



Peninsula Metropolitan Park District

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

REGULAR MEETING AGENDA

March 05, 2024, 6:00 PM

Community Recreation Center Administration Building – 2416 14th Ave NW, Gig Harbor, WA 98335

Call to Order

Commissioner Roll Call:

	Present	Excused	Comment
Maryellen (Missy) Hill, President			
Laurel Kingsbury, Clerk			
Kurt Grimmer			
Steve Nixon			
William C. (Billy) Sehmel			

ITEM 1 President's Report

ITEM 2 Executive Director's Report

ITEM 3 Special Presentations

- 3a. 2024 Legislative Session Update
- 3b. [Partnership Update](#)

ITEM 4 Board Committee Reports

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

ITEM 5 Public Comments:

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

ITEM 6 Minutes

- 6a. [Approval of the February 20, 2024 Study Session Minutes](#)
- 6b. [Approval of the February 20, 2024 Regular Meeting Minutes](#)



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ITEM 7 Consent Agenda

- 7a. [Resolution C2024-003: Approving February Vouchers](#)
- 7b. [Resolution C2024-004 Ratifying the Amended Resolution C2023-003 Accepting the Contract for Construction Services Project No. 2022 Demolition Projects 2022-4, 5, 6, and 7 as Complete](#)
- 7c. [Resolution C2024-005 Authorizing the Executive Director to Sign the Landowner Acknowledgement for the Pierce Conservation District's DeMolay RCO Grant Application](#)

ITEM 8 Unfinished Business

- 8a. [Resolution RR2024-001 Adopting the Amended Policy P10-102: Park Naming Policy \(Second Reading\)](#)
- 8b. [Resolution RR2024-002 Adopting Amended Policy P30-101: Human Resource Policy \(Second Reading\)](#)

ITEM 9 New Business

- 9.1 **Purchasing Resolutions Requiring One Reading for Adoption: None**
- 9.2 [Single Reading Resolutions Requiring One Reading for Adoption:](#)
 - 9.2a [Resolution R2024-005 Authorizing the Executive Director to Sign an Interagency Data Sharing Agreement Between the Office of the Washington State Auditor and Peninsula Metropolitan Park District](#)
 - 9.2b [Resolution R2024-006 Adopting the Facilities Use Fee Chart](#)
- 9.3 [Two Reading Resolutions Requiring Two Readings for Adoption:](#)
 - 9.3a [Resolution RR2024-003 Amending the 2024 Capital Budget to Increase the Budget Appropriation for the Sehmel Homestead Park Playground Resurface Project and the New Operations Vehicle](#)
 - 9.3b [Resolution RR2024-004 Accepting the Master Plan for the Tacoma DeMolay Sandspit and Advancing Phase I to Final Design](#)

ITEM 10 Comments by Board

ITEM 11 Next Board Meetings

March 19, 2024 Study Session at 5:00 pm and Regular Meeting at 6:00 pm at the Community Recreation Center Administration Building – 2416 14th Ave NW, Gig Harbor, WA 98335

ITEM 12 Adjournment

BOARD OF PARK COMMISSIONERS MEETING PROCEDURES

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Partnership Update

March 5, 2024

Kiwanis Club of Gig Harbor

Kiwanis Club of Gig Harbor

2023 Impact

- Through the food drives hosted at 12 events, Kiwanis collected 1,346 pounds of food and \$449 for Gig Harbor Peninsula FISH Food Bank and Community Services.
- Volunteered 292 hours at a value of \$10,220
- Other activities included egg stuffing and hosting the Bunny Bites stand, assisting with the adaptive cycling station, grilling lots of hot dogs, recruiting Key Club members to volunteer at the Scarecrow Festival, making cookie kits and helping Santa return letters.
- PenMet Parks provided a meeting location for 29 hours at a value of \$8,700



Harbor WildWatch

Harbor WildWatch

2023 Impact

- Harbor WildWatch delivered 34 programs at PenMet Parks properties including beach monitoring, forage fish, and nighttime beach walks resulting in 532 in-person participants and 25,500 online participants.
- 180 volunteer hours contributed at a value of \$6,300
- The summer camp offering filled so quickly, capacity was expanded to accommodate 30 campers
- PenMet Parks provided a facility for volunteer training at a value of \$1,200



Peninsula Art League

Peninsula Art League

Newest Partner 2024

- Summer Art Festival planned for Sehmel Homstead Park on July 20-21.
- Curation of the Art Wall within the Community Recreation Center.
- Conversations have started regarding Art in Parks.



Tom Taylor Family YMCA

2023 Impact

- A PenMet Parks representative served on the Tom Taylor Family YMCA Advisory Council.
- 167 community swim vouchers were used.
- In 2024, PenMet Parks sponsored Night to Shine, which was held at the Tom Taylor Family YMCA. This prom-style event for individuals with special needs served 260 attendees aged 14 and over. Six PenMet Parks staff and family members volunteered at the event.



Thank You



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STUDY SESSION MINUTES

February 20, 2024, 5:00 PM

Community Recreation Center Administration Building – 2416 14th Ave NW, Gig Harbor, WA 98335

Call to Order: 5:01 PM

Commissioner Roll Call:

	Present	Excused	Comment
Maryellen (Missy) Hill, President	X		
Laurel Kingsbury, Clerk	X		
Kurt Grimmer	X		
Steve Nixon	X		Via Zoom
William C. (Billy) Sehmel	X, Joined at 5:07 PM		

Quorum: Yes

ITEM 1 Board Discussion

1a. Review the Tacoma DeMolay Sandspit Master Plan

PowerPoint Presentation by Baumwelt’s Derrick Eberle, Special Project Manager Barry Shields, and Boe Architect’s David Boe.

Board Question: Is there a price difference between concept pavilions A and B? **DE Answer:** Option A is an off-the-shelf style, around \$180,000, and Option B is more custom and would be more expensive, \$450,000. **Board Comment:** The layout is fantastic; it takes advantage of the current conditions of the park and the elevations; kudos to you and the community. Looking forward to the final master plan. No major changes to suggest at this time; I do like the French gable-style pavilion. Is the Pavilion at Skansie Park French Gable? **DE Answer:** I appreciate the comments; once we arrive at the budget, we can investigate if we can add custom features. **Board Question:** There is a budget for 75 new trees. Will 75 existing trees be coming down? **DE Answer:** I cannot tell you the exact number of trees that will come down; that will be more evident with the grading. Seven are in the ADA dropoff area, and 19 are in the ADA paved walk, about 26 total. If we can save them or grade around them, we will. **Board Question:** In the parking area, in the paved demonstration, will there be an option to add some vegetation to the turn islands? **DE Answer:** Yes and no, functionality for wider turns, compromises with a grass pavement or trees with tighter pinch points. **Board Question:** Phasing in lower beach lawn and overlap with Pierce Conservation District to expand that project? **DE Answer:** It is a unique opportunity with both projects going on at the same time and how we can coordinate—better answer in the coming months.



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1b. Strategic Plan Update and 2023 Annual Report

PowerPoint Presentation by Executive Director Ally Bujacich

Board Comment: I appreciate the formatting, the layout, and the accessibility of this; it's nice to see a snapshot of the successes and hard work. Great job, Executive Director Bujacich, and to the whole staff for coming up with innovative ideas and implementing them. **Board**

Comment: Thank you for the presentation; enjoy the document; it is a great way to connect with the public. What is the plan for distribution? **Staff**

Answer: Publishing on the District website, printed copies at park sites, partners, and areas where park guides are distributed, and bringing them to events. **Board Comment:** Amazing statistics for seniors and teen

programs. Phenomenal, keep it up. **Board Comment:** Excellent use of the financial assistance to open it up to the community. **Board**

Comment: Thank you for putting this together, the way you are able to articulate the work that we have done, and for the online availability and transparency.

ITEM 2 Adjournment Time: 6:04 PM

BOARD OF PARK COMMISSIONERS MEETING PROCEDURES

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Approved By the Board on _____

Maryellen (Missy) Hill, Board President

Laurel Kingsbury, Board Clerk

Attest: Ally Bujacich

Submitted by: Robyn Readwin, Board Secretary



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REGULAR MEETING MINUTES

February 20, 2024, 6:00 PM

Community Recreation Center Administration Building – 2416 14th Ave NW, Gig Harbor, WA 98335

Call to Order Time: 6:08 PM

Commissioner Roll Call:

	Present	Excused	Comment
Maryellen (Missy) Hill, President	X		
Laurel Kingsbury, Clerk	X		
Kurt Grimmer	X		
Steve Nixon	X		
William C. (Billy) Sehmel	X		

Quorum: Yes

ITEM 1 President's Report: None

ITEM 2 Executive Director's Report

- Introduction of Joe Sonnen, Facilities Maintenance Specialist
- Introduction of Kevin Skager, Grounds Specialist
- Promotion of Brynly Finley to Community Recreation Coordinator
- Change Order #7 Overview

ITEM 3 Special Presentations

3a. December 2023 Financial Report

PowerPoint Presentation by Director of Finance Jessica Wigle

Board Question: Substantial investment interest overage. Are you able to provide an update on bond arbitrage? **Staff Answer:** I met with the consultant, and the consultant seemed to think that was going to hold. As of right now, still on track.

Board Question: On the interest income, was it \$550,000 over or \$850,000 – the Slide said \$850,000. **Staff Answer:** \$550,000

ITEM 4 Board Committee Reports

4a. Park Services Committee –

- Introduced Barry Shields, Project Manager started December 2023.
- Discussed Current Projects–
 - DeMolay Sandspit Master Plan preferred alternative
 - Consultant and Contractor Solicitations:



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- Sehmel Playground Resurfacing bids due 2/9/24
- Request for Qualifications (RFQ) for Peninsula Gardens Master Plan
- RFQ for consultant to design ADA-compliant pathway and handrail, picnic shelter, and other improvements at Fox Island Fishing Pier
- Invitation to Bid (ITB) for HVAC Replacement at CRC Admin Building
- Invitation to Bid (ITB) for Pavement Maintenance
- ITB for gate replacement at Narrows, Fox Island Fishing Pier, and Sunrise Beach
- Rosedale Hall is on schedule
- CRC progressing; discussed upcoming change orders and consultant contract amendment.

4b. Finance Committee – Has not met since last meeting.

4c. Administrative Services Committee – Has not met since last meeting.

4d. Recreation Services Committee – Has not met since last meeting.

4e. Campaign Committee – Has not met since last meeting.

4f. External Committees – Any to report: None

ITEM 5 Public Comment was provided by:

- Betty Lilienthal

ITEM 6 Minutes

6a. Approval of the February 06, 2024 Study Session Minutes

6b. Approval of the February 06, 2024 Regular Meeting Minutes

Commissioner moved to adopt the minutes as presented;
 Commissioner seconded;

Roll call vote. Approved Unanimously. Motion Carried.

ITEM 7 Consent Agenda: None

ITEM 8 Unfinished Business: None

ITEM 9 New Business

9.1 Purchasing Resolutions Requiring One Reading for Adoption: None

9.2 Single Reading Resolutions Requiring One Reading for Adoption



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9.2a Resolution R2024-004 Granting the Peninsula Light Company Request for Utility Easement to Provide Service to the Community Recreation Center

Commissioner moved; Commissioner seconded.

Memo overview by Director of Park Services Sue O'Neill

Board discussion: None

Roll call vote. Approved Unanimously. Motion Carried.

9.3 Two Reading Resolutions Requiring Two Readings for Adoption:

9.3a Resolution RR2024-001 Adopting the Amended Policy P10-102: Park Naming Policy (First Reading)

Commissioner moved; Commissioner seconded.

Memo overview by Director of Development Tracy Stirrett

Board discussion: None

Second Reading will be at the March 5, 2024 Regular Meeting.

9.3b Resolution RR2024-002 Adopting the Amended Policy P30-101: Human Resource Policy (First Reading)

Commissioner moved; Commissioner seconded.

Memo overview by Director of Administrative Services Zemorah Murray

Board discussion: None

Second Reading will be at the March 5, 2024 Regular Meeting.

ITEM 10 **Comments by Board: Commissioner Nixon attended the City of Gig Harbor Council Study Session on 2/15 which discussed potential ILA with PenMet Parks; Council was in favor of that. Happy Birthday to Commissioner Grimmer! Thank you to Betty Lilienthal for attending and wishing her a Happy Birthday!**

ITEM 11 **Next Board Meetings
 March 5, 2024 Study Session at 5:00 pm and Regular Meeting at 6:00 pm at**



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**the Community Recreation Center Administration Building – 2416 14th Ave
NW, Gig Harbor, WA 98335**

ITEM 12 Executive Session

12a. Executive Session for the purpose of discussing potential litigation to which the agency is likely to become a party when public knowledge regarding the discussion is likely to result in an adverse legal consequence pursuant to RCW 42.30.110 (i).

The estimated length of time for the executive session is 60 minutes.

The Board is not expected to take final action following the executive session.

The board is starting executive session at: 6:45 PM

At 7:45 PM the Board is extended the executive session for a period of 15 minutes.

At 8:00 PM the Board is extended the executive session for a period of 15 minutes.

The board ended the executive session at: 8:13 PM

ITEM 13 Adjournment Time: 8:13 PM

BOARD OF PARK COMMISSIONERS MEETING PROCEDURES

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Approved By the Board on _____

Maryellen (Missy) Hill, Board President

Laurel Kingsbury, Board Clerk

Attest: Ally Bujacich

Submitted by: Robyn Readwin, Board Secretary



Peninsula Metropolitan Park District

RESOLUTION NO. C2024-003

APPROVING VOUCHERS FROM FEBUARY 2024

WHEREAS, the Peninsula Metropolitan Park District Board of Park Commissioners approved the 2024 operating budget in Resolution RR2023-014 and the 2024 capital budget in Resolution RR2023-015 on November 21, 2023; and

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

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

NOW THEREFORE BE IT

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

The foregoing resolution was adopted at a regular meeting of the Board of Park Commissioners of the Peninsula Metropolitan Park District held on February 6, 2024.

Maryellen (Missy) Hill, Board President

Laurel Kingsbury, Board Clerk

Attest: Ally Bujacich



Attachment A to Resolution C2024-003

For the period beginning 02/06/2024 and ending 02/06/2024

Voucher # 240201001 through # 240201032 is approved for payment in the amount of \$99,545.83.

and

For the period beginning 02/13/2024 and ending 02/13/2024

Voucher # 240202001 through # 240202032 is approved for payment in the amount of \$147,795.26.

and

For the period beginning 02/20/2024 and ending 02/20/2024

Voucher # 240203001 through # 240203021 is approved for payment in the amount of \$80,785.67.

and

For the period beginning 02/20/2024 and ending 02/20/2024

Voucher # 232 through # 232 is approved for payment in the amount of \$2,965.23.

and

For the period beginning 02/27/2024 and ending 02/27/2024

Voucher # 240204001 through # 240204030 is approved for payment in the amount of \$30,024.60.



Peninsula Metropolitan Park District

RESOLUTION C2024-004

RATIFYING THE AMENDED RESOLUTION C2023-003 ACCEPTING THE CONTRACT FOR CONSTRUCTION SERVICES PROJECT NO. 2022 DEMOLITION PROJECTS 2022-4, 5, 6 AND 7 AS COMPLETE

WHEREAS, C2023-003 Accepting Contract for Construction Services Project No. 2022 Demolition Project 2022-03 as Complete was prepared for the consent agenda at a regular meeting of the Board of Park Commissioners of the Peninsula Metropolitan Park District held on February 7, 2023; and

WHEREAS, the Peninsula Metropolitan Park District Board of Commissioners moved, seconded, and approved C2023-003 unanimously on February 7, 2023; and

WHEREAS, during the final review of records for projects 2022-4, 5, 6, and 7 the scrivener's errors to include the corrected internal project numbers throughout and the reference date "in substantially" as Exhibit A to allow for the correction of any additional scrivener's errors found in the document for project completion;

NOW THEREFORE BE IT

RESOLVED by the Board of Park Commissioners by ratification of Resolution C2023-003 that PenMet Parks accepts the amended Resolution C2024-004 Accepting Contract for Construction Services Project No. 2022 Demolition Project No. 2022-4, 5, 6, and 7 as Complete.

The foregoing resolution was adopted at a regular meeting of the Board of Park Commissioners of the Peninsula Metropolitan Park District held on March 5, 2024.

Maryellen "Missy" Hill, Board President

Laurel Kingsbury, Board Clerk

Attest: Ally Bujacich



DISTRICT COMMISSION MEMO

To: Board of Park Commissioners

Through: Ally Bujacich, Executive Director

From: Sue O'Neill, Director of Park Services

Date: March 5, 2024

Subject: **Resolution C2024-005 Authorizing the Executive Director to Sign the Landowner Acknowledgement for Pierce Conservation District's DeMolay RCO Grant Application**

Background/Analysis

The Tacoma DeMolay Sandspit property was purchased with funding support from the Washington Wildlife and Recreation Program, managed by the State Recreation and Conservation Office (RCO). The park provides public beach access, recreation opportunities, and habitat protection. The property encompasses over 2,000 feet of public shoreline, approximately 600 feet of which is armored with a concrete bulkhead and debris. Important habitat features at the site include eelgrass beds and a spit-protected cove. Surf smelt spawning has been documented along the entirety of the spit. Restoration of the natural shoreline and sediment processes will enhance habitat quality for priority species including juvenile Puget Sound Chinook salmon and forage fish, while also improving public access to the beach and Puget Sound.

Restoration of nearshore sediment processes that build and maintain habitat was identified as a priority by the West Sound Lead Entity and pursued by Pierce Conservation District (PCD) starting in 2019. PCD and PenMet Parks recognize shared goals for the shoreline restoration including improving public beach access, supporting recreation opportunities, and restoring and enhancing nearshore habitat.

PCD is currently completing design and permitting for shoreline rehabilitation and bulkhead removal at the Tacoma DeMolay Sandspit and has funded the preliminary design. Funding for final design, permitting and bid packet preparation has been funded by the Pierce County Flood Control District and will be completed by year end 2024. PCD and PenMet staff are closely coordinating the upland Tacoma DeMolay Sandspit



Master Plan and improvements with the shoreline restoration and bulkhead removal project.

PCD is seeking construction funding from RCO. RCO requires a signed landowner acknowledgement for RCO Grant Applications when entities other than the landowner are applying for RCO funding. Signature of the Landowner Acknowledgement by the Executive Director will provide authorization for PCD to apply for construction funding of the Tacoma DeMolay Sandspit shoreline restoration and bulkhead removal project. Signing the landowner acknowledgement does not authorize implementation of the project.

Policy Implications/Support

1. The Tacoma DeMolay Sandspit Shoreline Restoration and Bulkhead Removal Project is supported by the following goals and objectives.
 - a. Preserve open space consistent with community planning.
 - b. Promote healthy lifestyles.
 - c. Create meaningful places.
 - d. Balanced financial accountability.
 - e. Effectively manage and maintain assets to preserve existing infrastructure and provide parks and recreation opportunities for the community.

Staff Recommendation

Staff recommends the Board approve Resolution C2024-005 authorizing the Executive Director to sign the RCO Landowner Acknowledgement providing approval for PCD to apply for RCO grant funding for construction of the Tacoma DeMolay shoreline rehabilitation and bulkhead removal project.

Staff Contact

If you have any questions or comments, please contact Sue O'Neill at (253) 330-2638 or via e-mail at soneill@penmetparks.org.

Attachments

Exhibit A: Resolution C2024-005



Peninsula Metropolitan Park District

RESOLUTION NO. C2024-005

AUTHORIZING THE EXECUTIVE DIRECTOR TO SIGN THE LANDOWNER ACKNOWLEDGEMENT FOR PIERCE CONSERVATION DISTRICT'S DEMOLAY RCO GRANT APPLICATION

WHEREAS, the Pierce Conservation District (PCD) and PenMet Parks recognize shared goals for the Tacoma DeMolay Sandspit shoreline restoration and bulkhead removal project including improving public beach access, supporting recreation opportunities, and restoring and enhancing nearshore habitat; and

WHEREAS, PCD is currently completing design and permitting for shoreline rehabilitation and bulkhead removal at the Tacoma DeMolay Sandspit and has secured funding for the preliminary design, final design, permitting and bid packet preparation; and

WHEREAS, PCD is seeking construction funding from the Washington State Recreation and Conservation Office (RCO) for construction of the Tacoma DeMolay Sandspit shoreline restoration and bulkhead removal project; and

WHEREAS, RCO requires a signed landowner acknowledgement for RCO Grant Applications when entities other than the landowner are applying for RCO funding; and

WHEREAS, signature of the Landowner Acknowledgement by the Executive Director will provide authorization for PCD to apply for construction funding of the Tacoma DeMolay Sandspit shoreline restoration and bulkhead removal project

NOW THEREFORE BE IT

RESOLVED that the Executive Director is authorized to sign the RCO Landowner Acknowledgement in substantially the form attached as Exhibit A providing authorization for PCD to apply for construction funding of the Tacoma DeMolay Sandspit shoreline restoration and bulkhead removal project.



The foregoing resolution was passed and adopted at a regular meeting of the Board of Park Commissioners of the Peninsula Metropolitan Park District held on March 5, 2024.

Maryellen "Missy" Hill,
Board President

Laurel Kingsbury,
Board Clerk

Attest: Ally Bujacich

Landowner Acknowledgement Form



Landowner Information

Name of Landowner: Peninsula Metropolitan Park District

Landowner Contact Information:

Mr. Ms. Title: Executive Director

First Name: Ally Last Name: Bujacich

Contact Mailing Address: 2416 14th Ave NW, Gig Harbor, WA 98335

Contact E-Mail Address: abujacich@PENMETPARKS.org

Property Address or Location: 5353 Bella Bella Drive, Fox Island, WA 98333

1. Peninsula Metropolitan Park District (Landowner or Organization) is the legal owner of property described in this grant application.
2. I am aware that the project is being proposed on my property.
3. If the grant is successfully awarded, I will be contacted and asked to engage in negotiations.
4. My signature does not represent authorization of project implementation.

Landowner Signature

Date

Project Sponsor Information

Project Name: DEMOLAY SANDSPIT BULKHEAD REMOVAL IMPLEMENTATION (RCO 24-1161 & 24-1250)

Project Applicant Contact Information:

Mr. Ms. Title: Shorelines Program Manager

First Name: Mary Last Name: Krauszer

Mailing Address: 308 W Stewart Ave, Puyallup WA 98371

E-Mail Address: maryk@pierced.org



DISTRICT COMMISSION MEMO

To: Board of Park Commissioners

Through: Ally Bujacich, Executive Director

From: Tracy Stirrett, Director of Development

Date: March 5, 2024

Subject: **Second Reading of Resolution RR2024-001 Adopting Amended Policy P10-102: Park Naming Policy**

Background/Analysis

The Board of Park Commissioners passed Resolution R2006-006 on April 17, 2006, adopting Policy P10-102: Park Naming Policy.

PenMet Parks enhances the quality of life by providing parks and recreation opportunities for our community, including by providing stewardship and partnership opportunities for our community. The District is committed to engaging the community in its comprehensive park system and identified themes in the 2023 Strategic Plan including Delight and Engage the Community and Balanced Financial Accountability. The 2023 Parks, Recreation, and Open Space (PROS) Plan identifies the goal to advance organizational effectiveness through financial stewardship including seeking funding for parks and facilities through various sources such as donations, sponsorships, partnerships, and grants. As the District continues to engage the community in stewardship of parks, programs, and places, it creates new opportunities to name PenMet Parks Assets.

The amended Policy P10-102: Park Naming Policy will provide direction regarding soliciting, considering, and entering into agreements to name and rename parks, recreation areas, natural areas, facilities, interior spaces, objects, programs, and features, collectively known as “Assets”. The goals of amended Policy P10-102 are to recognize individuals and organizations that have made significant contributions to PenMet Parks, set and maintain appropriate standards for naming Assets, and provide opportunities for revenue generation through naming of Assets through capital campaigns, corporate naming rights or memorial donations as appropriate.

The amended policy has been reviewed by legal counsel.



Policy Implications/Support

1. The Board passed Resolution RR2022-012 on January 3, 2023, adopting the District's five-year Strategic Plan, which identifies strategic themes including Delight and Engage the Community and Balanced Financial Accountability.
2. The Board passed Resolution RR2023-012 on October 17, 2023, adopting the 2023 Parks, Recreation, and Open Space Plan, which identifies the priority to advance organizational effectiveness through financial stewardship, community partnerships, and volunteer engagement, along with other measures.

Staff Recommendation

Staff recommends that the Board approve Resolution RR2024-001 adopting amended Policy P10-102: Park Naming Policy at its second reading on March 5, 2024.

Committee Recommendation

The Campaign Committee reviewed this action during its February 1, 2024 meeting with a recommendation to bring this action to the full Board for its approval.

Staff Contact

If you have any questions or comments, please contact Tracy Stirrett, Director of Development, at tstirrett@penmetparks.org or (253) 858-3400.

Attachments

Exhibit A: Resolution RR2024-001



Peninsula Metropolitan Park District

RESOLUTION RR2024-001

ADOPTING THE AMENDED POLICY P10-102: PARK NAMING POLICY

WHEREAS, the mission of Peninsula Metropolitan Park District is to enhance the quality of life by providing parks and recreation opportunities for our community; and

WHEREAS, the Board of Park Commissioners passed Resolution RR2022-012 on January 3, 2023 adopting the District’s five-year Strategic Plan, which identifies the initiative to strategically identify key partners to augment the District’s ability to offer services; and develop and grow alternative sources of revenue;

WHEREAS, the Board of Park Commissioners passed Resolution RR2023-012 on October 17, 2023 adopting the 2023 Parks, Recreation, and Open Space Plan, which identifies the priority to seek funding for parks, facilities, and renovations through various sources including donations, and partnerships;

WHEREAS, PenMet Parks relies on community engagement to enhance the park and recreation opportunities it provides; and

WHEREAS, the Policy provides for responsible management of the naming of District’s Assets, and wishes to further amend the Policy to protect the public interest and ensure public trust;

NOW THEREFORE BE IT

RESOLVED, by the Board of Park Commissioners that PenMet Parks adopts the amended Policy P10-102: Park Naming Policy, Attached as Exhibit “A”, which supersedes all previous versions of Policy P10-102.

The foregoing resolution was heard as a first reading on February 20, 2024 and adopted at a regular meeting by the Board of Park Commissioners of the Peninsula Metropolitan Park District held on March 5, 2024.

Maryellen “Missy” Hill, Board President

Laurel Kingsbury, Board Clerk

Attest: Ally Bujacich



Peninsula Metropolitan Park District

Park Naming Policy

Policy Number:	Resolution Number:	Date Approved:	Supersedes the following Resolutions and Policies:
P10-102	RR2024-001	March 5, 2024	R2006-006

Policy: Park Naming Policy

Purpose: To provide direction regarding soliciting, considering, and entering into agreements to name and rename parks, recreation areas, natural areas, facilities, interior spaces, objects, programs, and features.

Goals: The goals of the Naming Policy are to:

- Recognize individuals and organizations that have made significant contributions to PenMet Parks or to the community, through notable volunteer or in-kind efforts, outstanding service, or financial contributions, by naming PenMet Parks’ parks, recreation areas, natural areas, facilities, interior spaces, objects, programs, or features (collectively “Assets”) in their honor.
- Set and maintain appropriate standards for naming Assets.
- Provide opportunities for revenue-generation through naming of Assets through capital campaigns, corporate naming rights or memorial donations as appropriate.

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Section 1. Naming Assets

- A. The designation of Assets for naming purposes and the process for naming those Assets must be in accordance with District approved criteria and procedures developed and approved by the Executive Director.
- B. PenMet Parks shall only name (and rename) its designated Assets for the purpose of honoring people, organizations, or places consistent with PenMet Parks' vision and mission. PenMet Parks' vision is to be a leader promoting health and well-being in a thriving community. The District's mission is to enhance the quality of life by providing parks and recreation opportunities for our community.

Section 2. Right of Refusal

PenMet Parks reserves the right to refuse any naming request or submission, at its sole discretion, for any or no stated reason. PenMet Parks may consider name changes or requests for name removals when appropriate based on community values and the cultural context.

Section 3. Recognition

The form of recognition should be consistent and in alignment with the standards set and maintained in the naming and signage procedures to ensure proper placement and size on the Asset.

Section 4. Approval

All naming rights options and gift levels created for a capital campaign must be approved by the Executive Director. The consideration of any request to name or rename any Asset must be submitted to the Board for final approval.

Section 5. Duration and Discontinuation

- A. If a name designated on an Asset comes into dishonor as determined by the Executive Director, the Executive Director may discontinue the use of that name.
- B. In the event that a named Asset is moved, stolen or damaged, PenMet Parks will use reasonable efforts to replace or repair the Asset. If the named Asset is rendered unfit for continued use or exhibition, the person or entity named, or the donor will be notified that the Asset is no longer in use. Naming rights will not extend past the ordinary life cycle of the Asset.

C. When a naming right is approved, the time period for use should be established (e.g., the Asset will be named “_____” for the period of “_____” years). At the time the name is to be discontinued, PenMet Parks may provide to the person, organization or donor the first opportunity to renew their naming upon terms mutually agreeable to the parties.

Section 6. Inherent Privileges

The person or entity who has been named on an asset does not have any inherent privileges to use the Asset unless otherwise stated in an agreement with PenMet Parks.

Section 7. Authorization

The Board of Park Commissioners authorizes the Executive Director to create and adopt the procedures necessary to implement these policies.



DISTRICT COMMISSION MEMO

To: Board of Park Commissioners

Through: Ally Bujacich, Executive Director

Through: Zemorah Murray, Director of Administrative Services

From: Jobeth Cortese, Human Resources Generalist

Date: March 5, 2024

Subject: **Second Reading of Resolution RR2024-002 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 2022. 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.

Staff and legal counsel reviewed the policy and recommended changes. These changes included removing procedural language, adding a reference to the 2023 collective bargaining agreement, and adding a travel policy. An employee handbook and a collective bargaining agreement provide more detailed guidance and information to District staff on the human resources programs, practices, policies, and procedures, all of which will be implemented as part of the amended policy.

Legal counsel has reviewed the amended policy.



Policy Implications/Support

1. Policy P40-101: Comprehensive Financial Management Policy states, in part, that the District shall establish and maintain a compensation and benefit package that is competitive with the public and private sectors to attract and retain employees necessary for providing high-quality services.
2. The Board passed Resolution RR2022-012 adopting the five-year Strategic Plan for 2023-2027, including the strategic themes of balanced financial accountability and an inspired and accountable district.

Staff Recommendation

Staff recommends the Board pass Resolution RR2024-002 adopting amended Policy P30-101: Human Resource Policy at its second reading planned for March 5, 2024.

Staff Contact

If you have any questions or comments, please contact Jobeth Cortese at 253-858-3400 or via e-mail at jcortese@penmetparks.org.

Attachments

Exhibit A: Resolution RR2024-002



Peninsula Metropolitan Park District

RESOLUTION RR2024-002

ADOPTING THE AMENDED POLICY P30-101: HUMAN RESOURCE POLICY

WHEREAS, the Board of Park Commissioners recognizes the importance of guiding the overall administration of Human Resource programs; and

WHEREAS, Policy P30-101: Human Resource Policy establishes compliance with local, state, and federal laws related to employment; and

WHEREAS, Peninsula Metropolitan Park District provides a separate Employee Handbook and Collective Bargaining Agreement to employees outlining more detailed guidance and information to PenMet Parks employees on the Human Resources programs, practices, and procedures; and

WHEREAS, The Executive Director or designee has the authority to utilize the policy for making operational and personnel decisions for the District; 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 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 February 20, 2024 and adopted at a regular meeting by the Board of Park Commissioners of the Peninsula Metropolitan Park District held on March 5, 2024.

Maryellen "Missy" Hill, Board President

Laurel Kingsbury, Board Clerk

Attest: Ally Bujacich



Peninsula Metropolitan Park District

Human Resource Policy

Policy Number:	Resolution Number:	Date Approved:	Supersedes the following Resolutions and Policies:
P30-101	RR2024-002	March 5, 2024	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 RR2022-002 March 15, 2022

Policy: Human Resource Policy

Purpose: This Human Resource Policy document guides the overall administration of Human Resources programs. The Executive Director of Peninsula Metropolitan Park 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 and a Collective Bargaining Agreement, approved by the Executive Director, 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.

The Executive Director shall adopt rules, processes, and procedures to administer the Human Resources Policy.

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Section 1. 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.

Section 2. 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.

Section 3. 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.

Section 4. Background Checks

PenMet Parks has a Criminal History Background Check Policy pursuant to RCW 35.61.130 (4).

Section 5. 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.

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.

Section 6. 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 compensation package and support the organization's ability to attract and retain talent.

Section 7. 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 supports 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.

Section 8. Leaves of Absences

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.

Section 9. Technology Usage

PenMet Parks believes that the organization's assets and property should be used by employees while 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.

Section 10. 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.

Section 11. 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 employees' personal information and documents are considered confidential and not subject to disclosure.

Section 12. 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.

Section 13. 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.

Section 14. 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.

Section 15. 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.

Section 16. 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.

Section 17. Travel

As a function of their officially assigned duties, or to receive pre-approved training, certification or development opportunities, employees may occasionally be required to travel. Under those circumstances, or any other travel for approved public purposes, PenMet Parks will reimburse employees for their reasonable and necessary travel expenses.

To receive travel reimbursement, employees must complete a reimbursement application in compliance with this policy and Chapter 42.24 RCW. Reimbursement will be based on the employee's actual travel expenses, including lodging and meals.

If an employee uses a personal vehicle, mileage will be reimbursed at the standard mileage rate set by the IRS for that year. However, employees are encouraged to use District vehicles and/or carpooling for travel when reasonably available. Reimbursement for meals shall not exceed the per diem rate.

Employees are to use good judgment and discretion when incurring travel expenses with the best interests of PenMet Parks at the forefront. Excessive and/or unnecessary travel expenses will not be reimbursed. Employees are encouraged to obtain approval prior to incurring travel expenses.

All reimbursement applications for travel expenses must be approved by the Executive Director or the Executive Director's designee.

Section 18. Conclusion

This document supersedes any previous verbal or written policies that may be inconsistent with this version of the Human Resource Policy. As PenMet Parks grows and changes, the Human Resource Policy 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.



DISTRICT COMMISSION MEMO

To: Board of Park Commissioners

Through: Jessica Wigle, Director of Finance

From: Ally Bujacich, Executive Director

Date: March 5, 2024

Subject: **Resolution R2024-005 Authorizing the Executive Director to Sign an Interagency Data Sharing Agreement Between the Office of the Washington State Auditor and Peninsula Metropolitan Park District**

Background/Analysis

The purpose of the Interagency Data Sharing Agreement between the Office of the Washington State Auditor (“SAO”) and Peninsula Metropolitan Park District is to provide requirements and authorization for PenMet Parks to exchange confidential information with SAO and SAO to share confidential information with PenMet Parks. The agreement is necessary to ensure compliance with legal requirements and Executive Directives in the handling of information defined as confidential.

SB 5432-2021-22 titled, “Concerning cybersecurity and data sharing in Washington state government” was signed into law on May 12, 2021, and became effective on July 25, 2021.

The Board passed Resolution R2021-023 approving an interagency data sharing agreement between SAO and PenMet Parks on October 19, 2021. The term of that agreement ends on May 23, 2024.

This Interagency Data Sharing Agreement shall begin on May 24, 2024, or date of execution, whichever is later, and end on May 23, 2027.



Policy Implications/Support

1. Resolution R2021-023 authorized the Executive Director to sign the first Interagency Data Sharing Agreement between the Office of the Washington State Auditor and Peninsula Metropolitan Park District.
2. An objective of the Comprehensive Financial Management Policy P40-101, Section 10, Accounting and Reporting Policies, adopted by Resolution RR2023-010, is that the SAO will perform a financial and compliance audit on a scheduled basis.

Staff Recommendation

Staff requests that the Board approve Resolution R2024-005, which authorizes the Executive Director to sign an Interagency Data Sharing Agreement between the Office of the Washington State Auditor and Peninsula Metropolitan Park District.

Committee Recommendation

This action was reviewed by the Finance Committee at its February 21, 2024 meeting with a recommendation to bring this action to the full Board for its approval.

Staff Contact

If you have any questions or comments, please contact Jessica Wigle at (253) 400-6169 or via e-mail at jwigle@penmetparks.org.

Attachments

Exhibit A: Resolution R2024-005



Peninsula Metropolitan Park District

RESOLUTION NO. R2024-005

AUTHORIZING THE EXECUTIVE DIRECTOR TO SIGN AN INTERAGENCY DATA SHARING AGREEMENT BETWEEN THE OFFICE OF THE WASHINGTON STATE AUDITOR AND PENINSULA METROPOLITAN PARK DISTRICT

WHEREAS, RCW 39.34 permits local governmental units to make the most efficient use of their powers by enabling them to cooperate with other localities on a basis of mutual advantage and thereby to provide services and facilities in a manner and pursuant to forms of governmental organization that will accord best with geographic, economic, population and other factors influencing the needs and development of local communities; and

WHEREAS, RCW 43.09 directs the Office of the Washington State Auditor (“SAO”) to audit the accounts of all collectors of the revenue and other holders of public money required by law to pay the same into the treasury; and

WHEREAS, SAO’s authority is broad and includes both explicit and implicit powers to review records, including confidential records, during an audit or investigation; and

WHEREAS, Executive Order 16-01, RCW 42.56 and OCIO policy 141.10 provide the requirements and authorization for the Agency to exchange confidential information with SAO, including the requirement that all state and local governments enter into a Data Sharing Agreement prior to exchanging audit data; and

WHEREAS, SB 5432-2021-22 titled, “Concerning cybersecurity and data sharing in Washington state government” was signed into law on May 12, 2021, and became effective on July 25, 2021; and

WHEREAS, the current Interagency Data Sharing Agreement expires this year, and the next audit of the Peninsula Metropolitan Park District by the SAO cannot occur without a renewed and executed Interagency Data Sharing Agreement.

NOW THEREFORE BE IT

RESOLVED, by the Board of Park Commissioners, that the Executive Director is authorized to sign the Interagency Data Sharing Agreement Between the Peninsula Metropolitan Park District and the Office of the Washington State Auditor.



The foregoing resolution was passed and adopted at a regular meeting of the Board of Park Commissioners of the Peninsula Metropolitan Park District held on March 5, 2024.

Maryellen “Missy” Hill, Board President

Laurel Kingsbury, Board Clerk

Attest: Ally Bujacich

INTERAGENCY DATA SHARING AGREEMENT

Between

Peninsula Metropolitan Park District

And the Office of the Washington State Auditor

This Interagency Data Sharing Agreement (DSA) is entered into by and between Peninsula Metropolitan Park District hereinafter referred to as "Agency", and the Office of the Washington State Auditor, hereinafter referred to as "SAO", pursuant to the authority granted by Chapter 39.34 RCW, 42.40 RCW, 43.101 RCW and 43.09 RCW.

Agency

Agency Name: Peninsula Metropolitan Park District
Contact Name: Ally Bujacich
Title: Executive Director
Address: PO Box 425
Gig Harbor, WA 98335
Phone:
E-mail: abujacich@penmetparks.org

SAO

Agency Name: Office of the Washington State Auditor
Contact Name: Amy Strzalka, CPA
Title: Program Manager
Address: 451 SW Sedgwick Rd, Suite 200
Port Orchard, WA 98367
Phone: (360) 845-1476
E-mail: amy.strzalka@sao.wa.gov

The SAO and Agency agree that they will have the right, at any time with reasonable notice, to monitor, audit, and review activities and methods in implementing this Agreement in order to assure compliance.

1. PURPOSE OF THE DSA

The purpose of the DSA is to provide the requirements and authorization for the Agency to exchange confidential information with SAO and SAO to share confidential information with the Agency. This agreement is entered into between Agency and SAO to ensure compliance with legal requirements and Executive Directives (Executive Order 16-01, RCW 42.56, and OCIO policy 141, OCIO standard 141.10) in the handling of information considered confidential.

2. DEFINITIONS

“Agreement” means this Interagency Data Sharing Agreement, including all documents attached or incorporated by reference.

“Data Access” refers to rights granted to SAO employees to directly connect to Agency systems, networks and/ or applications combined with required information needed to implement these rights.

“Data Transmission” refers to the methods and technologies to be used to move a copy of the data between systems, networks and/ or employee workstations.

“Data Storage” refers to the place data is in when at rest. Data can be stored on removable or portable media devices such as a USB drive or SAO managed systems or OCIO/ State approved services.

“Data Encryption” refers to enciphering data with a NIST-approved algorithm or cryptographic module using a NIST-approved key length. Encryption must be applied in such a way that it renders data unusable to anyone but the authorized users.

“Personal Information” means information defined in RCW 42.56.590(10).

The State classifies data into categories based on the sensitivity of the data pursuant to the Security policy and standards promulgated by the Office of the state of Washington Chief Information Officer. The Data that is the subject of this DSA is classified as indicated below:

Category 1 – Public Information Public information is information that can be or currently is released to the public. It does not need protection from unauthorized disclosure, but does need integrity and availability protection controls.

Category 2 – Sensitive Information Sensitive information may not be specifically protected from disclosure by law and is for official use only. Sensitive information is generally not released to the public unless specifically requested.

Category 3 – Confidential Information Confidential information is information that is specifically protected from disclosure by law. It may include but is not limited to: a. Personal Information about individuals, regardless of how that information is obtained; b. Information concerning employee personnel records; c. Information regarding IT infrastructure and security of computer and telecommunications systems; d. List of individuals for commercial purposes.

Category 4 – Confidential Information Requiring Special Handling Confidential information requiring special handling is information that is specifically protected from disclosure by law and for which: a. Especially strict handling requirements are dictated, such as by statutes, regulations, agreements, or other compliance mandates; b. Serious consequences could arise from unauthorized disclosure, such as threats to health and safety, or legal sanctions.

3. PERIOD OF AGREEMENT

This agreement shall begin on May 24, 2024, or date of execution, whichever is later, and end on May 23, 2027, unless terminated sooner or extended as provided herein.

4. JUSTIFICATION FOR DATA SHARING

SAO is the auditor of all public accounts in Washington State. SAO's authority is broad and includes both explicit and implicit powers to review records, including confidential records, during the course of an audit or investigation.

5. DESCRIPTION OF DATA TO BE SHARED

The data to be shared includes information and data related to audit results, financial activity, operation and compliance with contractual, state and federal programs, security of computer systems, performance and accountability for agency programs as applicable to the audit(s) performed. Specific data requests will be limited to information needed for SAO audits, investigations and related statutory authorities as identified through auditor requests.

6. DATA TRANSMISSION

Transmission of data between Agency and SAO will use a secure method that is commensurate to the sensitivity of the data being transmitted.

7. DATA STORAGE AND HANDLING REQUIREMENTS

Agency and SAO will notify each other if they are providing confidential data. All confidential data provided by Agency will be stored using data encryption with access limited to the least number of SAO staff needed to complete the purpose of the DSA.

8. INTENDED USE OF DATA

The Office of the Washington State Auditor will utilize this data in support of their audits, investigations, and related statutory responsibilities as described in RCW 43.09 and 42.40.

9. CONSTRAINTS ON USE OF DATA

The Office of the Washington State Auditor agrees to strictly limit use of information obtained under this Agreement to the purpose of carrying out our audits, investigations and related statutory responsibilities as described in RCW 43.09 and 42.40.

10. SECURITY OF DATA

SAO shall take due care and take reasonable precautions to protect Agency's data from unauthorized physical and electronic access. SAO complies with the requirements of the OCIO 141.10 policies and standards for data security and access controls to ensure the confidentiality, and integrity of all data shared.

11. NON-DISCLOSURE OF DATA

SAO staff shall not disclose, in whole or in part, the confidential data provided by Agency to any individual or agency, unless this Agreement specifically authorizes the disclosure. Confidential data may be disclosed only to persons and entities that have the need to use the data to achieve the stated purposes of this Agreement. In the event of a public disclosure request for the Agency's Confidential data, SAO will notify the Agency

- a. SAO shall not access or use the data for any commercial or personal purpose.
- b. Any exceptions to these limitations must be approved in writing by Agency.

- c. The SAO shall ensure that all staff with access to the data described in this Agreement are aware of the use and disclosure requirements of this Agreement and will advise new staff of the provisions of this Agreement.

Agency staff shall not disclose, in whole or in part, the confidential data provided by SAO to any individual or agency, unless this Agreement specifically authorizes the disclosure. Confidential data may be disclosed only to persons and entities that have the need to use the data to achieve the stated purposes of this Agreement. In the event of a public disclosure request for the SAO's data, Agency will notify the SAO

- a. Agency shall not access or use the data for any commercial or personal purpose.
- b. Any exceptions to these limitations must be approved in writing by SAO.
- c. The Agency shall ensure that all staff with access to the data described in this Agreement are aware of the use and disclosure requirements of this Agreement and will advise new staff of the provisions of this Agreement.

12. DATA DISPOSAL

Upon request by the SAO or Agency, or at the end of the DSA term, or when no longer needed, Confidential Information/Data must be returned or destroyed, except as required to be maintained for compliance or accounting purposes.

13. INCIDENT NOTIFICATION AND RESPONSE

The compromise of Confidential Information or reasonable belief that confidential information has been acquired and/or accessed by an unauthorized person that may be a breach that requires timely notice to affected individuals under RCW 42.56.590 or any other applicable breach notification law or rule must be reported to the [Agency contact].

If the Receiving Party does not have full details about the incident, it will report what information it has and provide full details within 15 business days of discovery. To the extent possible, these initial reports must include at least: A. The nature of the unauthorized use or disclosure, including a brief description of what happened, the date of the event(s), and the date of discovery; B. A description of the types of information involved; C. The investigative and remedial actions the Receiving Party or its Subcontractor took or will take to prevent and mitigate harmful effects and protect against recurrence; D. Any details necessary for a determination of whether the incident is a breach that requires notification under RCW 42.56.590, or any other applicable breach notification law or rule. E. Any other information SAO or Agency reasonably requests.

14. OVERSIGHT

The SAO and Agency agree that they will have the right, at any time with reasonable notice, to monitor, audit, and review activities and methods in implementing this Agreement in order to assure compliance.

15. TERMINATION

Either party may terminate this Agreement with 30 days written notice to the other party's Agency Contact named on Page 1. However, once data is accessed by the SAO or Agency, this Agreement is binding as to the confidentiality, use of the data, and disposition of all data received as a result of access, unless otherwise amended by the mutual agreement of both parties.

16. AWARENESS AND TRAINING

SAO and the agency shall ensure that all staff with access to the data shared through this Agreement are aware of the use and disclosure requirements of OCIO 141.10 and RCW 42.56.590. SAO will comply with all state requirements and training regarding handling, storage and transmission of confidential data.

17. DISPUTE RESOLUTION

In the event that a dispute arises under this Agreement, a Dispute Board shall determine resolution in the following manner. Each party to this Agreement shall appoint one member to the Dispute Board. The members so appointed shall jointly appoint an additional member to the Dispute Board. The Dispute Board shall review facts, contract terms, and applicable statutes and rules and make a determination of the dispute.

18. GOVERNANCE

- a. The provisions of this Interagency Data Sharing Agreement are severable. If any provision of this Agreement is held invalid by any court that invalidity shall not affect the other provisions of this Interagency Data Sharing Agreement and the invalid provision shall be considered modified to conform to the existing law.
- b. In the event of a lawsuit involving this Interagency Data Sharing Agreement, venue shall be proper only in Thurston County, Washington.

19. SIGNATURES

The signatures below indicate agreement between the parties.

Agency

Office of the Washington State Auditor

Signature

Date

Signature

Date

Title: _____

Title: _____



DISTRICT COMMISSION MEMO

To: Board of Park Commissioners

Through: Ally Bujacich, Executive Director

From: Zemorah Murray, Director of Administrative Services

Date: March 5, 2024

Subject: **Resolution R2024-006 Adopting the 2024 Facilities Use Fee Chart**

Background/Analysis

The Board of Park Commissioners passed Resolution RR2023-007 accepting the Fees & Services Assessment on May 2, 2023. The Assessment was conducted with significant community input and provides a foundational philosophy, policies, and best practice model for the services that PenMet Parks provides, including community use of District assets. The Fees & Services Assessment intends to be flexible and responsive to changing conditions to allow the District to allocate its resources consistently and provide valuable information for decision-making and setting priorities for improvements to the system.

Based on recommendations contained in the Fees & Services Assessment, the Board passed Resolution RR2023-013 adopting Policy P40-105: Pricing Policy on October 17, 2023. The Pricing Policy guides the development of a fair and consistent fee schedule and includes criteria for assessing a non-resident surcharge for fee-based services.

The Board of Park Commissioners also passed Resolution RR2023-017 adopting the amended Policy P50-103: Facilities Use Policy on January 9, 2024. This policy provides that facility use fees will be established by a fee schedule that is adopted by the Board, that tax-funded agencies and non-profit organizations that meet the applicable criteria may receive up to a 25% discount on the published rental fee for certain facilities, and defines non-resident or out-of-area user groups that may be subject to a non-resident surcharge.

The Facilities User Fee Chart was developed based upon recommendations included in the Fees & Services Assessment and in support of Policy P40-105: Pricing Policy and Policy P40-103: Facilities Use Policy including the District's cost recovery philosophy,



market rates, and budget implications. A summary of the proposed rates, and historical and market data is as follows:

Indoor Meeting Rooms and Event Spaces

Prices effective for reservations made on or after July 1, 2024
 Non-residents and Out of Area groups are subject to a 20% surcharge.
 Non-Profit organizations receive a 25% discount on all published rates.

Location	2014 rates	Current Rate	Average Market	Proposed Resident
Volunteer Vern Pavilion	\$130/hr	\$150/hr	\$116/hr	\$150/hr
Arletta Schoolhouse	\$40/hr	\$150/hr	\$116/hr	\$150/hr
Rosedale Hall	\$80/hr	\$80/hr	\$116/hr	\$150/hr
*Commons (CRC Admin)	NA	NA	\$116/hr	\$75/hr
*Conference Room (CRC Admin)	NA	NA	\$48/hr	\$25/hr
Multipurpose Room 1 (CRC)	NA	NA	\$60/hr	\$50/hr
Party Room (CRC)	NA	NA	\$60/hr	\$50/hr
Basic Youth Birthday Party Package (Two-hour party)	NA	\$150/pkg	\$100/hr	\$175/pkg

*Effective March 5, 2024

Shelters and Outdoor Gathering Spaces

Prices effective for reservations made on or after July 1, 2024
 Non-residents and Out of Area groups are subject to a 20% surcharge.
 Non-Profit organizations receive a 25% discount on all published rates.

Location	2014 rates	Current rate	Average Market	Proposed Resident
Amphitheater at Sehmel Homestead Park	\$110/hr	\$80/hr	\$45-160/hr	\$80/hr
The Meadow at Sehmel Homestead Park	\$90/hr	\$60/hr	\$87.50/hr	\$60/hr
Shelter at Rosedale Park	\$20/hr	\$20/hr	\$25/hr	\$20/hr
Shelters at Sehmel Homestead Park and Hales Pass Park	\$20/hr	\$40/hr	\$25/hr	\$20/hr



Location	2014 rates	Current rate	Average Market	Proposed Resident
Washington Water Trails (Tacoma DeMolay Nature Preserve, Narrows Park, Fox Island Fishing Pier, Sunrise Beach Park)	\$10/night	\$10/night	\$10/night	\$10/night
Picnic Areas (Sehmel Homestead Park, McCormick Forest Park, Narrows Park, Sunrise Beach Park)	\$10/hr	\$10/hr	NA	\$10/hr

Fields and Courts

Prices effective for reservations made on or after July 1, 2024
Non-residents and Out of Area groups are subject to a 20% surcharge.

Fields and Courts are not eligible for Non-Profit discounts.

Location	2014 rates	Current rate	Average Market	Proposed Resident
Sehmel Homestead Park				
Baseball Fields #1, #2, #3	\$12/\$25/hr	\$20/hr	\$20/hr	\$30/hr
Multi-Purpose Turf Field	\$35/\$45/hr	\$45/hr	\$93/hr	\$55/hr
Tennis Court	NA	\$10/hr	\$25/hr	\$10/hr
Basketball Court	NA	\$10/hr	\$25/hr	\$10/hr
Lights	NA	\$30/hr	\$50/hr	\$30/hr
Scoreboard	NA	\$10/hr	\$10/hr	\$10/hr
Community Recreation Center				
Mini Golf (per round)	Youth \$6.75 Senior \$7.50 Adult \$8.50 Party \$250	NA	Youth/Senior \$8 Adult \$12	Youth/Senior \$7 Adult \$10
Event Lawn (sports U-10 and below)	NA	NA	\$22/hr	\$30/hr
Event Lawn (Special Use)	NA	NA	NA	\$100/hr
Gym (middle school court)	NA	NA	\$63/hr	\$70/hr
Gym (full court)	NA	NA	\$139/hr	\$210/hr



Indoor Multi-Purpose Turf Field	\$75-\$125/hr	NA	\$165/hr	\$125/hr
Pickleball	NA	NA	\$9/hr	\$15/hr
Rosedale Park				
Baseball Field	\$10/\$20/hr	\$18/hr	NA	\$18/hr
Tennis Court	NA	\$10/hr	\$40/hr	\$10/hr
Basketball Court	NA	\$5/hr	NA	\$5/hr
Hales Pass Park				
Baseball Field	\$7/\$15/hr	\$16/hr	NA	\$16/hr
Tennis Court	NA	\$10/hr	NA	\$10/hr

Staff recognizes the market rate for the outdoor turf field at Sehmel Homestead Park is priced below the market value and recommends a three-year escalation pricing plan to arrive at market value by 2027.

If adopted, the 2024 Facilities Use Fee Chart will be effective for reservations made on or after July 1, 2024. Paid reservations as of the date of adoption of the 2024 Facilities Use Fee Chart will not be subject to the new fees, even if the use occurs after July 1, 2024. The 2024 Facilities Use Fee Chart will remain in effect until a new chart is adopted by the Board. In accordance with the recommendation in the Fees & Services Assessment, PenMet Parks will review fees for annual adjustments to keep up with the increasing cost of providing the service and other District goals.

Committee Recommendations

The Administrative Services Committee reviewed the draft Facility User Fee Schedule at its January 30, 2024 meeting.

Staff Recommendation

Staff recommends the Board pass Resolution R2024-006 adopting the Facilities User Fee Chart at its March 5, 2024 meeting.

Policy Implications/Support

1. The Board passed Resolution RR2023-07 accepting the Fees & Services Assessment on May 2, 2023.



2. The Board passed Resolution RR2023-013 adopting Policy P40-105: Pricing Policy on October 17, 2023.
3. The Board passed Resolution RR2023-017 adopting the amended Policy P50-103: Facilities Use Policy on January 9, 2024.

Staff Contact

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

Attachments

Exhibit A: Resolution R2024-006



Peninsula Metropolitan Park District

RESOLUTION NO. R2024-006

ADOPTING THE 2024 FACILITIES USE FEE CHART

WHEREAS, the Board of Park Commissioners passed Resolution RR2023-007 on May 2, 2023 adopting the Fees & Services Assessment which provides a foundational philosophy, policies, and best practice model for the services that PenMet Parks provides; and

WHEREAS, the Fees & Services Assessment identified key areas where the District has the opportunity to advance its market position and Facility Rentals was identified as an area where few providers exist to provide the service; and

WHEREAS, the Board of Park Commissioners passed Resolution RR2023-013 adopting Policy P40-105: Pricing Policy on October 17, 2023 which guides the development of a fair and consistent fee schedule and includes criteria for assessing a non-resident surcharge for fee-based services; and

WHEREAS, the Board of Park Commissioners passed RR2023-017 adopting the amended Policy P50-103: Facilities Use Policy on January 9, 2024 (the "Policy"), which guides the management of public assets for the benefit of the community and requires the Board adopt a Fee Schedule; and

WHEREAS, the Policy provides guidance for fair and equitable access to District assets to meet the needs of the community, consistent procedures to administer community use of facilities, and responsible management required to maintain the District's physical assets at levels adequate to protect its capital investments; and

WHEREAS, it is the policy of the Board of Park Commissioners that the District employ balanced and fair revenue policies to provide sufficient funding for desired programs and services, including facility rentals

NOW THEREFORE BE IT

RESOLVED, by the Board of Park Commissioners that PenMet Parks adopt the Facilities Use Fee Chart 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 March 5, 2024.



Maryellen "Missy" Hill, Board President

Laurel Kingsbury, Board Clerk

Attest: Ally Bujacich



2024 Facilities Use Fee Chart

Indoor Meeting Rooms and Event Spaces

Prices effective for reservations made on or after July 1, 2024.
 Non-residents and Out of Area groups are subject to a 20% surcharge.
 Non-Profit organizations receive a 25% discount on all published rates.

Location	Resident	Non-resident/Out of area
Volunteer Vern Pavilion	\$150/hr	\$180/hr
Arletta Schoolhouse	\$150/hr	\$180/hr
Rosedale Hall	\$150/hr	\$180/hr
*Commons (CRC Admin)	\$75/hr	\$90/hr
*Conference Room (CRC Admin)	\$25/hr	\$30/hr
Multipurpose Room 1 (CRC)	\$50/hr	\$60/hr
Party Room (CRC)	\$50/hr	\$60/hr
Basic Youth Birthday Party (Two-hour party)	\$175/pkg	\$210/pkg

*Effective March 5, 2024



Shelters and Outdoor Gathering Spaces

Prices effective for reservations made on or after July 1, 2024.
 Non-residents and Out of Area groups are subject to a 20% surcharge.
 Non-Profit organizations receive a 25% discount on all published rates.

Location	Resident	Non-resident/Out of area
Amphitheater at Sehmel Homestead Park	\$80/hr	\$96/hr
The Meadow at Sehmel Homestead Park	\$60/hr	\$72/hr
Shelter at Rosedale Park	\$20/hr	\$24/hr
Shelters at Sehmel Homestead Park and Hales Pass Park	\$20/hr	\$24/hr
Washington Water Trails (Tacoma DeMolay Nature Preserve, Narrows Park, Fox Island Fishing Pier, Sunrise Beach Park)	\$10/night	\$12/night
Picnic Areas (Sehmel Homestead Park, McCormick Forest Park, Narrows Park, Sunrise Beach Park)	\$10/hr	\$12/hr



Fields and Courts

Prices effective for reservations made on or after July 1, 2024.
 Non-residents and Out of Area groups are subject to a 20% surcharge.
 Fields and Courts are not eligible for Non-Profit discounts.

Contact PenMet Parks for information on conventions, tournaments, and other special uses.

Location	Resident	Non-resident/Out of area
Sehmel Homestead Park		
Baseball Fields #1, #2, #3	\$30/hr	\$36/hr
Multi-Purpose Turf Field	\$55/hr	\$66/hr
Tennis Court	\$10/hr	\$12/hr
Basketball Court	\$10/hr	\$12/hr
Lights	\$30/hr	\$36/hr
Scoreboard	\$10/hr	\$12/hr
Community Recreation Center		
Mini Golf (per round)	Youth/Senior \$7 Adult \$10	Youth/Senior \$8.40 Adult \$14.40
Event Lawn (Special Use)	\$100/hr	\$120/hr
U-10 Outdoor Field (sports for players age 10 and below)	\$30/hr	\$36/hr
Gym (middle school court)	\$70/hr	\$84/hr
Gym (full court)	\$210/hr	\$252/hr
Indoor Multi-Purpose Turf Field	\$125/hr	\$150/hr
Pickleball Court	\$15/hr	\$18/hr
Rosedale Park		
Baseball Field	\$18/hr	\$21.60/hr
Tennis Court	\$10/hr	\$12/hr
Basketball Court	\$5/hr	\$6/hr
Hales Pass Park		
Baseball Field	\$16/hr	\$19.20/hr
Tennis Court	\$10/hr	\$12/hr



DISTRICT COMMISSION MEMO

To: Board of Park Commissioners

Through: Jessica Wigle, Director of Finance

From: Ally Bujacich, Executive Director

Date: March 5, 2024

Subject: **First Reading of Resolution RR2024-003 Amending the 2024 Capital Budget to Increase the Budget Appropriation for the Sehmel Homestead Park Playground Resurface Project and the New Operations Vehicle**

Background/Analysis

The Board passed Resolution RR2023-015 adopting the 2024 annual Capital Budget and Capital Improvement Plan. The adopted Capital Budget includes \$26,623,050 in “carryforward” capital expenses that were adopted but not spent in previous budgets. Those carryforward expenses include:

1. The adopted 2022 Capital Budget included \$163,000 for Project 2022-3, the Sehmel Homestead Park Playground Resurface Project. PenMet Parks issued an invitation to bid to replace the play surface on January 25, 2024, and received 2 bids. The lowest responsive and responsible bid is \$223,932, which exceeds the budgeted amount by \$60,932. This project is a high priority because it addresses existing deferred maintenance needs in the playground surfacing and underlying base. A 10% contingency has been added to the amount over budget for potential expenses that may arise.
2. The adopted 2023 Capital Budget included \$52,000 for a New Operations Vehicle, which wasn't purchased in 2023. PenMet Parks followed the procurement guidelines in Policy P40-102: Purchasing Policy to secure a quote for a 2024 Ford F250 Truck (4WD with lift gate), for a quoted amount of \$63,118, including tax, which exceeds the 2023 Capital Budget amount by \$11,118. This vehicle purchase supports operational needs to maintain consistent, high-quality parks and recreation facilities.



Budget Impact

If adopted, the 2024 amended capital budget is reflected as summarized below. The ending balance is reduced from \$2,354,559 to \$2,276,441, which supports a responsible capital reserve with current anticipated needs and the adopted 2024 six-year Capital Improvement Plan.

Fund Name	Beginning Balance	Revenues	Expenditures	Transfers in/out	Ending Cash (Reserve)
Capital Project Fund	\$27,437,196	\$2,339,977	<u>(\$29,100,732)</u>	\$1,600,000	<u>\$2,276,441</u>

Year	Priority	Property	Project	2024 Capital Budget
2024	1	CRC-I	Replace HVAC system	\$414,000
2024	2	District	Parking lot pavement upgrades	\$182,000
2024	3	District	Heavy equipment acquisition fund	\$50,000
2024	4	District	Implement signage master plan	\$282,000
2024	5	Madrona Links	Strategic priority– scope TBD	\$500,000
2024	6	Peninsula Gardens	Master plan	\$150,000
2024	7	DeMolay Sandspit	Island Blvd acquisition match	\$303,000
2024	8	Fox Island Fishing Pier	Improve beach access for hand launches	\$145,000
2024	9	Fox Island Fishing Pier	New picnic shelter	\$94,000
2024	10	District	Capital campaign initiative	\$279,564
<u>2024</u>	<u>11</u>	<u>District</u>	<u>Sehmel Homestead Park playground resurface amendment</u>	<u>\$67,000</u>
<u>2024</u>	<u>12</u>	<u>District</u>	<u>Operations vehicle amendment</u>	<u>\$11,118</u>
Total 2024 CIP Expenses				<u>\$2,477,682</u>
2023 carryforward adopted capital expenses				\$26,623,050
Total 2024 Capital Budget				<u>\$29,100,732</u>



Policy Implications/Support

1. Policy P40-101: Comprehensive Financial Management Policy states, in part, that the District will develop a six-year Capital Improvement Plan (CIP) to identify capital needs and that the first year of the CIP will constitute the capital budget for the ensuing year.
2. The Board passed Resolution RR2021-029 on November 16, 2021, approving the 2022 Capital Budget and Capital Improvement Plan, including the Sehmel Playground Resurface Project with a budget of \$163,000.
3. The Board passed Resolution RR2022-011 November 15, 2022, approving the 2023 Capital Budget and Capital Improvement Plan, including a New Operations Vehicle with a budget of \$52,000.

Staff Recommendation

Staff requests that the Board approve Resolution RR2024-003, which authorizes the amendment of the 2024 Capital Budget as follows:

- 1) Increase the funding available for the Sehmel Homestead Park Playground Resurface Project from \$163,000 to \$230,000, an increase of \$67,000.
- 2) Increase the funding available for the New Operations Vehicle from \$52,000 to \$68,118, an increase of \$11,118.

Staff Contact

If you have any questions or comments, please contact Jessica Wigle at (253) 400-6169 or via e-mail at jwigle@penmetparks.org.

Attachments

Exhibit A: Resolution RR2024-003



Peninsula Metropolitan Park District

RESOLUTION NO. RR2024-003

AMENDING THE 2024 CAPITAL BUDGET TO INCREASE THE BUDGET APPROPRIATION FOR THE SEHMELE HOMESTEAD PARK PLAYGROUND RESURFACE PROJECT AND THE NEW OPERATIONS VEHICLE

WHEREAS, Policy P40-101: Comprehensive Financial Management Policy states the District shall develop a six-year Capital Improvement Plan (CIP) to identify capital needs; and

WHEREAS, Policy P40-101: Comprehensive Financial Management Policy states that the first year of the CIP will constitute the capital budget for the ensuing year; and

WHEREAS, the Board passed Resolution RR2021-029 on November 16, 2021, approving the 2022 Capital Budget and Capital Improvement Plan, including the appropriation of \$163,000 for the Sehmle Homestead Park Playground Resurface Project; and

WHEREAS, the lowest bid received for the Sehmle Homestead Park Playground Resurface Project is higher than the amount appropriated in the adopted 2022 Capital Budget, requiring an increase of \$67,000; and

WHEREAS, the Board passed Resolution RR2022-011 on November 15, 2022, approving the 2023 Capital Budget and Capital Improvement Plan, including the appropriation of \$52,000 for a New Operations Vehicle; and

WHEREAS, PenMet Parks solicited a quote for a 2024 Ford F250 (4WD with lift gate) in the amount of \$63,118, inclusive of Washington State Sales Tax, which is higher than the amount appropriated for this capital expense in the 2023 Capital Budget, requiring an increase of \$11,118; and

WHEREAS, the proposed amended 2024 annual capital budget does not exceed the lawful limit of taxation as allowed to be levied by Peninsula Metropolitan Park District 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 2024 calendar year;

NOW THEREFORE BE IT

RESOLVED, by the Board of Park Commissioners of the Peninsula Metropolitan Park District that the amended 2024 Capital Budget be adopted, approved and appropriated as follows:



Section 1. The required expenditures for the capital improvements for calendar year 2024 as specified and fixed in Exhibit A, attached hereto and incorporated by reference into this resolution.

The foregoing resolution was heard as a first reading on March 5, 2024, and adopted at a regular meeting of the Board of Park Commissioners of the Peninsula Metropolitan Park District held on March 19, 2024.

Maryellen “Missy” Hill,
Board President

Laurel Kingsbury,
Board Clerk

Attest: Ally Bujacich



Exhibit A to Resolution RR2024-003

Peninsula Metropolitan Park District Amended 2024 Capital Budget

Fund Name	Beginning Balance	Revenues	Expenditures	Transfers in/out	Ending Cash (Reserve)
Capital Project Fund	\$27,437,196	\$2,339,977	<u>(\$29,100,732)</u>	\$1,600,000	<u>\$2,276,441</u>

Year	Priority	Property	Project	2024 Capital Budget
2024	1	CRC-I	Replace HVAC system	\$414,000
2024	2	District	Parking lot pavement upgrades	\$182,000
2024	3	District	Heavy equipment acquisition fund	\$50,000
2024	4	District	Implement signage master plan	\$282,000
2024	5	Madrona Links	Strategic priority– scope TBD	\$500,000
2024	6	Peninsula Gardens	Master plan	\$150,000
2024	7	DeMolay Sandspit	Island Blvd acquisition match	\$303,000
2024	8	Fox Island Fishing Pier	Improve beach access for hand launches	\$145,000
2024	9	Fox Island Fishing Pier	New picnic shelter	\$94,000
2024	10	District	Capital campaign initiative	\$279,564
<u>2024</u>	<u>11</u>	<u>District</u>	<u>Sehmel Homestead Park playground resurface amendment</u>	<u>\$67,000</u>
<u>2024</u>	<u>12</u>	<u>District</u>	<u>Operations vehicle amendment</u>	<u>\$11,118</u>
Total 2024 CIP Expenses				<u>\$2,477,682</u>
2023 carryforward adopted capital expenses				\$26,623,050
Total 2024 Capital Budget				<u>\$29,100,732</u>



DISTRICT COMMISSION MEMO

To: Board of Park Commissioners

Through: Ally Bujacich, Executive Director

From: Sue O'Neill, Director of Park Services

Date: March 5, 2024

Subject: **First Reading of Resolution RR2024-004 Accepting the Master Plan for the Tacoma DeMolay Sandspit and Advancing Phase I to Final Design**

Background/Analysis

The Board of Park Commissioners passed Resolution RR2022-011 adopting the 2023 capital budget and capital improvement plan, including the Tacoma DeMolay Sandspit Master Plan, Facility, and Accessibility Improvements project (see Exhibit A). The project was ranked as priority three in the 2023 CIP. The purpose of the project is to improve the park with an ADA accessible path to the beach, ADA compliant bathroom facilities, ADA parking, and improved park amenities.

On February 21, 2023, the Board of Park Commissioners passed Resolution RR2023-002 adopting the total project budget of \$1,895,788.72 for the Tacoma DeMolay Sandspit Master Plan, (see Exhibit B).

On March 3, 2023, a Request for Qualifications for A&E services for the Tacoma DeMolay Sandspit Project was advertised in accordance with Policy P40-102: Purchasing Policy.

Staff received and evaluated qualifications for the purpose of providing design services for the Tacoma DeMolay Sandspit Project. Only one firm responded and was determined to be qualified.

On June 7, 2023, staff finalized contract negotiations with Baumwelt for A/E services totaling \$341,327.00 with a MACC not to exceed \$1,200,000. The scope of work included public outreach, development of a Master Plan, final design, construction support and project closeout.



The Board of Park Commissioners passed Resolution No. P2023-004 (see Exhibit C) authorizing the Executive Director to sign the Architectural/Engineering Agreement for the Design of the Tacoma DeMolay Sandspit Master Plan, Facility, and Accessibility Project with Baumwelt.

Since then, Baumwelt has led a significant public outreach effort including four stakeholder meetings and two public meetings, prepared four concept design alternatives and a program plan, worked with PenMet Parks staff and the stakeholder group to develop the draft Master Plan and recommended plan phasing. The draft Master Plan was presented to the Board of Park Commissioners at the February 20 Study Session.

Policy Implications/Support

1. The Board approved Resolution RR2023-002 adopting the total project budget for the Tacoma DeMolay Sandspit Project of \$1,895,788.72.
2. The Board passed Resolution No. P2023-004 authorizing the Executive Director to sign the Architectural/Engineering Agreement for the Design of the Tacoma DeMolay Sandspit Master Plan, Facility, and Accessibility Project with Baumwelt.
3. The Tacoma DeMolay Sandspit Project is supported by the following goals and objectives.
 - a. Preserve open space consistent with community planning.
 - b. Promote healthy lifestyles.
 - c. Create meaningful places.
 - d. Balanced financial accountability.
 - e. Effectively manage and maintain assets to preserve existing infrastructure and provide parks and recreation opportunities for the community.

Staff Recommendation

Staff recommends the Board pass Resolution RR2024-004 accepting the Tacoma DeMolay Sandspit Master Plan and advancing Phase I to final design at its second reading planned for March 19, 2024.

Staff Contact

If you have any questions or comments, please contact Sue O'Neill at 253-330-2638 or via e-mail at soneill@penmetparks.org.



Attachments

- Exhibit A: Resolution RR2022-011 Adopting the 2023 Annual Capital Budget and Capital Improvement Plan including the Tacoma DeMolay Sandspit Master Plan, Facility, and Accessibility Improvements project.
- Exhibit B: Resolution RR2023-002 Adopting the total project budget of \$1,895,788.72 for the Tacoma DeMolay Sandspit Master Plan.
- Exhibit C: Resolution No. P2023-004 Authorizing the Executive Director to sign the Architectural/Engineering Agreement for the Design of the Tacoma DeMolay Sandspit Master Plan, Facility, and Accessibility Project with Baumwelt.
- Exhibit D: Resolution RR2024-004 Accepting the Master Plan for the Tacoma DeMolay Sandspit and Advancing Phase I to Final Design



Peninsula Metropolitan Park District

RESOLUTION NO. RR2022-011

ADOPTING THE 2023 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 2023 as adopted by the Board of Park Commissioners on July 5, 2022, for the 2023 calendar year; and

WHEREAS, a Six-Year Capital Improvement Plan (CIP) was developed in 2023; and

WHEREAS, Year One of the CIP serves as the Executive Director’s 2023 annual capital budget; and

WHEREAS, notice was published in the official legal notices of the local newspaper on October 27, 2022, November 3, 2022, and November 10, 2022 that the Board of Park Commissioners would meet on November 1, 2022 and again on November 15, 2022 to consider the proposed budget and to allow the public an opportunity to be heard regarding the proposed 2023 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 1, 2022
 - First Public Hearing Regarding the Proposed 2023 Budget
 - Public Hearing Regarding the Proposed 2022 Levy of Regular Property Tax for Collection in 2023
 - Adoption of the 2022 Levy of Regular Property Tax for Collection in 2023.

- November 15, 2022
 - Second Public Hearing Regarding the Final 2023 Budget
 - Adoption of the 2023 Capital Budget and Capital Improvement Plan

WHEREAS, the proposed 2023 annual budget does not exceed the lawful limit of taxation as allowed to be levied by Peninsula Metropolitan Park District 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 2023 calendar year;

NOW THEREFORE BE IT

RESOLVED, by the Board of Park Commissioners of the Peninsula Metropolitan Park District that the 2023 Capital Budget and 2023 Capital Improvement Plan be adopted, approved, and appropriated as follows:

- Section 1. The required expenditures for the capital improvements for calendar year 2023 as specified and fixed in Exhibit A, attached hereto, and incorporated by reference into this resolution.

- Section 2. The Secretary of the Board is directed to transmit a certified copy of the 2023 Capital Budget and 2023 Capital Improvement Plan as adopted by the Board of

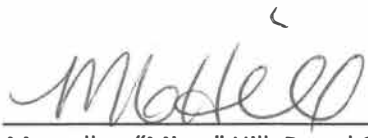
Park Commissioners of the Peninsula Metropolitan Park District to the State Auditor of Washington, Division of Municipal Corporations.

Section 3. This resolution shall take effect January 1, 2023, at 12:01 a.m.

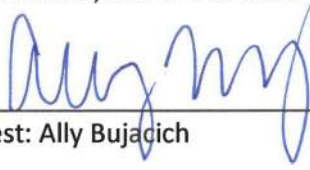
The foregoing resolution was adopted at a regular meeting of the Board of Park Commissioners of the Peninsula Metropolitan Park District held on November 15, 2022.



Steve Nixon, Board President



Maryellen "Missy" Hill, Board Clerk



Attest: Ally Bujacich

**Exhibit A
to
Resolution RR2022-011**

Peninsula Metropolitan Park District 2023 Capital Budget

Fund Name	Beginning Balance	Revenues	Expenditures	Transfers in/out	Ending Cash (Reserve)
Capital Project Fund	\$30,012,774	\$2,170,000	(\$34,493,627)	\$3,910,853	\$1,600,000

Year	Priority	Property	Project	2023 Capital Budget
2023	1	CRC	CRC	\$1,584,667
2023	2	CRC	Replace existing roof	\$147,000
2023	3	DeMolay Sandspit	Develop master plan and address highest priorities	\$1,690,489
2023	4	Fox Island Fishing Pier	Accessible ramp and handrail	\$275,400
2023	5	Tubby's Trail	Upgrades to dog park	\$118,000
2023	6	Fox Island Fishing Pier	Replace top rail at dock	\$20,000
2023	7	Narrows Beach	Repair and repave access road	\$285,000
2023	8	Sunrise, Narrows	Deferred maintenance – single family homes	\$50,000
2023	9	CRC	Upgrade mini golf course	\$80,000
2023	10	Madrona Links	To be determined	\$500,000
2023	11	District	Replace park entry gates	\$90,000
2023	12	District	Planned major maintenance – TBD	\$50,000
2023	13	District	Capital campaign initiatives	\$311,443
2023	14	District	New operations vehicle	\$52,000
Total 2023 CIP Expenses				\$5,253,999
2022 Carryforward Adopted Capital Expenses				\$29,239,628
Total 2023 Capital Budget				\$34,493,627



Peninsula Metropolitan Park District

RESOLUTION RR2023-002

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

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

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

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

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

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

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

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

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

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

NOW THEREFORE BE IT

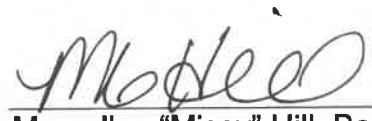
RESOLVED, Tacoma DeMolay Sandspit Nature Preserve Master Plan, Facility, and Accessibility Improvements total project budget is \$1,895,788.72.

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





Steve Nixon, Board President



Maryellen "Missy" Hill, Board Clerk



Attest: Ally Bujacich



Peninsula Metropolitan Park District

RESOLUTION NO. P2023-004

AUTHORIZING THE EXECUTIVE DIRECTOR TO SIGN AN ARCHITECTURAL/ENGINEERING AGREEMENT FOR THE DESIGN OF THE TACOMA DEMOLAY SANDSPIT NATURE PRESERVE MASTER PLAN, FACILITY, AND ACCESSIBILITY IMPROVEMENT PROJECT WITH BAUMWELT

WHEREAS, the Peninsula Metropolitan Park District Board of Park Commissioners allocated funding for the Tacoma DeMolay Sandspit Nature Preserve Master Plan, Facility, and Accessibility Project in the 2023 Capital Budget and Capital Improvement Plan (CIP); and

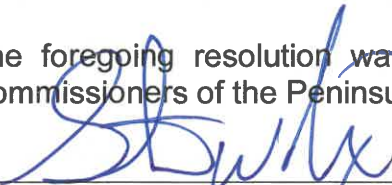
WHEREAS, the Board of Park Commissioners passed Resolution RR2023-002 adopting the budget for the Tacoma DeMolay Sandspit Nature Preserve Master Plan, Facility, and Accessibility Improvements; and

WHEREAS, District staff issued a Request for Qualifications (RFQ No. 2023.001), and after review of the submittals, the Selection Committee identified Baumwelt as the most qualified applicant and subsequently negotiated the attached agreement in an amount not to exceed Three Hundred Forty-One Thousand Three Hundred Twenty-Seven Dollars and Zero Cents (\$341,327.00) with a total project Maximum Allowable Construction Cost (MACC) of One Million Two Hundred Thousand Dollars and Zero Cents (\$1,200,000.00);

NOW THEREFORE BE IT

RESOLVED, by the Board of Park Commissioners, that the Executive Director be authorized to execute the Architectural/Engineering Agreement for the Design of the Tacoma DeMolay Sandspit Nature Preserve Master Plan, Facility, and Accessibility Project in an amount not to exceed Three Hundred Forty-One Thousand Three Hundred Twenty-Seven Dollars and Zero Cents (\$341,327.00), exclusive of applicable WSST, in substantially the form attached as Exhibit "A."

The foregoing resolution was adopted at a regular meeting of the Board of Park Commissioners of the Peninsula Metropolitan Park District held on June 6, 2023.


Steve Nixon, Board President


Maryellen "Missy" Hill, Board Clerk


Attest: Ally Bujacich



Peninsula Metropolitan Park District

RESOLUTION NO. RR2024-004

RESOLUTION RR2024-004 ACCEPTING THE MASTER PLAN FOR THE TACOMA DEMOLAY SANDSPIT AND ADVANCING PHASE I TO FINAL DESIGN

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

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

WHEREAS, the Board of Park Commissioners passed Resolution No. P2023-004 authorizing the Executive Director to sign the Architectural/Engineering Agreement for the Design of the Tacoma DeMolay Sandspit Master Plan, Facility, and Accessibility Project with Baumwelt; and

WHEREAS, the design team worked with the PenMet Parks Board of Commissioners and staff, a Stakeholder Group, and the Public to develop a vision and program that reflects the needs of the people to be served; and

WHEREAS, the resulting Master Plan identifies a full buildout and an initial phase that can be expanded in the future as funding becomes available; and

WHEREAS, this initial phase will meet community needs by providing an improved parking lot, stairs to the mid and lower park, an ADA compliant restroom, ADA parking, an accessible path, and other gathering spaces as feasible within the available \$1,200,000 construction budget

NOW THEREFORE BE IT

RESOLVED, by the Board of Park Commissioners, that PenMet Parks accepts the Master Plan for the Tacoma DeMolay Sandspit Park attached substantially as Exhibit A and advances Phase I priorities to the Final Design phase.



The foregoing resolution was heard as a first reading on March 5, 2024 and adopted at a regular meeting of the Board of Park Commissioners of the Peninsula Metropolitan Park District held on March 19, 2024.

Maryellen “Missy” Hill, Board President

Laurel Kingsbury, Board Clerk

Attest: Ally Bujacich

Tacoma DeMolay Sandspit



Master Plan

Adopted March 19, 2024



PenMet Parks
Parks For All. Parks For Life.

Acknowledgements

PenMet Board of Commissioners

Maryellen (Missy) Hill, President
Laurel Kingsbury, Clerk*
Kurt Grimmer, Commissioner
Steve Nixon, Commissioner
William C. (Billy) Sehmel, Commissioner*
* Members of Park Services Committee

PenMet Parks Executive Staff

Ally Bujacich, Executive Director
Robyn Readwin, Executive Assistant and Public Records Officer
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Jessica Wigle, Director of Finance
Sue O'Neill, Director of Park Services
Tracy Gallaway, Director of Recreation Services
Zemora Murray, Director of Administrative Services

PenMet Parks Staff

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Derrick Eberle, Landscape Architect and Design Team Lead

Boe Architects
David Boe, Architect

DCG
Steve Robert, Civil Engineer

Cross Engineers
Scott Kelley, Electrical Engineer

Hultz BHU
Michael Tagles, Mechanical Engineer

Insert signed Resolution RR2024-004

DRAFT



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- 2.0 History 2**
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- II Master Plan Preliminary Project Program
- III Design Concept Alternatives**
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Tacoma DeMolay Sandspit Park Master Plan

1.0 Introduction

The Tacoma DeMolay Sandspit property was acquired in 2010 by PenMet Parks and is actively managed to preserve natural features and allow low-impact public access with special care given to protecting vegetation and wildlife. The property is composed of three parcels totaling 5.1 acres on the northwest side of Fox Island, offering recreation opportunities including viewpoints, a wooded trail system, picnicking, parking, portable restrooms, and 1,500 feet of water access for non-motorized watercraft.



Figure 1.0: Location Map

Tacoma DeMolay Sandspit Park Master Plan

2.0 History

Beginning in the 1930's one of the three parcels of the current park was owned by Frank D. Oakly. He allowed the Tacoma Chapter, Order of DeMolay to have outings on his property where they set up camp and had work parties and bonfires.

In 1934, the estate of Frank D. Oakley conveyed property to Fred Calligan by quitclaim deed "as trustee for the use and benefit of Tacoma Chapter, Order of DeMolay."

In 1948 Calvin J. Carr and Emma M. Carr, and William J. Parker and Eva B. Parker conveyed by quitclaim deed to Tacoma DeMolay Boys Camp, a non-profit corporation, additional property (Tract A) together with tidelands.

In 1959 Patricia H. White as her sole and separate property conveyed by statutory warranty deed to Tacoma DeMolay Boys Camp adjoining property for monetary consideration.

The Tacoma Chapter, Order of the DeMolay continued to use the property for camping and other activities until it was purchased by PenMet Parks in 2010.

3.0 Existing Conditions

The park presently totals 5.1 acres and contains the existing blockhouse that is in poor condition, a lawn area, picnic tables, primitive walking trails, a port-a-potty restroom, and an unimproved parking lot. Park visitors often park at the mid-site gate in the public road right-of-way. The current parking lot, with approximately 23 parking spaces is inadequate during the summer months.

The former residence and storage shed have been removed from the property.



Figure 3.1: Existing Blockhouse, Restroom and Picnic Table

Tacoma DeMolay Sandspit Park Master Plan



Figure 3.2: Existing Parking Lot



Figure 3.3: Trail from Parking Lot



Figure 3.4: Mid-Site Entrance



Figure 3.5: Staircase



Figure 3.6: Primitive Trail



Figure 3.7: Wood Picnic Tables

Tacoma DeMolay Sandspit Park Master Plan

4.0 Surrounding Properties

Located immediately to the east and south are residential properties.



Figure 4.0: Neighboring Properties to the East

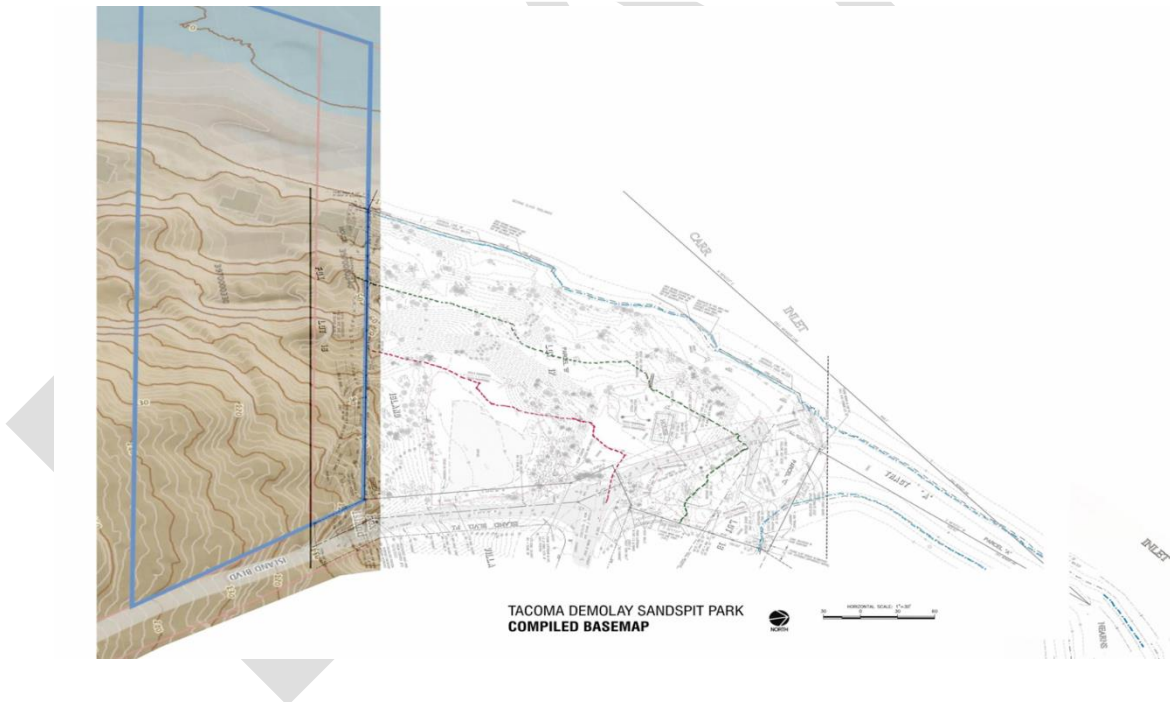


Figure 4.1: Neighboring Properties to the South

The neighborhoods to the east of the park have dense populations. The park is fenced on the east side, so park visitors enter the site from the mid site gate or from the parking lot.



Figure 4.2: Neighboring Properties to the East

5.0 Public Participation

With any planning document, public input is of paramount importance. Tacoma DeMolay Sandspit is used by residents living throughout the District. In developing this Master Plan, PenMet Parks used District feedback identified in the 2023 Strategic Plan and in the 2023 Parks, Recreation, and Open Space Plan. In addition, the District held two public meetings and four stakeholder group meetings to solicit input from the public specifically regarding the Tacoma DeMolay Sandspit Master Plan. These meetings were held 3.2 miles from the park at the Nichols Community Center.

The first stakeholder meeting and first public meeting were held to solicit input from the public on their ideas, concerns, and priorities for both the existing park and desired amenities for the future. The first public meeting was attended by 65 people in person and an additional 25 people online. At the second public meeting, a draft master plan drawing was presented for discussion. The second public meeting was attended by approximately 50 people in person and an additional 10 people online. Stakeholder group meetings were held to collect additional input. Meeting minutes were taken at each meeting to capture comments. This input was used to develop the Master Plan Preliminary Project Program (Project Program) for the park’s development. The summary of comments is included in **Appendix I** and the Project Program is included in **Appendix II**.

The Stakeholder Group consisted of the following members and organizations:

Organization	Representative
Boy Scout Troop 27	John Ohlson
Harbor WildWatch	Stena Troyer
Fox Island Community Recreation Association (FICRA)	Craig McLaughlin
Girl Scout Troop 40815/Fox Island Resident	Jenifer Moore
Park Neighbor/Fox Island Resident	Scott Fowler
Peninsula School District	Krestin Bahr
Pierce County Conservation District	Mary Krauszer
Public Safety Representative	Deputy Betts
Puyallup Tribe of Indians	Jennifer Keating
Tacoma DeMolay Chapter Representative	Jeffrey Brunson
Washington Water Trails Association (WWTa)	Andree Hurley

Table 5.0: Stakeholder Group

6.0 Master Plan Development

PenMet Parks engaged the design team of Baumwelt Architects and BOE Architects to provide professional design services for a programming and master plan development for the Tacoma DeMolay Sandspit.

The design team worked with the PenMet Parks Board of Commissioners and staff, an 11-member Stakeholder Group, and the public to develop a vision and program that reflects the needs of the people to be served. The process followed is summarized below:

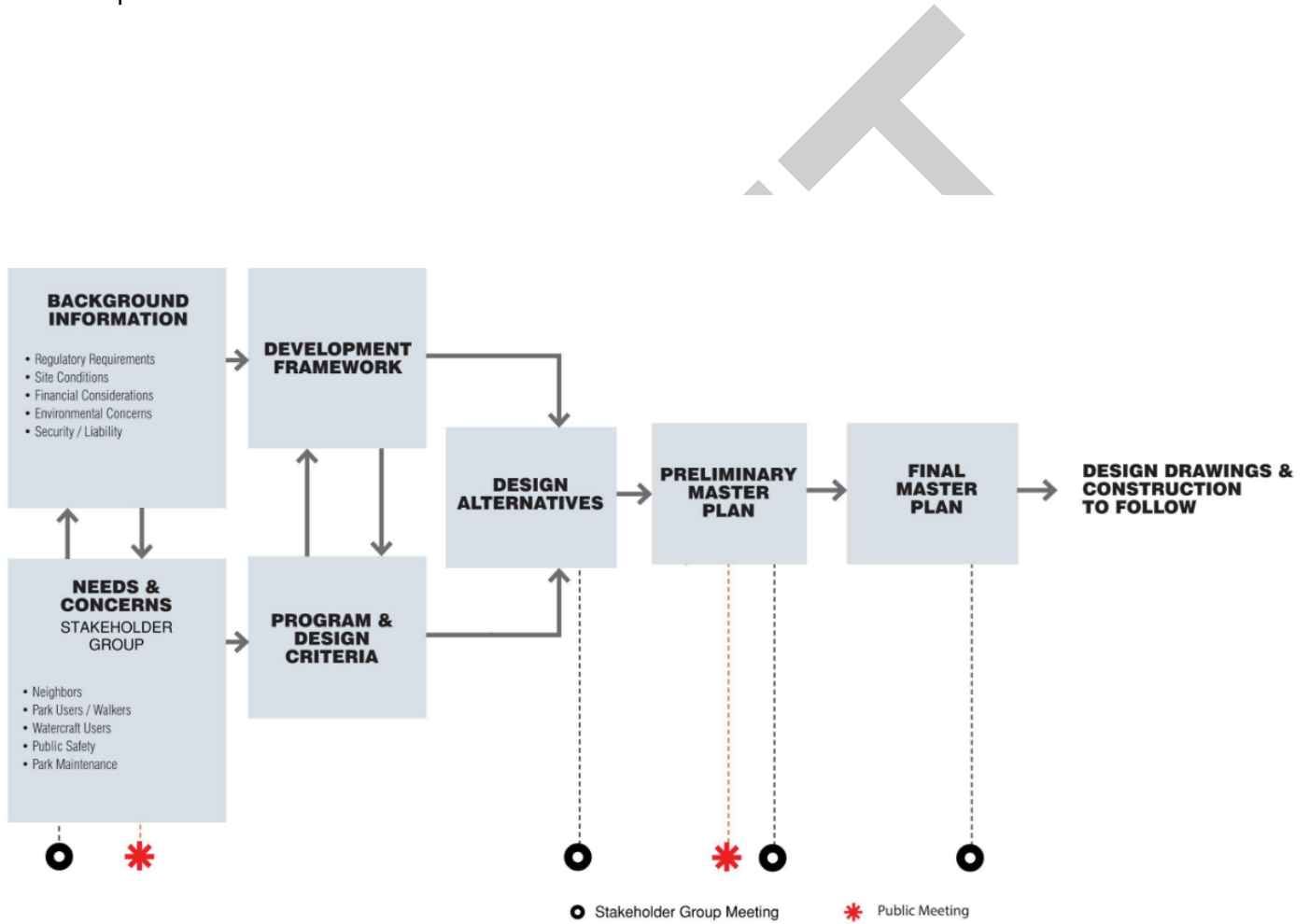


Figure 6.0: Master Plan Development Flowchart

7.0 Design Alternatives

Ultimately, four Design Concept Alternatives for the park were developed and are summarized below. Concepts are included in [Appendix III](#).

Concept 1

- Ideally the drop-off area would be able to accommodate an occasional school bus visit.
 - Currently, school buses are not able to drive up Island Boulevard and turn around.
- A more direct connection (i.e. stairs in addition to the ADA walk) down to the water was desired.
- Spread amenities, such as informational signage or covered picnic areas, throughout the site as opposed to keeping amenities centralized at the mid-site.
- Consideration should be given to construct the new park structure building elsewhere on-site if that permits better access, function, and views.
 - The existing location of the park structure building is not significant to the planning for the future location.
- Consider expanding the landings on walkways to provide greater space for rest areas.
- An accommodation for parking and securing bicycles was desired (for whichever concept is adopted)
- A question was posed about what emergency vehicle access accommodation will be necessary for park development.
 - Discussions with fire marshal are ongoing.

Concept 2

- The layout of the ADA stalls in this concept was generally preferred over the other concepts shown
 - Notable preferred attributes include adjacency to drop off zone, and out of the line-of-sight to avoid blocking views.
- Location of the park structure in this location was desired, as it allowed for greater views of the sandspit and marine environment at the park mid-site location.
 - Moving the location of the park structure allows for a centralized consolidated lawn space.
 - Consider rooftop access on the park structure for users to sit or enjoy views from a higher elevation.
- Plantings should be placed at the lawn borders to avoid runoff of fertilizer, etc.
 - Minimize the need to use fertilizers.
 - Consider buffering perimeter areas with plant media to filter runoff from the lawn.
 - Keep the site as natural as possible, using native species as opposed to grass.
- **Concept 3** The landscape/park-like views into the site at the mid-site were preferred in this concept.
- It was desirable that infrastructure/cars were not the first thing to be seen when arriving at the park.
 - The curvature shown on the building - indicating an architectural response to the views of the water - was preferred.
 - The walls and amount of paved walkway/grading shown in this concept were generally not desired.
- Other options besides 5% graded walks were discussed to provide ADA access to different portions of

the site.

- One idea was the possibility of a mechanical lift/elevator.
- The design team conveyed some of the difficulties operating and maintaining an outdoor lift in a marine environment.
- If a lift were to be considered, it was discussed that an internal lift inside a building would be the most cost effective.
 - The Puyallup Tribe shared that there is a high likelihood of cultural resource discoveries during construction due to the known historical use of the area.
- Minimizing excavation will help reduce the potential for impacting cultural resources.
 - Avoid increasing the lawn area at the mid-site of the park.
- In general, the current lawn size was determined to be adequate.
 - A bathroom facility closer to the shore was requested.
- Concern was expressed that the walk from the spit up to mid-site is far for children and is even further away when out at low tide.
- The shoreline setback requirements make restrooms down by the water difficult, but the design team will look at the possibility to include a small restroom partway down the slope closer to the beach.
- **Concept 4**
- In general, the idea of providing both a direct staircase and a switchback for ADA access was desired as shown in this concept.
 - Placing parking stalls directly in the drop-off zone was generally not preferred.
- Concern that the view of parked cars would detract from the arrival sequence to the site.
 - Incorporating landing spaces throughout the long switchbacks for users to rest was discussed.
- It was understood that landings would require further grading.
- Minimizing the earthwork on site was desired.
 - Incorporating the park structure at the upper level was discussed.
- It was noted that users will already be in the upper region of the site to park their cars.
- This would block less views at the mid-site.
- This would also open more lawn space at the mid-site.
 - With the likely acquisition of the two large parcels nearly doubling the future size of the park, consideration should be given to infrastructure such as trails or stairs needed to access the site south of the proposed parking lot.

Ultimately, a modified version of Concept No. 2 was carried forward as the preferred Alternative for the Master Plan.

8.0 Master Plan Recommendations

From the public meetings, stakeholder group input, as well as staff input and experience, these recommendations were compiled. The following list corresponds to the Master Plan Drawing shown below.

Accessible Walk to the Beach

- Min. Length: Mid-site Drop-Off to Beach
- Max. Length: Parking Lot to Beach
- Width: Accommodate ambulance gurney, wheelchairs, and potentially hand dollies for watercraft
- Paved completion as subsurface conditions allow.

New Park Structure Building

- New structure
- Multi-use covered event space.
- Nature/environmental education component
- Large changing rooms / restrooms
 - ADA accessible and family friendly
 - Accessible from interior and exterior of structure
- Office for Rec and O&M Personnel
- Potential for watercraft storage
- Potential for sleeping accommodations (DeMolay group)
- Computer/telecom closet
- Security System provisions (camera, motion detection, smart locks)

Picnic Shelter

- Potentially integrated into Park Structure

Mid-site Lawn Area

- Picnic tables.
- Well-drained lawn surface
- Irrigated
- Informal recreation – volleyball, lawn games, etc.

Expanded Parking

- ADA accessible stalls
- Paved and striped with stormwater management
- Maximum quantity of stalls with space available
- Consideration of automated entry/vehicle gate for PenMet Parks access.
- Consideration for drop-off location to ease parking requirements and watercraft access to shoreline.

Soft-surface Trails in Wooded Areas

- Clearly delineated.

Equipment Wash Stations at Beach

- For rinsing gear, watercraft, etc.
- Necessary water filtration/collection planting areas
- Potential for outdoor shower at beach or up at structure

Washington Water Trails Campground

- One campsite – two boats, two tents, four people.

Signage

- Rules of the Park
- No Parking
 - Placed along park fence and at any drop-offs.
 - Coordinate with Pierce County for roadway.
- History of the Site
- Site Significance
 - To community members as well as wildlife
- Preservation of the Sandspit
- Camping (WWTA) Rules

Waste Receptacles

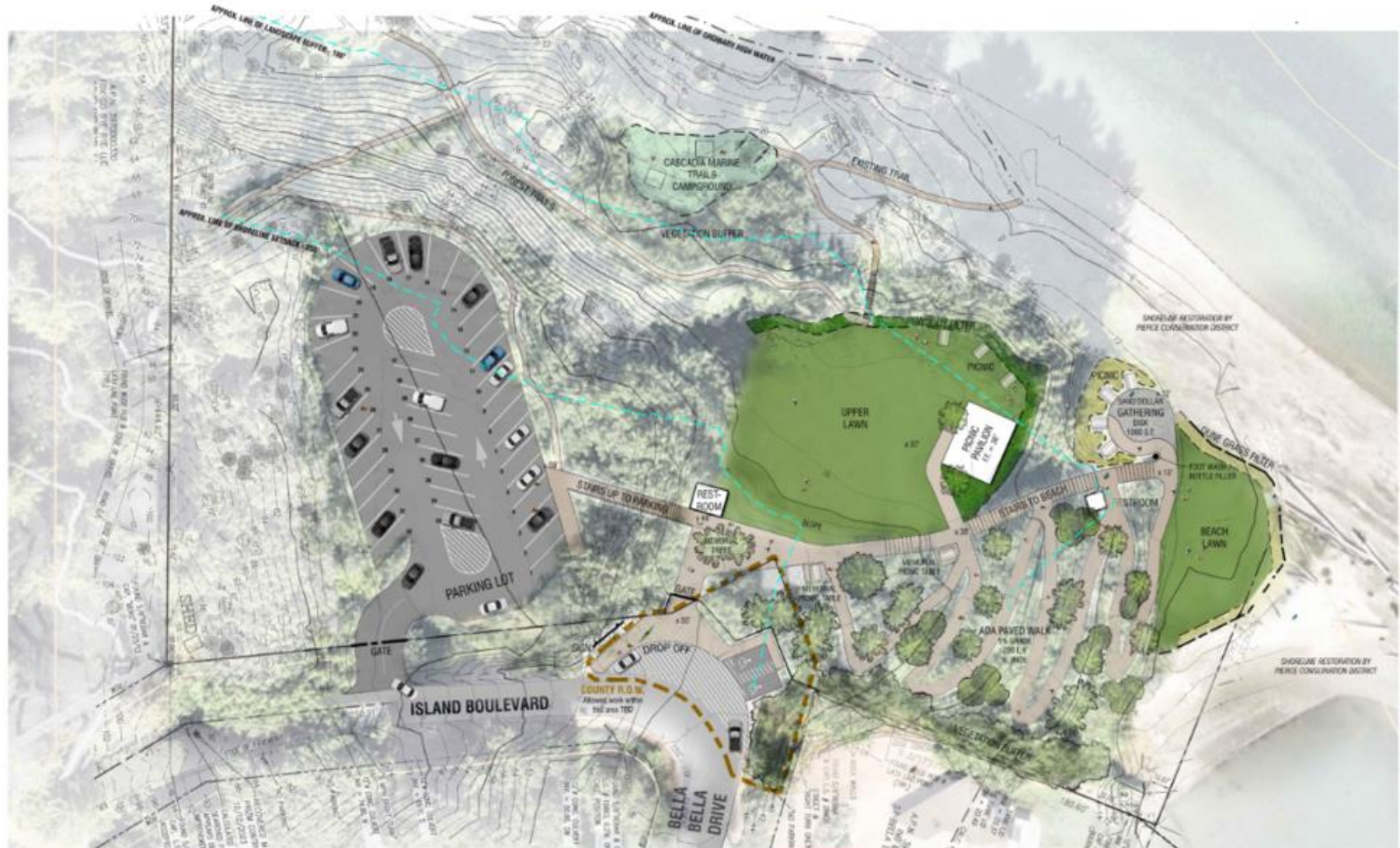
- Quantity as needed at different points in the park.

Other

- Demolition of existing septic system
- New septic system or other strategy to support new restrooms.
- Removal of existing electrical infrastructure.
- Designated locations for memorial trees or other objects.

This Program will continue to be refined as the project moves into final design and permitting. Implementation of the Master Plan will be phased, and the timing is dependent on approved budgets and sources of funding.

Figure 8.0: Master Plan Drawing



TACOMA DEMOLAY SANDSPIT PARK
MASTER PLAN - FULL BUILD OUT
FEBRUARY 20, 2024



9.0 Suggested Phasing Plan

The phasing plan is written to serve as a guideline for improvements in the park. It is not meant to be used as a strict schedule but will help guide PenMet Parks in developing its Capital Improvement Program and prioritize actions. Elements of the plan are subject to feasibility, project approval, and budget availability.

No.	Amenity	Phase I	Future	Comment
1	Accessible Walk to the Beach			
2	New restroom and septic system	X		
3	Stormwater System	X		
4	Picnic Shelter		X	
5	Mid-site Lawn Area	X		
6	Expanded Parking and Drop-off	X	X	Paving in future
7	Soft-surface Trails in Wooded Areas			
8	Equipment Wash Stations at Beach			
9	Washington Water Trails Campground		X	
10	Signage	X		
11	Waste Receptacles	X		
12	Demolition	X		
13	Existing blockhouse	X		
14	Existing septic systems	X		
15	Existing electrical infrastructure.	X		

Table 9.0: Amenity Phasing Plan



**Appendix I
Public Comment Summary**

Stakeholder Group Meetings:

November 29, 2023
January 10, 2024
January 24, 2024
February 7, 2024

Public Meetings:

December 13, 2023
January 24, 2024

Project Information Communication

- Request to provide updates throughout the project from PenMet Parks.
 - PenMet Parks should work with FICRA.org to relay information to Fox Island community members as the project progresses.
 - Communication and transparency with community members is critical.
 - PenMet Parks to host a project tab on PenMet Parks website with updated content for this Master Plan process as it becomes available.
- Consider including local first nations' interests to serve on the stakeholder group.

Park Security

- Park access should be closed at night.
 - PenMet Parks should secure gate entrance to the parking lot nightly.
- Adequate fencing should be installed to control access to the park.
 - Fencing should be designed to secure the site after hours.
 - Fencing should be complimentary to the landscape / aesthetically appealing.
- Augment Video/camera surveillance.
- Add site lighting for safety – should be night sky friendly.

Parking

- Parking is a huge issue, especially during the summer months.
- Illegal parking is occurring at the lower gate although it is signed for No Parking.
- Suggestion to move the lower entrance to discourage people from parking there.
- Provide an area to park bicycles.

Site Access

- ADA accessible walkways should be provided throughout the entire site.
- Consider pervious surfaces for walkways and parking lot.
- Kayak / human powered watercraft access down to the water should be provided.
 - A drop-off zone for said watercraft could be helpful.
 - Parking lot route to water access should provide gradual descent to water.
 - Provide a rinsing facility near the shore.
- Emergency vehicle access to the park should be direct and not impeded by park activities.
 - Consideration of this access is paramount, especially when roads are filled with parked cars in the summer.
- No beach access for motorized watercraft.
- Improve beach access.

Blockhouse Area

- Questions were asked about the future of the blockhouse.
 - A response was given that replacement or renovation is still to be determined.
 - The existing structure is degraded, and restoration may not be possible.
- Renovation or replacement should provide covered picnic space at a minimum for park visitors.
- The blockhouse / covered park structure should be fully accessible (covered recreation space, restrooms, etc.) during bad weather.
- A well-drained, level, and useable lawn area should surround the blockhouse.
 - The lawn area should be able to accommodate casual sport activities.
 - No permanent sport courts of any kind.

- The lawn should be open and programmable for a variety of activities.

Nature / Environment/Aesthetics

- Some past park visitors have negatively impacted the natural condition of the park. These activities should be discouraged and eliminated. Some examples include:
 - Breaking nests onsite.
 - Removing clay babies.
 - Throwing driftwood and logs into the water.
- Effort should be made to preserve the site and protect wildlife.
 - Provide balance to also allow for human activity on-site.
- Increased human presence on-site can lead to more chances for environmental degradation.
- A few comments stated a desire to not improve anything in the park and leave it as natural as possible.
- Enhance the “curb appeal” of the park to look like Sehmel Homestead Park, but on a smaller scale.
- Provide vegetation screening for neighbor properties.

Camping

- Some comments were received to ban open/general public camping at the park.
- Washington Water Trails Association (WWTA) shared their camping relationship with the site.
 - Campers arrive via human-powered watercraft from the water’s edge (no drive-in).
 - WWTA requires registration which helps limit undesired camping consequences.
- Design should look at a way to provide a separate area for this type of camping, to avoid interference with general park visitors.
- Purchase agreement with the DeMolay Chapter permits that organization to sleep in the blockhouse up to eight times a year.

Signage / Park Rules

- Signage on-site needs to be improved/increased for consistency and clarity.
- Consider the following signage elements for the park:
 - Rules of the Park.
 - No parking along public roadways.
 - Expand/improve current No Parking Signs.
 - History of the site.
 - Importance of the site.
 - To community members as well as wildlife.
 - Preservation of the sandspit in its natural state.
 - Protection of sandspit.
 - Camping (WWTA) rules.
 - Include life jacket requirement for kayaks, floaties, etc.
- Enforcement of new signage rules should accompany the new improvements.
- Restrictions should be enforced on having uncontained fires (on the spit, etc.)
- Prohibition of fireworks within the park should be enforced.

Boy Scouts Organization

- The Boy Scouts have a long history and partnership with the site.
- Many site amenities were constructed by Scouts, including trails and picnic tables.

- It is desired to retain some, if not all, of these amenities.
- There is currently a bench at DeMolay that is dedicated to former member of the community (built by the Boy Scout troop that the individual was involved in)
 - Can the bench stay?
 - If the bench doesn't remain at DeMolay, can the family be notified and have the option to receive the bench?
- Scouts and other volunteer interests will likely continue to be involved with the park, and should be considered, if possible, to assist with certain park improvements.
- Scout crossover ceremonies have been held at the park and may continue to be held there in the future.

Other

- Be sure to follow covenants on the property.
 - Consider access for DeMolay group – what are those?
 - Bathrooms, shower, overnight, etc. were mentioned.
 - Are there kitchen needs? Outdoor? BBQ?
- Coordination with the simultaneous shoreline restoration project is critical.
 - Do not separate the shoreline work from the park work done with this project.
 - There should be a cohesive design for the entire site.
- Coordination with the adjoining two parcels to the south (potential acquisition) is critical.
 - Even though there is not an agreement in place, if there is a possibility that adjoining parcels could be purchased by PenMet, they should be considered in the planning of any improvements.

Non-Design/Master Plan

- How will these park improvements impact taxes for residents of the island?
- The former park host's presence provided maintenance and security of site benefits in the past.
 - Desirable to have someone on-site 24/7 to maintain and take care of the park.
 - Consider accommodation in the parking lot for a potential temporary Host trailer stall.
- Increased speeding has been observed in the summer, during times when non-residential use of the park is at a peak.
 - A traffic assessment should be considered to analyze the current and anticipated traffic impacts on the park.
- Speedbumps should be considered near the park (and possibly on the entire stretch from the bridge to the park) on Bella Bella Drive to slow traffic and promote pedestrian safety.
- Concerns were stated that by updating the site, specifically the parking lot, there will be an increase in the demand of the park and lead to overcrowding of the natural areas.
 - This would also have a negative effect on residents - do not want to attract more traffic into the area.
- As such, improvements should be scaled accordingly to fit the current size and nature of the park.
 - Careful balance should be sought to relieve parking overflow on street, but not over- scale the amenities.
- A comment was made asking if other interventions should be considered, such as a pass to park in the lot?
- Access should be restricted for powerboats and jet skis to get close to the sandspit.
 - Suggested restriction 100+ yards offshore.

**Appendix II
Master Plan Preliminary Project Program**

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Tacoma DeMolay Sandspit Park
PenMet Parks
Master Plan Preliminary Project Program
January 4, 2024

Project Program

List of elements to be included the design of the park

- Accessible Walk to Beach
 - Min. Length: Mid-site Drop-Off to Beach
 - Max. Length: Parking Lot to Beach
 - Width: Accommodate ambulance gurney, wheelchairs, and potentially hand dollies for watercraft
 - Paved completion as subsurface conditions allow

- New Park Structure Building
 - New structure
 - Multi-use covered event space
 - Nature/environmental education component
 - Large changing rooms / restrooms
 - ADA accessible and family friendly
 - Accessible from interior and exterior of structure
 - Office for Rec and O&M Personnel
 - Potential for watercraft storage
 - Potential for sleeping accommodations (DeMolay group)
 - Computer/telecom closet
 - Security System provisions (camera, motion detection, smart locks)

- Picnic Shelter
 - Potentially integrated into Park Structure

- Mid-site Lawn Area
 - Picnic tables
 - Well-drained lawn surface
 - Irrigated
 - Informal recreation – volleyball, lawn games, etc.

- Expanded Parking
 - ADA accessible stalls
 - Paved and striped with stormwater management
 - Maximum quantity of stalls with space available

- Consideration of automated entry/vehicle gate for PenMet Parks access to blockhouse
- Consideration for drop-off location to ease parking requirements and watercraft access to shoreline
- Soft-surface Trails in Wooded Areas
 - Clearly delineated
- Equipment Wash Stations at Beach
 - For rinsing gear, watercraft, etc.
 - Necessary water filtration/collection planting areas
 - Potential for outdoor shower at beach or up at structure
- Washington Water Trails Campground
 - One campsite – two boats, two tents, four people
- Signage
 - Rules of the Park
 - No Parking
 - Placed along park fence and at any drop-offs
 - Coordinate with Pierce County for roadway
 - History of the Site
 - Site Significance
 - To community members as well as wildlife
 - Preservation of the Sandspit
 - Camping (WWTA) Rules
- Waste Receptacles
 - Quantity as need at different points in the park
- Other
 - Demolition of existing septic system
 - New septic system or other strategy to support new restrooms
 - Removal of existing electrical infrastructure.

Project Design Criteria

List of guidelines to be applied when designing the layout of program elements

- Develop a park character
- Blend improvements with the shoreline restoration project boundary

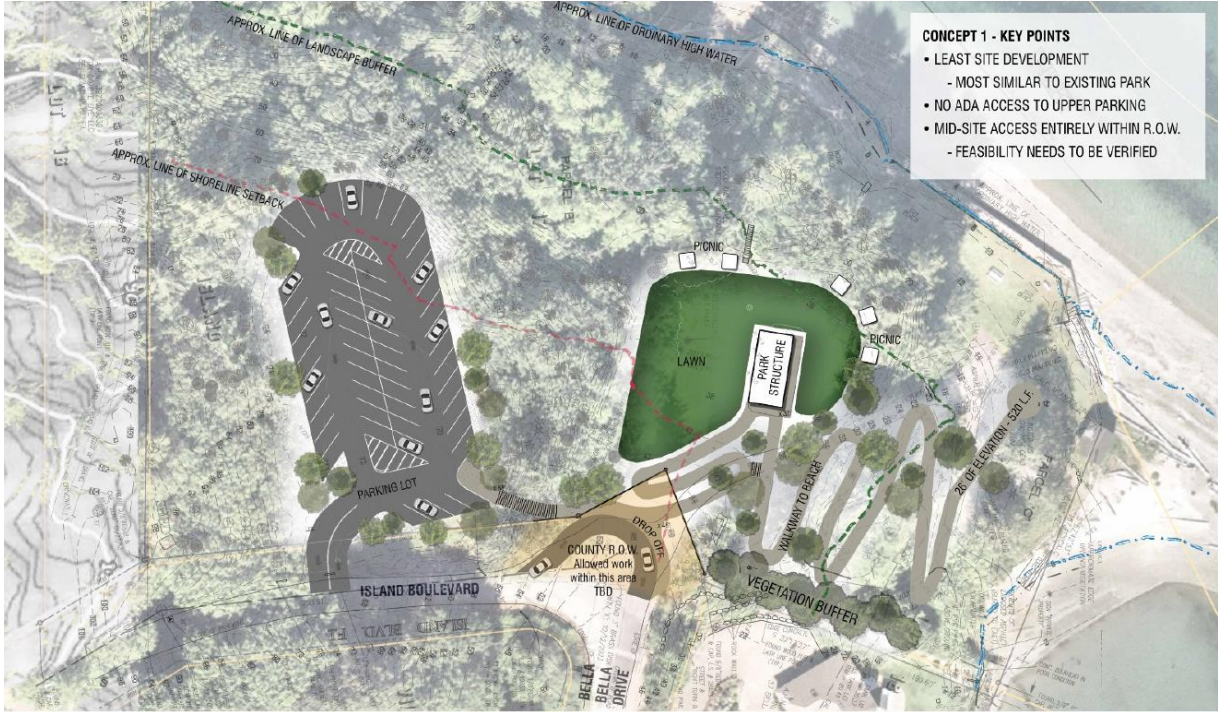
- Maintain clear lines of sight to the maximum extent possible
- Incorporate “Night Sky” appropriate lighting
- Provide adequate screening for neighbor properties
 - Preference for dense, evergreen vegetative screening
- Screen WWTa campground use from rest of park
- Minimize removal of existing trees
- Plan for anticipated Sea Level Rise
- Consider reuse of existing Boy Scouts improvements as practical

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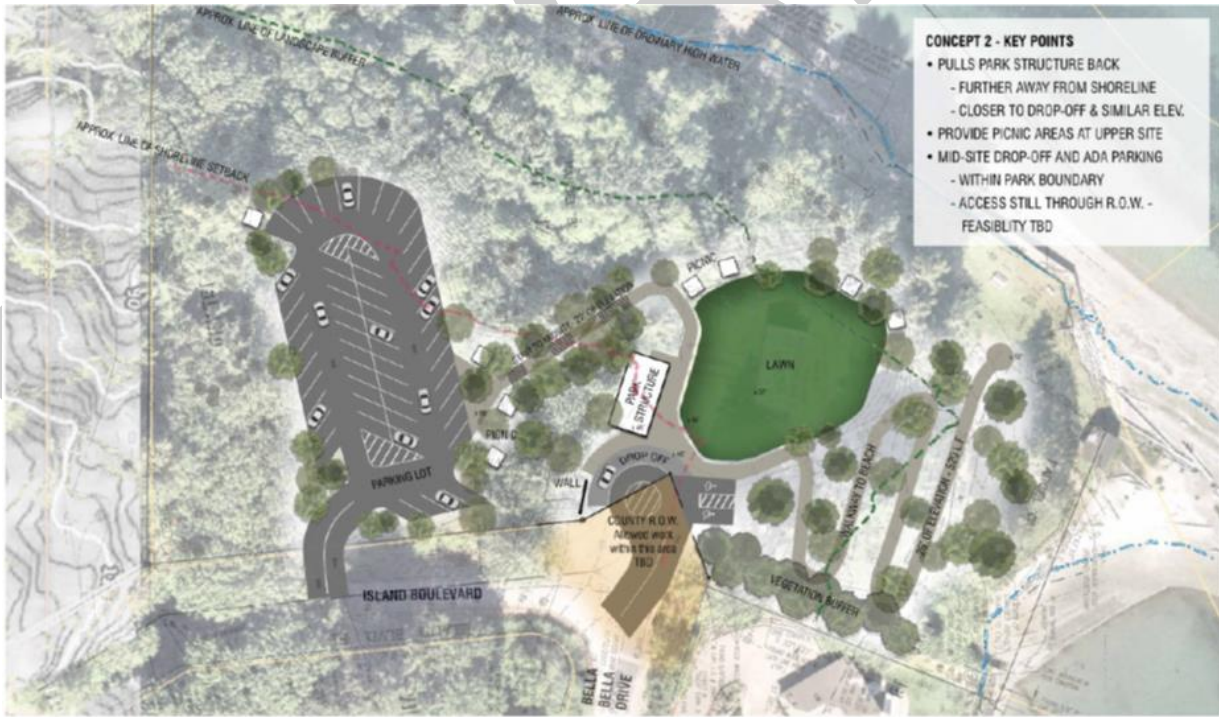
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**Appendix III
Design Concept Alternatives**



- CONCEPT 1 - KEY POINTS**
- LEAST SITE DEVELOPMENT
 - MOST SIMILAR TO EXISTING PARK
 - NO ADA ACCESS TO UPPER PARKING
 - MID-SITE ACCESS ENTIRELY WITHIN R.O.W.
 - FEASIBILITY NEEDS TO BE VERIFIED

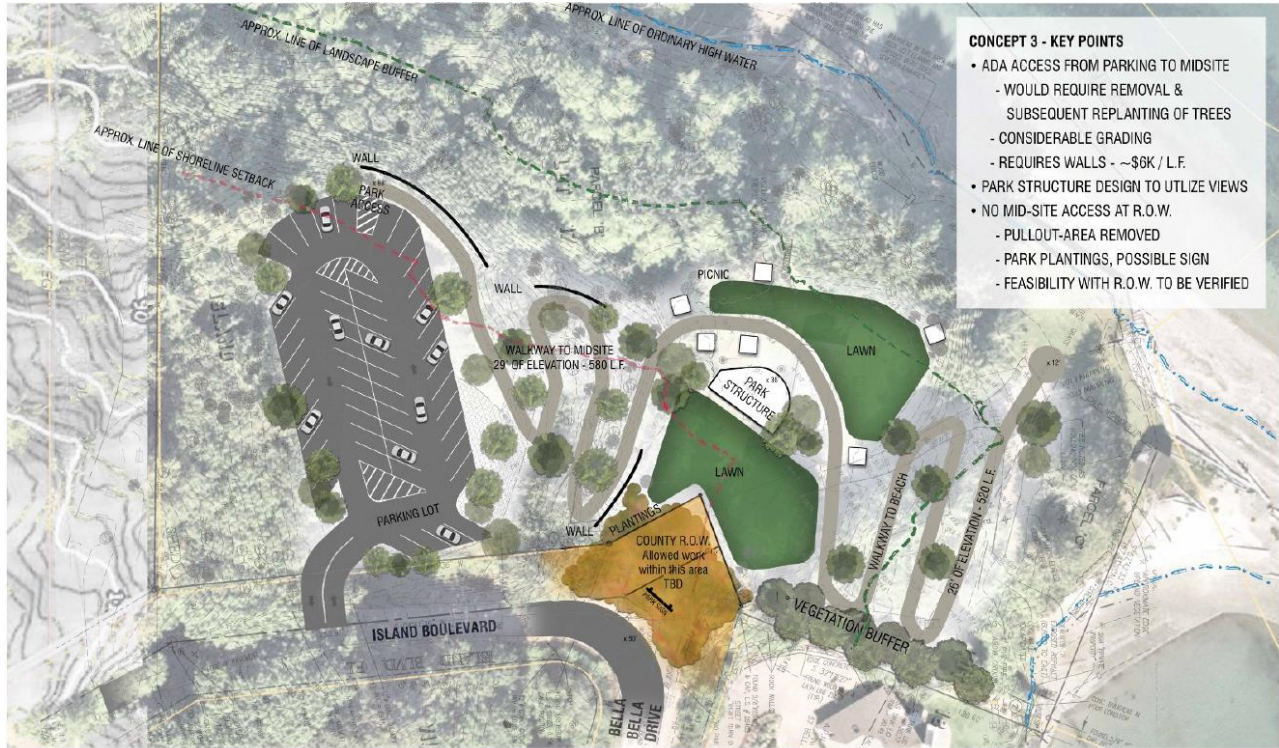
TACOMA DEMOLAY SANDSPIT PARK
CONCEPT 1
 JANUARY 10, 2024



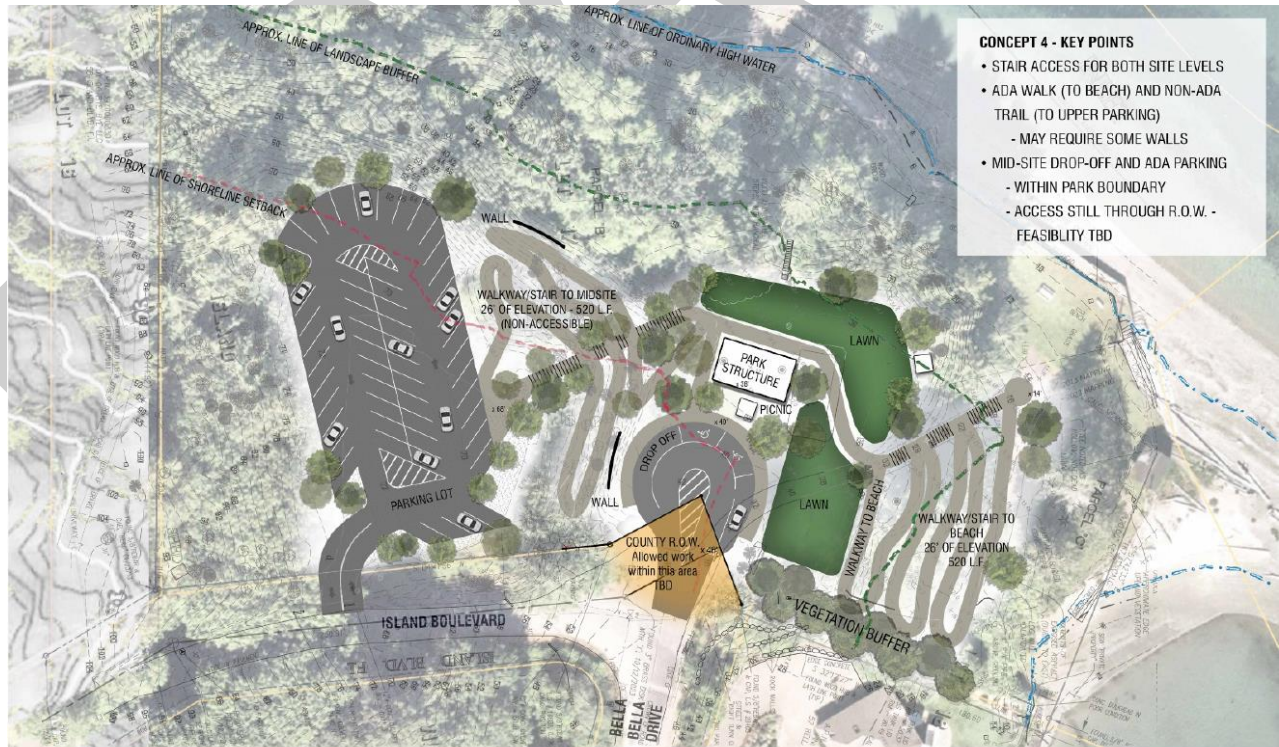
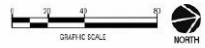
- CONCEPT 2 - KEY POINTS**
- PULLS PARK STRUCTURE BACK
 - FURTHER AWAY FROM SHORELINE
 - CLOSER TO DROP-OFF & SIMILAR ELEV.
 - PROVIDE PICNIC AREAS AT UPPER SITE
 - MID-SITE DROP-OFF AND ADA PARKING
 - WITHIN PARK BOUNDARY
 - ACCESS STILL THROUGH R.O.W. - FEASIBILITY TBD

TACOMA DEMOLAY SANDSPIT PARK
CONCEPT 2
 JANUARY 10, 2024

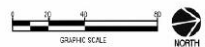




TACOMA DEMOLAY SANDSPIT PARK
CONCEPT 3
 JANUARY 10, 2024



TACOMA DEMOLAY SANDSPIT PARK
CONCEPT 4
 JANUARY 10, 2024



Appendix IV
Design Concept Alternative Review Summary

DRAFT

PURPOSE:

This was the second stakeholder group meeting for the project. The purpose of the meeting was to present and discuss the four project design alternatives to members of the stakeholder group, and to intake the group's feedback for ideas, concerns, and priorities for the project design.

DISCUSSION:

After introductions, Baumwelt reviewed the project schedule, master plan process, and project program with the group. Four conceptual design alternates for the park were then presented. The Cascadia Marine Trail campground was not shown yet on any of the concepts but will be shown on the preliminary plan. Input from the stakeholder group regarding the four concepts was gathered and recorded as follows:

Concept 1

- Ideally the drop-off area would be able to accommodate an occasional school bus visit.
 - Currently, school buses are not able to drive up Island Boulevard and turn around.
- A more direct connection (i.e. stairs in addition to the ADA walk) down to the water was desired.
- Spread amenities, such as informational signage or covered picnic areas, throughout the site as opposed to keeping amenities centralized at the mid-site.
- Consideration should be given to construct the new park structure building elsewhere on-site if that permits better access, function, and views.
 - The existing location of the park structure building is not significant to the planning for the future location.
- Consider expanding the landings on walkways to provide greater space for rest areas.
- An accommodation for parking and securing bicycles was desired (for whichever concept is adopted)
- A question was posed about what emergency vehicle access accommodation will be necessary for park development.
 - Discussions with fire marshal are ongoing.

Concept 2

- The layout of the ADA stalls in this concept was generally preferred over the other concepts shown
 - Notable preferred attributes include adjacency to drop off zone, and out of the line-of- sight to avoid blocking views.
- Location of the park structure in this location was desired, as it allowed for greater views of the sandspit and marine environment at the park mid-site location.
 - Moving the location of the park structure allows for a centralized consolidated lawn space.
 - Consider rooftop access on the park structure for users to sit or enjoy

views from a higher elevation.

- Plantings should be placed at the lawn borders to avoid runoff of fertilizer, etc.
 - Minimize the need to use fertilizers.
 - Consider buffering perimeter areas with plant media to filter runoff from the lawn.
 - Keep the site as natural as possible, using native species as opposed to grass.
 - The name Teal Waterstrat, a member of the Nisqually Tribe, was shared as a resource for potential grant funding for native plants for the project.

Concept 3

- The landscape/park-like views into the site at the mid-site were preferred in this concept.
 - It was desirable that infrastructure/cars were not the first thing to be seen when arriving at the park.
- The curvature shown on the building - indicating an architectural response to the views of the water - was preferred.
- The walls and amount of paved walkway/grading shown in this concept were generally not desired.
- Other options besides 5% graded walks were discussed to provide ADA access to different portions of the site.
 - One idea was the possibility of a mechanical lift/elevator.
 - The design team conveyed some of the difficulties operating and maintaining an outdoor lift in a marine environment.
 - If a lift were to be considered, it was discussed that an internal lift inside a building would be the most cost effective.
- The Puyallup Tribe shared that there is a high likelihood of cultural resource discoveries during construction due to the known historical use of the area.
 - Minimizing excavation will help reduce the potential for impacting cultural resources.
- Avoid increasing the lawn area at the mid-site of the park.
 - In general, current lawn size was determined to be adequate.
- A bathroom facility closer to the shore was requested.
 - Concern was expressed that the walk from the spit up to mid-site is far for children, and is even further away when out at low tide.
 - The shoreline setback requirements make restrooms down by the water difficult, but the design team will look at the possibility to include a small restroom partway down the slope closer to the beach.

Concept 4

- In general, the idea of providing both a direct staircase and a switchback for ADA access was desired as shown in this concept.
- Placing parking stalls directly in the drop-off zone was generally not preferred
 - Concern that the view of parked cars would detract from the arrival sequence to the site.
- Incorporating landing spaces throughout the long switchbacks for users to rest was discussed.

- It was understood that landings would require further grading.
 - Minimizing the earthwork on site was desired.
- Incorporating the park structure at the upper level was discussed.
 - It was noted that users will already be in the upper region of the site to park their cars.
 - This would block less views at the mid-site.
 - This would also open more lawn space in the mid-site.
- With the likely acquisitions of the two large parcels nearly doubling the future size of the park, consideration should be given to infrastructure such as trails or stairs needed to access the site south of the proposed parking lot.

General Discussion

Securing the Park

- Concern was shared about future security of the site
 - Particularly after hours – currently when park is closed the site can still be easily accessed.
- Park fencing should be aesthetically pleasing, yet effective at securing the site.
- There was a question about park gate operation and opening/closing time and methods. PenMet shared that:
 - The park will be secured with closed gates every night.
 - Having staff manually close and open the park daily is cost prohibitive.
 - They are considering an automated gate system for the park.
- Concern was shared that an automated gate system could be abused.
 - Visitors could stay after hours after park has closed.
 - Some positives were noted with an automated system, as Harbor WildWatch shared that they conduct after hours research occasionally on-site and an automated gate could allow that effort to continue.

Shoreline Improvements

- The stakeholder group asked for clarity on the amount of useable recreation space down by the water that will be retained.
- There is a desire to provide/retain some public flat space down by the water.
 - A lawn and some picnic amenities would be appreciated if possible.
 - It was understood that shoreline improvements will greatly help with the current erosion problems and failing seawalls, and that lawn area will be reduced to accommodate this restoration.
 - Boy Scouts would like to still utilize a gathering area by the water where they can continue to host their Crossover ceremony.
 - Occurs twice a year.
 - Ceremony to be comprised of 40-60 attendees.
 - Ideally a designated fire pit would be included in this area.
- Pierce Conservation District shared that the shoreline improvements will provide more open beach space in the future to recreate on as well.

Cascadia Marine Trail Campground:

- Due to the dynamic nature of the schedule traveling around local waterways, WWTA suggested alternatives to the proposed reservation system at DeMolay

Park.

- Example: Oak Harbor has campground QR codes to check in on the site.
- Code locks on bathrooms are convenient for marine campers who may use the restroom after hours.
 - Example: LaConner site.
- Provide informative signage for campers on site.
 - This may include, but is not limited to camping rules, how to make camp reservations, and other WWTA information.

Park Signage:

- Incorporate informative and educational signage on the site.
 - Park rules, site history, and native plants, etc.
 - The Puyallup Tribe suggested signage for the native plant species throughout the site.
 - The tribe volunteered to collaborate with PenMet on this effort.
 - Signage should have the potential to be interchangeable.
 - QR codes on signage should be considered – allows for more extensive site information and for content to be updated.

Other:

- All subgrade work should be completed with the first phase of the project, to avoid redoing portions of the park later.
 - A request was made to place additional electrical conduit from the park power source up to the parking lot, in the event that there would be future power needs up there.
 - Stakeholder group members cited this could be useable if a Park Host program were ever to be restarted, or for an event to occur in the upper parking area.
- Retain past Boy Scout constructed improvements where practical.
 - If Scout projects are to be removed, it was requested to notify Troop 27 so that furnishings or improvements could be used at other locations and not discarded.

SUMMARY CONCLUSION:

In general, the layout and arrangement of program elements shown in concept 2 was most favored by members of the stakeholder group. There was a request to consider the upper parking lot as a potential for the park building, and providing direct access to the different levels of the site via stairs in addition to the more gradual ADA walk was encouraged.