the project is not completed by the completion date, the Contractor shall be liable to Owner for liquidated damages in the amount of \$600.00 per calendar day.
6. **Non-Assignability:** The Contractor may not assign, subcontract or delegate duties under this contract without the prior written consent of Owner.
7. **Enforcement:** Any dispute as to the enforcement or interpretation of this contract shall be determined by arbitration in accordance with Section 8.02 of the General Conditions. Washington law will govern the interpretation and enforcement of this contract. Venue shall only be in Pierce County, Washington.
8. **Integration:** The following documents are included as part of this written contract:
 - (a) General Conditions for Peninsula Metropolitan Park District Public Works Projects;
 - (b) Supplementary Conditions, if any;

- (c) Specifications and technical specifications;
- (d) Drawings;
- (e) Instructions to Bidders;
- (f) Invitation to Bid;
- (g) Bid Proposal;
- (h) Schedule of Values.

This written contract represents the entire agreement between the parties. All prior representations, promises or statements merge with this written contract.

9. **Amendment:** Any amendment to the contract must be in writing signed by both parties.
10. **Severability:** If one or more of the contract clauses are found to be unenforceable, illegal or contrary to public policy, the contract will remain in full force and effect except for the clauses that are unenforceable, illegal, or contrary to public policy.
11. **Notices:** Any and all notices affecting or relative to this contract shall be effective if in writing and delivered or mailed, postage and fees prepaid, or sent by facsimile or similar electronic communication with a hard copy mailed to the respective party being notified at the address or facsimile number listed with the party's respective signature. Such notice to Owner shall be in duplicate, one each directed to the Executive Director of PenMet Parks and the Owner's Project Coordinator. The parties' addresses may be changed by the same method of notice.
12. **Insurance:** In the performance of services under this Contract, the Contractor shall obtain and keep in force during the term of this Contract or any amendment hereof a policy of liability insurance covering personal injuries, death, and property damage deemed adequate by Owner in the amount of \$2,000,000 which policy includes Owner as an additional insured. Evidence of any such insurance shall be furnished by the Contractor on the date of execution hereof by delivering to Owner a copy of said policy or a certificate evidencing such insurance. Failure to maintain such insurance during the period of the contract shall be cause for termination of the contract.
13. **Bond:** Contractor shall furnish a Faithful Performance and Payment Bond in the form attached.

IN WITNESS WHEREOF, the parties to these presents have executed this Agreement in three (3) parts, each of which shall be deemed as original, in the year and day first written above.

For the OWNER:

Peninsula Metropolitan Park District,
A Municipal Corporation

Executive Director

Project Coordinator

APPROVED AS TO FORM

Attorney for the
Peninsula Metropolitan Park District

For the CONTRACTOR

MB Electric LLC

(Signature)

Name (Printed)

Title

Street Address

City, State, Zip Code

Area Code, Telephone Number

Federal Tax Number

Area Code, Facsimile Number



Peninsula Metropolitan Park District

RESOLUTION NO. R2019-021

A RESOLUTION OF PENMET PARKS AUTHORIZING THE EXECUTIVE DIRECTOR TO SIGN A CONTRACT FOR CONSTRUCTION OF THE LIGHTING PROJECT AT SEHMEL HOMESTEAD PARK

WHEREAS, the Peninsula Metropolitan Park District (PenMet Parks) was formed in May 2004 by a vote of the people; and

WHEREAS, RCW 35.61 authorizes and establishes the powers of a metropolitan park district including delivery of parks and recreation services; and

WHEREAS, PenMet Parks has encouraged extensive public involvement including but not limited to hosting public workshops, focus groups, recreation provider forums, issuing a community-wide direct mail survey, and conducting a public hearing to determine the community's needs for parks, facilities, maintenance, and recreation programs; and

WHEREAS, based on this extensive public involvement and to further the interests of the community, the District has adopted the 2018 PenMet Parks Comprehensive Park, Open Space and Recreation Plan; and

WHEREAS, based on the adoption of the 2019 Capital Funds budget authorizing \$605,000 for Lighting Project at Sehmel Homestead Park; and

WHEREAS, the addition of lights on the soccer field at Sehmel Homestead Park provides a significant public benefit by improving the ability to provide recreational opportunities during the darker, winter months for the Gig Harbor Peninsula residents; and

WHEREAS, the Musco lighting system selected provides state-of-the-art LED lighting with minimal horizontal and vertical light escape; and NOW THEREFORE BE IT

RESOLVED, by the Board of Commissioners of PenMet Parks that the Executive Director be authorized to sign a Contract for the Construction of the Lighting Project at Sehmel Homestead Park. This contract is awarded to MB Electric at a total cost of \$207,168 which includes Washington State sales tax.

The foregoing resolution was adopted at a regular meeting of the Board of Park Commissioners of the Peninsula Metropolitan Park District held on November 5, 2019.

President

Clerk
Peninsula Metropolitan Park District Commission

Attest

Resolution R2019-021