



# Peninsula Metropolitan Park District

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

---

## REGULAR MEETING AGENDA

November 17, 2020, 6:00 PM

**ATTENTION:** Protecting the public, our partners, and our staff are of the utmost importance. Due to recent health concerns with the novel Corona-virus, the Park Board has decided to host the meeting Online via Zoom. In accordance with the Governor's Stay at Home Order issued on March 23, 2020, the public is strongly encouraged to participate via teleconference. You can join the zoom meeting for the study session and regular meeting by using the Meeting ID: 841 1463 7476 Password: PenMet117 or call in at +1 253-215-8782 Password: 4115316990 Meeting agendas can be accessed online at [PenMetParks.org](http://PenMetParks.org). Citizen Comments can be emailed to [admin@penmetparks.org](mailto:admin@penmetparks.org) by November 16, 2020 at 5:00 PM and will be read at the meeting.

---

### Call to Order

#### Commissioner Roll Call:

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

#### ITEM 1 Approval of Agenda

#### ITEM 2 Citizen Comments:

Due to current circumstances surrounding the COVID-19 Pandemic, we will be accepting citizen comments via email at [ssnuffin@penmetparks.org](mailto:ssnuffin@penmetparks.org) up until 5:00 PM on November 16, 2020. Comments will be read and recorded in the meeting.

#### ITEM 3 Presentations

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

##### 3b. Finance Report

##### 3c. President's Report

##### 3d. Hale Pass Update

#### ITEM 4 Consent Agenda

##### 4a. Approval of Minutes

11/03/2020 Study Session and Regular Minutes

##### 4b. Approval of Vouchers



# Peninsula Metropolitan Park District

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

\$117,777.09 Reference Number: V2020-552-579

\$135,719.27 Reference Number: V2020-580-598

## ITEM 5 Unfinished Business

**5a.** 1st Public Hearing and Levy Rate Approval

**5b.** CRC Project Updates

## ITEM 6 New Business: None

## ITEM 7 Committee Reports

**7a.** CRC Finance

**7b.** CRC Marketing

**7c.** CRC Operations

## ITEM 8 Comments by Board

## ITEM 9 Next Board Meetings

Tues., December 1, 2020 (Study and Regular) Via Zoom or Teleconference

Study Session TBD 4:00 or 5:00 PM and Regular Meeting 6:00 PM

## ITEM 10 Executive Session: None

## ITEM 11 Adjournment

## AGENDA POLICY

---

No comments or discussion will be allowed on consent items.

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

Individuals requesting an item to be placed on the agenda must submit a request by 12 noon on the Monday preceding the Tuesday meeting date.

Individuals wishing to submit materials or written testimony to the Board at the meeting must provide ten (10) copies at least 15 minutes prior to the start of the meeting.

**\*Special Note: Due to current circumstances, we will be accepting citizen comments via email at [ssnuffin@penmetparks.org](mailto:ssnuffin@penmetparks.org) up until 5:00 PM the Monday prior to PenMet Parks Regular Meetings. Comments will be read and recorded in the meeting.**



# Peninsula Metropolitan Park District

## GENERAL FUND INCOME STATEMENT 2020

January - October, 2020

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Income</b>				
3100000 TAX REVENUE				
3111000 Real and Personal Property Tax	6,287,193.04	6,440,211.00	-153,017.96	97.62 %
3131700 Sales Tax	343,300.61	323,130.00	20,170.61	106.24 %
3172000 Leasehold Excise Tax	578.57	4,500.00	-3,921.43	12.86 %
3173000 REET Excise Tax	1,454.15		1,454.15	
<b>Total 3100000 TAX REVENUE</b>	<b>6,632,526.37</b>	<b>6,767,841.00</b>	<b>-135,314.63</b>	<b>98.00 %</b>
3400000 CHARGES FOR SERVICES				
3472000 Facility Rental Fee	61,227.32	83,392.00	-22,164.68	73.42 %
<b>Total 3400000 CHARGES FOR SERVICES</b>	<b>61,227.32</b>	<b>83,392.00</b>	<b>-22,164.68</b>	<b>73.42 %</b>
3610000 INTEREST AND OTHER EARNINGS				
3611100 Investment Interest	63,152.39	87,918.00	-24,765.61	71.83 %
<b>Total 3610000 INTEREST AND OTHER EARNINGS</b>	<b>63,152.39</b>	<b>87,918.00</b>	<b>-24,765.61</b>	<b>71.83 %</b>
3620000 RENTS, LEASES AND CONCESSIONS				
3625001 Long Term Golf Course Lease	64,246.10	45,000.00	19,246.10	142.77 %
3626001 Housing Rentals/Leases	45,409.15	45,404.20	4.95	100.01 %
<b>Total 3620000 RENTS, LEASES AND CONCESSIONS</b>	<b>109,655.25</b>	<b>90,404.20</b>	<b>19,251.05</b>	<b>121.29 %</b>
3690000 OTHER MISCELLANEOUS REVENUE				
3691000 Sale of District Property	25,739.35		25,739.35	
<b>Total 3690000 OTHER MISCELLANEOUS REVENUE</b>	<b>25,739.35</b>		<b>25,739.35</b>	
3890000 OTHER GF NON REVENUE	26,517.40		26,517.40	
3951000 SALE OF CAPITAL ASSETS				
3951064 Sale of Machinery & Equipment	9,128.85		9,128.85	
<b>Total 3951000 SALE OF CAPITAL ASSETS</b>	<b>9,128.85</b>		<b>9,128.85</b>	
<b>Total Income</b>	<b>\$6,927,946.93</b>	<b>\$7,029,555.20</b>	<b>\$ -101,608.27</b>	<b>98.55 %</b>
<b>GROSS PROFIT</b>	<b>\$6,927,946.93</b>	<b>\$7,029,555.20</b>	<b>\$ -101,608.27</b>	<b>98.55 %</b>
<b>Expenses</b>				
5110000 LEGISLATIVE				
5111010 Board / Employee Compensation	48,096.00	53,200.00	-5,104.00	90.41 %
5111020 Board Payroll Taxes	4,025.02	4,710.00	-684.98	85.46 %
5111031 Office & Operating Supplies-Leg	3,457.28	800.00	2,657.28	432.16 %
5111044 Printing and Advertising		375.00	-375.00	
5112041 Professional Services	750.00	18,000.00	-17,250.00	4.17 %
5114043 Travel		5,455.00	-5,455.00	
5114049 Memberships & Training		1,818.00	-1,818.00	
5115045 Rentals	1,260.00	5,230.00	-3,970.00	24.09 %
5117051 Elections	19,204.00		19,204.00	
5971055 Interfund Transfer	400.00		400.00	
<b>Total 5110000 LEGISLATIVE</b>	<b>77,192.30</b>	<b>89,588.00</b>	<b>-12,395.70</b>	<b>86.16 %</b>
5130000 EXECUTIVE				
5131010 Salaries - Exec	104,166.60	108,330.00	-4,163.40	96.16 %



# Peninsula Metropolitan Park District

## GENERAL FUND INCOME STATEMENT 2020

January - October, 2020

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
5131011 Wages - Regular	103,803.17	112,510.00	-8,706.83	92.26 %
5131020 Benefits	86,346.81	92,078.30	-5,731.49	93.78 %
5131044 Marketing	47,409.52	93,482.50	-46,072.98	50.71 %
5131045 Office Lease	82,786.68	91,520.00	-8,733.32	90.46 %
5132041 Executive-Professional Services	116,586.78	174,725.00	-58,138.22	66.73 %
5134043 Executive - Travel	4,951.98	20,500.00	-15,548.02	24.16 %
5134049 Memberships & Training	4,600.10	8,695.00	-4,094.90	52.91 %
5152041 Legal - Professional Services	15,483.50	25,000.00	-9,516.50	61.93 %
5761031 Office and Operating Supplies	4,025.22	5,830.00	-1,804.78	69.04 %
5761035 Minor Equipment	1,058.62		1,058.62	
5761041 Prof. Serv -Computer & Security	21,682.60	23,750.00	-2,067.40	91.30 %
5761043 Administration - Travel		500.00	-500.00	
5761044 Printing/Advertising	151.00		151.00	
5761045 Operating Rentals and Leases	6,380.70	4,550.00	1,830.70	140.24 %
5761046 Insurance - General Liability	76,674.00	78,988.00	-2,314.00	97.07 %
5761049 Miscellaneous / Events		1,500.00	-1,500.00	
5768953 Other Oper. Exps-External Taxes	220.80		220.80	
5893053 Leasehold Excise Taxes	4,683.66	15,000.00	-10,316.34	31.22 %
5928900 Bond Service Costs	300.00	300.00	0.00	100.00 %
5977665 Transfer - Capital Fund	3,443,237.00	3,443,237.00	0.00	100.00 %
5977671 Transfer - Debt Service Fund	66,500.00	66,500.00	0.00	100.00 %
5982252 Intergovt Pmt - Fire Protect	8,343.30	5,247.00	3,096.30	159.01 %
6103601 Computer Hardware	10,911.40	5,000.00	5,911.40	218.23 %
6103602 Computer Software	5,899.52	11,000.00	-5,100.48	53.63 %
6104201 Postage	625.20	1,082.00	-456.80	57.78 %
6104202 Telephone	18,429.31	24,695.00	-6,265.69	74.63 %
6104204 Internet	15,479.43	7,500.00	7,979.43	206.39 %
<b>Total 5130000 EXECUTIVE</b>	<b>4,250,736.90</b>	<b>4,421,519.80</b>	<b>-170,782.90</b>	<b>96.14 %</b>
<b>5140000 FINANCIAL AND RECORDS SERVICES</b>				
5141011 Wages - Regular	121,293.98	123,325.80	-2,031.82	98.35 %
5141020 Personnel Benefits	43,644.96	47,578.30	-3,933.34	91.73 %
5141031 Supplies		950.00	-950.00	
5142000 Financial Services	500.00	500.00	0.00	100.00 %
5142336 Computers - Finance	614.20	10,000.00	-9,385.80	6.14 %
5142341 Professional Services	25,971.72	25,490.00	481.72	101.89 %
5142349 Bank Charges	361.24	500.00	-138.76	72.25 %
5144043 Travel		810.00	-810.00	
5144049 Memberships & Training	150.00		150.00	
<b>Total 5140000 FINANCIAL AND RECORDS SERVICES</b>	<b>192,536.10</b>	<b>209,154.10</b>	<b>-16,618.00</b>	<b>92.05 %</b>
<b>5710000 PARTICIPANT RECREATION</b>				
5711011 Wages - Administration	79,342.65	104,780.80	-25,438.15	75.72 %
5711020 Benefits - Administration	39,149.39	49,687.50	-10,538.11	78.79 %



# Peninsula Metropolitan Park District

## GENERAL FUND INCOME STATEMENT 2020

January - October, 2020

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
5711043 Conferences	906.40	5,340.00	-4,433.60	16.97 %
5972055 Transfer- Rec. Revolving Fund	180,500.00	180,500.00	0.00	100.00 %
<b>Total 5710000 PARTICIPANT RECREATION</b>	<b>299,898.44</b>	<b>340,308.30</b>	<b>-40,409.86</b>	<b>88.13 %</b>
5760000 CAPITAL PROJECTS				
5768010 Wages - Regular	150,815.47	207,986.70	-57,171.23	72.51 %
5768020 Personnel Benefits	55,658.40	86,498.30	-30,839.90	64.35 %
5768031 Supplies	1,504.16	4,543.00	-3,038.84	33.11 %
5768035 Small Equipment		1,600.00	-1,600.00	
5768043 Travel		2,291.70	-2,291.70	
5768045 Facility Rentals		12,500.00	-12,500.00	
5768049 Miscellaneous	750.00	2,217.00	-1,467.00	33.83 %
<b>Total 5760000 CAPITAL PROJECTS</b>	<b>208,728.03</b>	<b>317,636.70</b>	<b>-108,908.67</b>	<b>65.71 %</b>
5768500 PARKS & GROUNDS MAINTENANCE				
5768511 Wages - Regular	371,367.39	490,880.00	-119,512.61	75.65 %
5768520 Benefits	162,219.37	223,303.30	-61,083.93	72.65 %
5768531 Operating Supplies	51,704.20	94,300.00	-42,595.80	54.83 %
5768532 Fuel	9,137.31	15,000.00	-5,862.69	60.92 %
5768535 Small Tools & Minor Equipment	15,926.51	39,401.00	-23,474.49	40.42 %
5768541 Professional Services	39,072.29	57,200.00	-18,127.71	68.31 %
5768543 Travel	252.00	1,830.00	-1,578.00	13.77 %
5768545 Operating Rentals & Leases	3,905.77	9,000.00	-5,094.23	43.40 %
5768546 Surface Water/Noxious Weed Tax	3,496.96	3,500.00	-3.04	99.91 %
5768547 Utility Services	55,122.88	71,748.00	-16,625.12	76.83 %
5768548 Repairs & Maintenance	3,394.99	15,000.00	-11,605.01	22.63 %
5768549 Memberships & Training	1,156.41	5,900.00	-4,743.59	19.60 %
<b>Total 5768500 PARKS &amp; GROUNDS MAINTENANCE</b>	<b>716,756.08</b>	<b>1,027,062.30</b>	<b>-310,306.22</b>	<b>69.79 %</b>
<b>Total Expenses</b>	<b>\$5,745,847.85</b>	<b>\$6,405,269.20</b>	<b>\$ -659,421.35</b>	<b>89.71 %</b>
<b>NET OPERATING INCOME</b>	<b>\$1,182,099.08</b>	<b>\$624,286.00</b>	<b>\$557,813.08</b>	<b>189.35 %</b>
<b>NET INCOME</b>	<b>\$1,182,099.08</b>	<b>\$624,286.00</b>	<b>\$557,813.08</b>	<b>189.35 %</b>



# Peninsula Metropolitan Park District

## RECREATION REVOLVING FUND INCOME STATEMENT 2020

January - October, 2020

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Income</b>				
3400000 CHARGES FOR SERVICES				
3476000 Recreation Program Fees	261,751.26	353,752.50	-92,001.24	73.99 %
3479000 Other Fees and Charges	-235.33	10,750.00	-10,985.33	-2.19 %
<b>Total 3400000 CHARGES FOR SERVICES</b>	<b>261,515.93</b>	<b>364,502.50</b>	<b>-102,986.57</b>	<b>71.75 %</b>
3670000 PRIVATE SOURCE CONTRIBUTIONS				
3671100 Private Donations-Gifts/Pledges	4,270.00	7,000.00	-2,730.00	61.00 %
<b>Total 3670000 PRIVATE SOURCE CONTRIBUTIONS</b>	<b>4,270.00</b>	<b>7,000.00</b>	<b>-2,730.00</b>	<b>61.00 %</b>
3690000 OTHER MISCELLANEOUS REVENUE				
3699000 Other Recreation Revenue	1,147.71		1,147.71	
<b>Total 3690000 OTHER MISCELLANEOUS REVENUE</b>	<b>1,147.71</b>		<b>1,147.71</b>	
3970000 TRANSFERS IN				
3977655 Transfer In-Interfund Subsidies	180,900.00	180,500.00	400.00	100.22 %
<b>Total 3970000 TRANSFERS IN</b>	<b>180,900.00</b>	<b>180,500.00</b>	<b>400.00</b>	<b>100.22 %</b>
<b>Total Income</b>	<b>\$447,833.64</b>	<b>\$552,002.50</b>	<b>\$ -104,168.86</b>	<b>81.13 %</b>
<b>GROSS PROFIT</b>	<b>\$447,833.64</b>	<b>\$552,002.50</b>	<b>\$ -104,168.86</b>	<b>81.13 %</b>
<b>Expenses</b>				
5710000 PARTICIPANT RECREATION				
5712011 Wages - Recreation Program	148,007.93	193,800.00	-45,792.07	76.37 %
5712020 Benefits - Recreation Program	53,256.59	71,618.30	-18,361.71	74.36 %
5712031 Office & Operating Supplies	25,429.02	48,850.00	-23,420.98	52.06 %
5712035 Minor Equipment	1,490.21	1,000.00	490.21	149.02 %
5712041 Sports & Professional Fees	123,700.05	152,150.80	-28,450.75	81.30 %
5712043 Travel	498.91	1,000.00	-501.09	49.89 %
5712044 Printing & Advertising		500.00	-500.00	
5712045 Rentals	15,354.00	16,813.50	-1,459.50	91.32 %
5712047 Utilities	610.00		610.00	
5712049 Memberships & Training	-80.00		-80.00	
5712053 Sales & Use Taxes	4,071.83	4,513.50	-441.67	90.21 %
5714049 Special Events	23,768.73	37,789.08	-14,020.35	62.90 %
<b>Total 5710000 PARTICIPANT RECREATION</b>	<b>396,107.27</b>	<b>528,035.18</b>	<b>-131,927.91</b>	<b>75.02 %</b>
<b>Total Expenses</b>	<b>\$396,107.27</b>	<b>\$528,035.18</b>	<b>\$ -131,927.91</b>	<b>75.02 %</b>
<b>NET OPERATING INCOME</b>	<b>\$51,726.37</b>	<b>\$23,967.32</b>	<b>\$27,759.05</b>	<b>215.82 %</b>
<b>NET INCOME</b>	<b>\$51,726.37</b>	<b>\$23,967.32</b>	<b>\$27,759.05</b>	<b>215.82 %</b>

**Peninsula Metropolitan Park District  
Capital Project Ledger  
October 2020**

	Date	Name	Fund	Memo/Description	Amount
<b>Ordinary Income/Expenses</b>					
<b>Income</b>					
<b>3970000 TRANSFERS IN</b>					
<b>3977665 Transfer - Capital Fund</b>					
	10/12/2020		3014 - SHP Turf (RCO Matching)	SHP Soccer Turf R2020-023	600,000.00
<b>Total for 3977665 Transfer - Capital Fund</b>					<b>\$ 600,000.00</b>
<b>Expenses</b>					
<b>5940000 CAPITAL EXPENDITURES</b>					
<b>5947641 Capital Exp. - Prof Services</b>					
	10/01/2020	Halsan EF & P	326 - Community Recreation Center	Zoning Consulting	187.50
	10/01/2020	U.S. Bank	304 - Hales Pass Park/Arletta	Cap - PC PALS	500.00
	10/19/2020	The Briggs Group	326 - Community Recreation Center	Fundraising Expense	5,761.25
	10/19/2020	Speedy Glass	326 - Community Recreation Center	Repair Glass Construction Site	760.19
	10/19/2020	Perkins Coie LLP	326 - Community Recreation Center	Attorneys	3,131.50
<b>Total for 5947641 Capital Exp. - Prof Services</b>					<b>\$ 10,340.44</b>
<b>5947662 Capital Exp - Structures</b>					
	10/01/2020	KCDA	304 - Hales Pass Park/Arletta	Hales Pass Replacement	3,553.46
<b>Total for 5947662 Capital Exp - Structures</b>					<b>\$ 3,553.46</b>
<b>5947665 Capital Exp.- Construction</b>					
	10/19/2020	MB Electric	3012 - SHP Lighting 2019	Lighting Project Retainage	10,583.50
<b>Total for 5947665 Capital Exp.- Construction</b>					<b>\$ 10,583.50</b>
<b>Total for 5940000 CAPITAL EXPENDITURES</b>					<b>\$ 24,477.40</b>

## **Explanation Financial Statement Line Item Variances 2020 October**

### Legislative Department Line Item Overages

#5111031 Legislative – Supplies – Council Shells ordered by 2020 Executive Director- \$2,657.28

#5117051 Legislative – Elections – Election Brochure Invoice was delivered in January 2020 and was budgeted in December 2019. \$19,204.00

#5971055 Legislative – Drive in movie snacks funding transfer to recreation authorized by Commissioner Hill and Commissioner Nixon - \$400.00

### Executive Department Line Item Overages

#5761035 Executive – Minor Equipment – Special Order Chair for the 2020 Executive Director and Covid Equipment & Supplies that will be reimbursed \$1,058.62 (Unbudgeted items)

#5761044 Executive – Printing – Excess copier use over contract. \$151.00

#5761045 Executive – Copier – Additional copiers for the maintenance office and new Community Recreation Center Office that was set up for planning and construction staff (CRC Center was purchased in December 2019 so this is an unbudgeted item) \$1,830.70

#5768953 Executive – Taxes – Copier Property Tax - \$220.80 New expense that staff is investigating.

#5982252 Executive – Fire Protection –2 Years of Protection 2019 & 2020 The Fire District failed to invoice us in 2019 so two payments were made in 2020. - \$3,096.30

#6103601 Executive – Computer Hardware – Surface Pros, Monitor, Install Services CRC- (CRC Center was purchased in December 2019. The CRC Center is an unbudgeted item) Surface Pros were not requested or budgeted for in the fall of 2019. \$5,911.40

#6104204 Executive – Internet – Comcast Additional Services CRC (CRC Center was purchased in December 2019. The CRC Center is an unbudgeted item) \$7,979.43 Note: At year end this budget will be approximately \$9,000 over budget.

### Finance Department Line Item Overages

#5142341 Financial Services – Professional Services – State Auditor Expense \$481.72 The state auditor normally finishes the audit in December. The audit continued until March of 2020 due to a new auditor who needed to learn the District financial system.

#5144049 Financial Services – Memberships – WFOA membership -\$150.00 The Executive Director in 2020 wanted the Finance staff to join WFOA and attend their training classes. He informed us after the budget was passed.





# Peninsula Metropolitan Park District

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

## DISTRICT COMMISSION MEMO

**To:** District Commission  
**From:** Eric Guenther, Planning & Special Projects Manager  
**Date:** November 3, 2020  
**Subject:** Hale Pass Update

### Background / Analysis

Since November 19, 2019, Driftmier Architects have performed site visits and assessment work on the Arletta Schoolhouse at Hales Pass Park. A Hale Pass Renovation Update was shared with the Board on March 26, 2020. The assessment documents are available on the PenMet website.

Following several reviews of the assessment, the team worked with Driftmier to develop a renovation plan including schematic design drawings and a cost estimate. The plans, cost estimate, and draft schedule were presented at the July 7, 2020 Commission meeting.

The renovation plan addresses issues such as ADA access for the building and restrooms, ingress and egress issues, as well as upgrades to plumbing and electrical systems, and building structural improvements.

The revised building layout includes access to both the north and south porticos via a cross-building hallway, eliminating the need to exit through a classroom (to the south) or restroom (to the north). The new restroom configuration involves two uni-sex restrooms off the main hallway which addresses several restroom issues. The kitchen will be reconfigured for a catering focus, and the floors will be refinished.

On October 1, 2020, Staff, and the architect and consultants met with Pierce County Planning staff to review the renovation plans. The Review comments are attached.

The current project elements include:

- Hazardous material survey and abatement
- Soils infiltration testing
- Well replacement: RFP preparation and advertising
- Parking Agreement with PC Public Works
- Complete drawings and submit for permits

The project budget, included below, was reviewed by the Board on July 21, 2020. The initial estimate for the project is around \$1,000,000. A little over \$500,000 had been allocated to the project at that time, and an additional \$650,000 was transferred to meet budget projections.

Other renovation elements can be reviewed in the previously-shared documents and on the PenMet website, and questions are welcome.

### **Policy Implications/Support**

1. At their regular meeting on August 18, 2020, the Board of Park Commissioners approved Resolution R2020-019 Authorizing the Executive Director to sign all documents related to the A&E Agreement, in substantially the form attached, with Driftmier Architects PS for the Hale Pass Arletta Schoolhouse Renovation.
2. At their regular meeting on July 21, 2020, the Board of Park Commissioners approved Resolution R2020-018 Authorizing Transfer of Capital Funds for the Hale Pass Arletta Schoolhouse Renovation (\$650,000).
3. At their regular meeting on December 3, 2019 the Board of Park Commissioners approved Resolution R2019-023 authorizing the Professional Services Agreement with Driftmier Architects PS to perform an assessment and design renovations for the Arletta School House at Hales Pass Park.
4. At their regular meeting on November 19, 2019, the Board of Park Commissioners approved Resolution 2019-022 transferring up to \$700,000 to the Hale Pass Park Fund to augment the then balance of \$31,986.25. Ultimately, \$500,000 was transferred.

### **Recommendation**

Staff recommends that the Board review the above and attached material, and provide any comments related to the Hale Pass Arletta Schoolhouse Renovation.

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

### **Attachments**

- Budget (below)
- PC Planning Review Comments
- Tentative Current Schedule

**Arletta Schoolhouse Renovation - Hale Pass**

(Approximately 3000 sq ft)

Driftmier Base Estimate \$700,010.00  
(Tax and Contingency Included)

Added Alternates:

Asphalt Driveway \$61,638.00  
Downspouts to Drywells \$33,264.00  
Freeze-proof hydrants \$7,945.00  
Sheathing at Bulk Walls \$47,455.00  
Entry Columns (CWest) \$40,000.00  
New Well \$40,000.00  
(above include tax and contingency)

---

\$930,312.00

A&E 15% \$139,546.80  
Total: \$1,069,858.80

**Appl/Permit:** 943187  
**Site Address:** 3507 RAY NASH DR NW **Status:** Accepted **Area:** Gig Harbor Peninsula, Fox Island  
**Applicant:** The Driftmier Architects, P.S. **Expiration Date:** **Owner:** PENINSULA METROPOLITAN PARK DISTRICT  
**Address:** 7983 Leary Way **Type:** Development **Address:** PO BOX 425  
 REDMOND, WA 98052 **Conference/Meeting** GIG HARBOR, WA 98335-0425  
**Application Date:** 09/10/2020 **Tax Parcel:** 0121223012  
**Project Name:** Hales Pass Park Schoolhouse  
**Work Description:** Meeting to discuss remodel of schoolhouse to include new toilets,kitchen and demo of select walls.  
 New pavement of walkways and parking spaces.

This page lists the reviews associated with this application/permit.

Reviewer	Phone	Department	▲ Review Date	Review Type	Review Status
<a href="mailto:maureen.walker.contractor@piercecounitywa.gov">Maureen Walker</a> (mailto: maureen.walker.contractor@piercecounitywa.gov)	253-798-3740	HEALTH DEPARTMENT	10/02/2020	Plan Check	Approved
<p>1. For the Onsite Program (septic):</p> <ul style="list-style-type: none"> <li>- Please make sure the septic tank is shown on the building site plan.</li> <li>- An operations and maintenance inspection is required. Contact certified septic service company to conduct an operations &amp; maintenance inspection (O&amp;M) septic system (may include pumping). The link to certified service company list is: <a href="https://www.tpchd.org/home/showdocument?id=1040">https://www.tpchd.org/home/showdocument?id=1040</a></li> <li>- An Onsite Sewage Development application with review is only required if a deep fryer and/or commercial grade grill are included in kitchen.</li> <li>- Storm drainage must meet setback requirements from drainfield area.</li> </ul> <p>2. For Food &amp; Community Safety Program:</p> <p>A Food Establishment Plan Review application may be required. Please contact the Food &amp; Community Safety program at the main Health Department for information regarding review requirements (if any) for this project at <a href="mailto:food@tpchd.org">food@tpchd.org</a> or at (253) 798-4711.</p>					
<a href="mailto:kracke@tpchd.org">Kelly Racke</a> (mailto: kracke@tpchd.org)	253-798-4764	HEALTH DEPARTMENT	10/02/2020	Plan Check	Not applicable
<p>Water Comments:</p> <p>The new public Group B well will need to be drilled and approved prior to Health Department approval on any building permits/septic applications. The well will require a variance due to the known contamination from the site next door being in the current well. The existing well will need to be decommissioned after the new well is completed.</p> <p>As a reminder a Group B well is limited to 25 people or less on a daily basis or; 25 or more people for 60 days per year provided it doesn't serve 1,000 or more people for 2 consecutive days.</p>					
<a href="mailto:steve.mcclain@piercecounitywa.gov">Steven McClain</a> (mailto: steve.mcclain@piercecounitywa.gov)	253-798-3167	BUILDING DIVISION	10/01/2020	Plan Check	Not applicable
<p>Attended meeting. This project is governed by Chapter 12 of the International Existing Building Code, and all alterations must comply with the applicable provisions. Mechanical HVAC and kitchen exhaust must comply with the International Mechanical Code. Discussed signage requirement for new ADA parking space, exit signs for the main floor means of egress, ventilation requirement for the new kitchen oven, plumbing fixture requirements for the new restrooms and sump waste discharge from new sump pump. Will need a complete set of plans to determine if there are other code requirements.</p>					
<a href="mailto:dan.smith@piercecounitywa.gov">Dan Smith</a> (mailto: dan.smith@piercecounitywa.gov)	253-798-7185	DEVELOPMENT ENGINEERING	10/01/2020	Plan Check	Approved
<p>Attended development conference 10.1.20:</p> <ol style="list-style-type: none"> <li>1) Project will require a site development permit.</li> <li>2) Project required to comply with 2015 Pierce County Stormwater and Site Development Manual and 2019 Road Standards.</li> <li>3) A Minor Driveway Approach permit will be required for the use of the driveway. Use Detail PC.F3.1. Utilities must be 4' away from approach.</li> <li>4) Acquire a License and Agreement from Public Works to have direct access and park in what appears to be public ROW of Ray Nash Dr. NW. Contact Pat Turco <a href="mailto:pat.turco@piercecounitywa.gov">pat.turco@piercecounitywa.gov</a> 253-798-7018</li> </ol> <p>If you have any questions, please contact Dan Smith at (253) 798-7185 or <a href="mailto:dan.smith@piercecounitywa.gov">dan.smith@piercecounitywa.gov</a></p>					
<a href="mailto:lori.roosendaal@piercecounitywa.gov">Lori Roosendaal</a> (mailto: lori.roosendaal@piercecounitywa.gov)	253-798-7002	FIRE PREVENTION BUREAU	10/01/2020	Plan Check	Not applicable

Reviewer	Phone	Department	▲ Review Date	Review Type	Review Status
<p>Attended meeting.</p> <p>Provide commercial building application including square footage of remodel. Appears to meet substantial alteration exemption Existing building is 6,700 sqft . No previous alterations.</p> <p>If a Type I hood is required a hood suppression system is required and a separate permit is required from Fire Prevention.</p>					
<a href="mailto:coralie.busek@piercecountywa.gov">Coralie Busek</a> (mailto: coralie.busek@piercecountywa.gov)	253-798-2396	DEVELOPMENT CENTER	09/17/2020	Counter/Office Comment	Comment
<p>MS Teams Customer Meeting is scheduled for October 10, 2020 at 10am. Emailed applicant with appointment information. Reviewing documents can be seen under DCPT 942779. Emailed appointment to PPW staff and applicant's team.</p>					

PenMet Parks		Arletta Schoolhouse Renovation at Hale Pass Project Schedule					October 14, 2020																																														
ID	Task Name	Duration	Start	Finish	Predecessors	27	4	11	18	25	1	8	15	22	29	6	13	20	27	3	10	17	24	31	7	14	21	28	7	14	21	28	4	11	18	25	2	9	16	23	30	6	13	20	27	4	11	18	25				
1	<b>Customer Mtg w/ County</b>	1 day	Thu 10/1/20	Thu 10/1/20																																																	
2	<b>Good Faith Survey</b>	30 days	Fri 10/2/20	Thu 11/12/20	1																																																
3	<b>Parking Agreement w/ PW</b>	30 days	Fri 10/2/20	Thu 11/12/20	1																																																
4	<b>Infiltration Report</b>	30 days	Fri 10/2/20	Thu 11/12/20	1																																																
5	<b>Septic O&amp;M Inspection</b>	30 days	Fri 10/2/20	Thu 11/12/20	1																																																
6	<b>Well Permitting &amp; Const.</b>	75 days	Fri 10/2/20	Thu 1/14/21	1																																																
7	<b>Well Inspection &amp; Approval</b>	20 days	Fri 1/15/21	Thu 2/11/21	6																																																
8	<b>Public Meeting</b>	10 days	Fri 11/13/20	Thu 11/26/20	3,4,5																																																
9	<b>Complete Permit Documents</b>	15 days	Fri 11/27/20	Thu 12/17/20	8																																																
10	<b>Permitting</b>	20 days	Fri 1/15/21	Thu 2/11/21	6																																																
11	<b>Bidding</b>	30 days	Fri 2/12/21	Thu 3/25/21	2,10																																																
12	<b>Construction</b>	85 days	Fri 3/26/21	Thu 7/22/21	11																																																



# Peninsula Metropolitan Park District

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

---

## STUDY SESSION MINUTES

November 03, 2020, **4:00 PM**

ATTENTION: Protecting the public, our partners, and our staff are of the utmost importance. Due to recent health concerns with the novel Corona-virus, the Park Board has decided to host the meeting Online via Zoom. In accordance with the Governor's Stay at Home Order issued on March 23, 2020, the public is strongly encouraged to participate via teleconference. You can join the zoom meeting for the study session and regular meeting by using the Meeting ID: 818 3658 2160 Password: PenMet1103 or call in at +1 253-215-8782 Password: 5247345402 Meeting agendas can be accessed online at PenMetParks.org. Citizen Comments can be emailed to admin@penmetparks.org by November 2, 2020 at 5:00 PM and will be read at the meeting.

---

**Call to Order:** The meeting was called to order by Commissioner Hill at 4:07 PM

### Commissioners Present:

Maryellen (Missy) Hill  
Kurt Grimmer – Excused Late at 4:16 PM  
Amanda Babich  
Laurel Kingsbury  
Steve Nixon

### Staff:

Hunter George  
Elaine Sorensen  
Stacie Snuffin  
Chuck Cuzzetto  
Brycen Toney  
Ron Martinez  
Kelly Darling  
Aiden Krug  
Ed Lewis

### ITEM 1 Approval of Agenda

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

### ITEM 2 2021 Preliminary Budget Review

Interim Executive Director, Hunter George gave an overview of the Budget Consideration Schedule.

The Board and Staff discussed the variances between draft 4 and 5 of the 2020 Budget Projections. Commissioner Kingsbury requested adding a year to date column to the 2020 Budget Projection spreadsheet. George discussed that PenMet staff will share the Equipment Replacement Schedule with the Board and make it part of the 2021 budget document.

PenMet Staff and Board discussed economic assumptions regarding rentals, sales taxes, and property taxes for the preliminary 2021 Budget. George will do some more research and come back to the Board with a recommendation for the numbers for the 2021 Budget.



# Peninsula Metropolitan Park District

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

PenMet staff and the Board discussed the Maintenance Department’s Budget, including priorities, equipment servicing, and upkeep. Staff and the Board discussed a 2019 Actual Budget variance on draft 5 of the 2021 Preliminary Budget, which makes it impossible to compare year-over-year expenditures. The discussion used the expenditures around doggie bags and dispensers as an example. PenMet staff and the Board also discussed a discrepancy on the most recent Preliminary 2021 Budget Draft that has been corrected and had further discussion on the next draft for the Preliminary 2021 Budget along with the process of budgeting in the future.

**ITEM 3     Adjournment** Commissioner Hill adjourned the meeting at 5:21 pm

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

\_\_\_\_\_

**President**

\_\_\_\_\_

**Clerk**





# Peninsula Metropolitan Park District

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

---

## REGULAR MEETING MINUTES

November 03, 2020, 6:00 PM

ATTENTION: Protecting the public, our partners, and our staff are of the utmost importance. Due to recent health concerns with the novel Corona-virus, the Park Board has decided to host the meeting Online via Zoom. In accordance with the Governor's Stay at Home Order issued on March 23, 2020, the public is strongly encouraged to participate via teleconference. You can join the zoom meeting for the study session and regular meeting by using the Meeting ID: 818 3658 2160 Password: PenMet1103 or call in at +1 253-215-8782 Password: 5247345402 Meeting agendas can be accessed online at PenMetParks.org. Citizen Comments can be emailed to admin@penmetparks.org by November 2, 2020 at 5:00 PM and will be read at the meeting.

---

**Call to Order:** The meeting was called to order by Commissioner Hill at 6:00 PM

**Commissioners Present:**

Maryellen (Missy) Hill  
Kurt Grimmer  
Amanda Babich  
Laurel Kingsbury  
Steve Nixon

**Outside Staff:**

Ally Bujacich

**Staff:**

Hunter George  
Elaine Sorensen  
Stacie Snuffin  
Chuck Cuzzetto  
Kelly Darling  
Ed Lewis

**ITEM 1 Approval of Agenda**

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

**ITEM 2 Citizen Comments N/A**

**ITEM 3 Presentations**

**3a. Interim Executive Director's Report**

Interim Executive Director, Hunter George introduced himself and reported that a revised budget schedule for PenMet's Preliminary 2021 Budget was discussed in the earlier study session. George reported on the success of the Truck or Treat Event that PenMet hosted at Peninsula Gardens on October 30, 2020.

**3b. President's Report**

President Hill reported that Interim Executive Director, Hunter George was on day four with PenMet Parks. She also reported that she and George had been busy doing some onboarding with staff. She reported that she and Commissioner Babich have been working with the CRC Project



# Peninsula Metropolitan Park District

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

Manager, Ally Bujacich on the CRC Project progress and that the Board and staff have been having a discussion regarding the 2021 budget.

## ITEM 4 Consent Agenda

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

### 4a. Approval of Minutes

10/06/2020 Study Session and Regular Minutes. 10/10/2020 and 10/15/2020 Special Meeting Minutes, 10/20/2020 Study Session and Regular Minutes

### 4b. Approval of Vouchers

\$63,945.50 Reference Number: V2020-522-543

\$82,188.65 Reference Number: V2020-544-551

## ITEM 5 Unfinished Business

### 5a. CRC Project Update

CRC Project Manager, Ally Bujacich gave an update on the progress for the CRC Project Programming and Design Phase. She reported that there will be a CRC Steering Committee meeting the following week and gave a brief overview of the phase schedule. Bujacich and Commissioner Grimmer had a discussion regarding the size of construction for the CRC project in this phase.

## ITEM 6 New Business: None

## ITEM 7 Committee Reports

### 7a. CRC Finance

Commissioner Nixon reported that the Finance Committee had not met since the last Board meeting and they are working on scheduling the next meeting. Commissioner Kingsbury requested that the committee get a meeting scheduled for the following week.

### 7b. CRC Marketing

Commissioner Grimmer reported that the Marketing Committee have rescheduled their committee meeting and gave an update on the Fundraising Feasibility Study for the CRC including a schedule for the study.

### 7c. CRC Operations

Commissioner Babich reported that the CRC Operations Committee had



# Peninsula Metropolitan Park District

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

received a draft Performa from John Barnholt with BRS, PenMet’s CRC Architectural Design Firm, and that the committee is waiting on some internal numbers to complete the final draft.

**ITEM 8      Comments by Board**

Commissioner Grimmer commented on the Trunk or Treat event that was held on October 30, 2020 and complemented the PenMet staff on the job they did putting it on.

**ITEM 9      Next Board Meetings**

Tues., November 17, 2020 (Study and Regular) Via Zoom or Teleconference  
TBD 4:00 or 5:00 PM

**ITEM 10     Executive Session: None**

**ITEM 11     Adjournment** Commissioner Hill adjourned the meeting at 6:15 pm

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

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

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



**Finance Department  
District Payment Transmittal**

District Name: Metro Park District-Peninsula


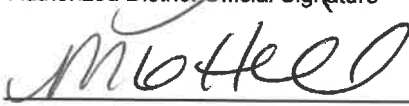

**PAYMENT LISTING**

<u>Trans Date</u>	<u>District Ref #</u>	<u>Payee Printed Name</u>	<u>Amount</u>
10/19/20	V2020-552	HealthEquity	\$100.00
10/19/20	V2020-553	Kim Hairston	\$74.00
10/19/20	V2020-554	Pierce County Security	\$1,632.00
10/19/20	V2020-555	CUSTOM PRINTS NW LLC	\$267.84
10/19/20	V2020-556	Perkins Coie	\$3,131.50
10/19/20	V2020-557	Brown Dog Realty LLC	\$9,358.75
10/19/20	V2020-558	Pacific Fire & Security Inc.	\$113.30
10/19/20	V2020-559	Department of Revenue	\$4,343.17
10/19/20	V2020-560	Linda Kaye Briggs	\$5,761.25
10/19/20	V2020-561	DEPARTMENT OF LABOR & INDUSTRIES	\$6,087.87
10/19/20	V2020-562	Skyhawks Sports Academy Inc.	\$169.00
10/19/20	V2020-563	DON SMALL & SONS OIL	\$147.02
10/19/20	V2020-565	CW Janitorial Services	\$2,829.00
10/19/20	V2020-566	SUPERIOR SAW & SUPPLY INC	\$220.40
10/19/20	V2020-567	Les Schwab	\$115.12
10/19/20	V2020-568	POA Leasing - PA	\$215.89
10/19/20	V2020-569	HOME DEPOT	\$984.15
10/19/20	V2020-570	LynnFit	\$364.00
10/19/20	V2020-571	Harbor Gymnastics	\$5,551.35
10/19/20	V2020-572	Kelly Darling	\$60.50
10/19/20	V2020-573	Madeline Hunter	\$6,774.00
10/19/20	V2020-564	Robert Droll Landscape Architect, P.S.	\$1,743.75
10/19/20	V2020-574	Department of Retirement Services	\$100.00
10/19/20	V2020-575	Like Media	\$295.00
10/19/20	V2020-576	Marlow FIVE-O	\$2,060.00
10/19/20	V2020-577	Peninsula Metropolitan Park District	\$53,934.54
10/19/20	V2020-578	MB Electric	\$10,583.50
10/19/20	V2020-579	SPEEDY GLASS	\$760.19
Payment Count: 28		Total Amount:	<u>\$117,777.09</u>

Payment Count: 28  
Payment Total: \$117,777.09

**CERTIFICATION**

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

 _____ Authorized District Official Signature	<u>10/20/2020</u> _____ Date	_____ Authorized District Official Signature	_____ Date
 _____ Authorized District Official Signature	_____ Date	_____ Authorized District Official Signature	_____ Date
 _____ Authorized District Official Signature	<u>11/9/20</u> _____ Date	_____ Authorized District Official Signature	_____ Date
_____ Authorized District Official Signature	_____ Date	_____ Authorized District Official Signature	_____ Date

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

**PC Finance Department Use Only**  
Authorization Received on \_\_\_\_\_  
Batch Verified by \_\_\_\_\_



**Finance Department  
District Payment Transmittal**

District Name: Metro Park District-Peninsula

**PAYMENT LISTING**

<u>Trans Date</u>	<u>District Ref #</u>	<u>Payee Printed Name</u>	<u>Amount</u>
11/3/20	V2020-580	CW Janitorial Services	\$1,414.50
11/3/20	V2020-581	Woodland Sunrise	\$627.20
11/3/20	V2020-582	DON SMALL & SONS OIL	\$632.33
11/3/20	V2020-583	WHISTLE WORKWEAR	\$1,470.55
11/3/20	V2020-584	Strohs Water Company Inc.	\$93.19
11/3/20	V2020-585	Zee Medical Service Co.	\$773.32
11/3/20	V2020-586	U.S. Bank Corporate Payment System	\$24,172.94
11/3/20	V2020-587	HEMLEYS SEPTIC SERVICE	\$815.00
11/3/20	V2020-588	Gig Harbor Firefighters Association	\$125.00
11/3/20	V2020-589	CIT	\$270.14
11/3/20	V2020-590	POA Leasing - PA	\$300.52
11/3/20	V2020-591	Pacific Office Automation Headquarters	\$4,640.29
11/3/20	V2020-592	Snapology	\$638.40
11/3/20	V2020-593	Sarco Supply	\$929.84
11/3/20	V2020-594	Health Care Authority	\$21,689.18
11/3/20	V2020-595	HealthEquity	\$100.00
11/3/20	V2020-596	Peninsula Metropolitan Park District	\$55,659.45
11/3/20	V2020-597	Department of Retirement Services	\$20,204.68
11/3/20	V2020-598	Department of Revenue	\$1,162.74
Payment Count: 19		Total Amount:	<u>\$135,719.27</u>

Payment Count: 19  
Payment Total: \$135,719.27

**CERTIFICATION**

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

  
\_\_\_\_\_  
Authorized District Official Signature      11/3/20  
Date

\_\_\_\_\_  
Authorized District Official Signature      Date

  
\_\_\_\_\_  
Authorized District Official Signature      Date

\_\_\_\_\_  
Authorized District Official Signature      Date

  
\_\_\_\_\_  
Authorized District Official Signature      11/9/20  
Date

\_\_\_\_\_  
Authorized District Official Signature      Date

\_\_\_\_\_  
Authorized District Official Signature      Date

\_\_\_\_\_  
Authorized District Official Signature      Date

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

**PC Finance Department Use Only**  
Authorization Received on \_\_\_\_\_  
Batch Verified by \_\_\_\_\_



# Peninsula Metropolitan Park District

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

## DISTRICT COMMISSION MEMO

**To:** District Commission

**From:** Elaine Sorensen – Finance & Personnel  
Hunter T. George, Interim Executive Director

**Date:** November 13, 2020

**Subject:** **Resolution R2020-025 – Adopting the Regular Property Tax Levy for Collection in Calendar Year 2021**

### Background/Analysis

This resolution establishes the 2020 levy of regular property tax that will be collected in 2021. This resolution is required to be transmitted to the Pierce County Assessor-Treasurer no later than November 30 in order to certify the amount.

The current draft of the budget (Draft 5) shows the following preliminary amounts:

General Fund: \$4,090,774  
Capital Fund: \$3,730,827

### Policy Implications/Support

- The Board of Park Commissioners received the preliminary budget document on September 24, 2020 and an updated document on October 29, 2020.
- Staff conducted presentations and discussions on October 20, 2020 and November 3, 2020 of the general fund budget.
- Staff conducted a budget presentation and discussion on October 6, 2020 of the capital fund budget and decision cards.
- The budget is required by state law and must be in place prior to the expenditure of any district funds. Budget hearings are also required by state law.

### Recommendation

- Staff recommends that the Board of Park Commissioners conduct the first public hearing on the proposed preliminary budget and also approve Resolution R2020-025 for the property tax levy for 2021. The proposed preliminary budget is \$7,821,601, which meets direction set by the Board of Park Commissioners that the 2021 budgeted levy dollar amount be our statutory maximum rate of \$7,232,413.13.
- This levy amount is exclusive of additional revenue resulting from new construction, improvements to property, newly constructed wind turbines, any increase in the value of state assessed property, any annexations that have occurred, and refunds made.
- Staff continue to assess 2021 financial projections for revenues and expenditures, however the property tax levy is set via this resolution.

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





# Peninsula Metropolitan Park District

## RESOLUTION NO. R2020-025

### A RESOLUTION OF PENMET PARKS ADOPTING THE REGULAR PROPERTY TAX LEVY FOR COLLECTION IN CALENDAR YEAR 2021

WHEREAS, the Board of Park Commissioners of the Peninsula Metropolitan Park District (PenMet Parks) has conducted a public hearings on November 17, 2020 to consider all relevant evidence and testimony regarding regular property taxes to be levied in 2020 for collection in 2021; and

WHEREAS, the District's actual levy amount from the previous year was \$6,830,253.76; and

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

RESOLVED by the Board of Park Commissioners of PenMet Parks that an increase in the regular property tax levy is hereby authorized for the levy to be collected in the 2021 tax year. The dollar amount of the increase over the actual levy amount from the previous year shall be \$402,159.37 which is a percentage increase of 5.8879125% from the previous year. This increase is exclusive of additional revenue resulting from new construction, improvements to property, newly constructed wind turbines, any increase in the value of state assessed property, any annexations that have occurred and refunds made.

The foregoing resolution was adopted at a regular meeting of the Board of Park Commissioners of the Peninsula Metropolitan Park District held on November 17, 2020.

\_\_\_\_\_  
President

\_\_\_\_\_  
Clerk

Peninsula Metropolitan Park District Commission

Date of publication of notice of Public Hearings:

Amended Levy Increase: \$  
Percentage Levy Increase: %

\_\_\_\_\_  
Executive Director

\_\_\_\_\_  
Attest

November 12, 2020  
November 16, 2020

\_\_\_\_\_  
Attest