



# 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 AGENDA: Tuesday, February 4, 2020, 7:00 pm**  
Gig Harbor Civic Center Council Chambers (3510 Grandview St., Gig Harbor, WA 98335)

**Call to Order** \_\_\_\_: \_\_\_\_

**Commissioner Roll Call:**

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

**ITEM 1 Approval of Agenda**

**ITEM 2 Citizen Comments** (three-minute time limit)

**ITEM 3 Presentations**

**3.a Executive Director’s Report** (pgs. 4-5)

**3.b President’s Report**

**ITEM 4 Consent Agenda**

**4.a Approval of Meeting Minutes**

1-21-20 SS Minutes and Regular minutes (pgs. 10-14)

**4.b Approval of Vouchers**

\$346,509.60 Reference Number: V2020-021-041 (pgs. 15-16)

**ITEM 5 New Business**

**5.a Park Board Meeting Study Session Time & Location Change**  
(pgs. 17-18)

**5.b Recreation Facilities Update** (pg. 19)

**ITEM 6 Comments by Board**

**ITEM 7 Next Board Meetings:** Tues. February 18, 2020 (Study and Regular) at City Hall location

**ITEM 8 Executive Session:** None

**ITEM 9 Adjournment** \_\_\_\_: \_\_\_\_

<b>Tues 2/4</b>	1/31	6:00p	Study Session	Discussion: PenMet Parks Community Recreation Center Project
<b>Tues 2/4</b>	1/31	7:00p	Regular Meeting	<p>Presentation: Executive Director's Report</p> <p>President's Report</p> <p>New Business: Recreation Facilities Update</p> <p>Park Board Meeting Study Session Time &amp; Location Change</p> <p>Approval:</p> <p><u>Consent:</u></p> <p>Minutes:</p> <p>Vouchers:</p> <p>Executive Session: None</p>
<b>Tues 2/18</b>	2/14	6:00p	Study Session	Discussion: Strategic Plan
<b>Tues 2/18</b>	2/14	7:00p	Regular Meeting	<p>Presentation:</p> <p>Discussion:</p> <p>Approval:</p> <p><u>Consent:</u></p> <p>Minutes:</p> <p>Vouchers:</p> <p>Executive Session:</p>

<b>BUDGET</b>	Finance Dept delivers budget documents and assists staff with budget preparation			
<b>Mar 2020</b>				
<b>Tues 3/3</b>	2/28	6:00p	Study Session	Discussion: Present & Training on new accounting software
<b>Tues 3/3</b>	2/28	7:00p	Regular Meeting	Presentation: Discussion: Vehicle Surplus Approval: Easement Maplewood  <u>Consent:</u> Minutes: Vouchers: Executive Session:
<b>Tues 3/17</b>	3/14	6:00p	Study Session	Discussion: ??Board discussion on external committee involvement; i.e. commissions, boards, foundations, etc. - Doug
<b>Tues 3/17</b>	3/14	7:00p	Regular Meeting	Presentation: Discussion: PEG grant updates Approval: Legislative Funds  <u>Consent:</u> Minutes: Vouchers: Executive Session:



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## EXECUTIVE DIRECTOR REPORT: February 4, 2020

- Star Tree Service was called out to Sunrise Beach Road to remove five hazardous trees that were considered potentially dangerous and posed a risk to public safety. I used the Executive Director authority, defined in the PenMet purchasing manual (Section 7.1), to approve the emergency work order in the amount of \$10,250.
- After further discussion with PenMet staff and Commissioners the PenMet Committees are taking shape; and will consist of 2 Commissioners and 2-3 staff members. Alternates may be used when needed.
  - Finance Committee
    - Budget, Sponsorship, Grants, Volunteerism
    - Represented by Commissioners Kingsbury and Nixon
    - Staffed by Elaine Sorensen and Eric Guenther
  - Operations Committee
    - Capital Projects, Maintenance, Recreation
    - Represented by Park Board Clerk Babich and Commissioner Nixon
    - Staffed by Michael Schick, Ed Lewis, Eric Guenther & Ron Martinez
  - Marketing Committee
    - Marketing, Communications, Public Relations, Outreach
    - Represented by Park Board President Hill and Commissioner Grimmer
    - Staffed by Chuck Cuzzetto, Spencer Manjarrez, and Doug Nelson
  - Recommended next step would be a kickoff meeting for each Committee; and include agenda setting practices and recurring meeting plan
    - It will be the responsibility of the designated PenMet staff committee rep to coordinate with the members to set the first meeting
- Keeping up conversations with the Greater Gig Harbor Foundation regarding best practices for reporting and on-going efforts to support Senior Programs for the Greater Gig Harbor Peninsula. PenMet Recreation staff is also reviewing past agreements with the Foundation and other partnering agencies in preparation for upcoming special events in 2020.
- I am currently reviewing PenMet Parks' future staffing considerations and projected organizational chart as the District grows and adjusts to the addition of the Community Recreation Center and other long-term projects.
- I am reviewing procedures that were used for our two recent open house public meetings, along with the feedback from the public, Commissioners, and staff. The

feedback overall has been very positive and there is overall optimism that future meetings will be very productive and important to the District's efforts to meet the public's needs. Additional summary information from each open house is available in the Marketing and Communications report.

- I have been collecting ideas and considerations from Commissioners, staff, and public regarding our PenMet Park Board location. I am working with staff to ensure we have the infrastructure and planned logistics in place for a potential move to the future Community Recreation Center site – also working on an interim name for the existing building – perhaps the PenMet Parks Recreation Annex. There is increased optimism and momentum after holding the recent open house there. Staff worked very hard to clean up the facility.
- In the past week, I worked with the PenMet Capital Team and outside resources to update the DRAFT copy of the RFQ for the next phase of architectural design for the CRC. The new draft has been sent to our attorney Mark Roberts as well.



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## DEPARTMENT STAFF REPORT: January 22-February 4, 2020

### Marketing/Communications

- All information for the parks and recreation guide has been submitted to the publishers for editorial review. The first drafts will be received the week of February 3<sup>rd</sup>. This will be a 24-page guide to include highlighted facilities, update on capital projects, an introduction to the recreation staff, message from the district, featured park and rental venue, 3-month calendar and 4 pages of summer camps. 14,500 copies will be issued to the community on March 6<sup>th</sup>.
- Marketing hosted a booth at the “Early Learning Jamboree” at the YMCA on Saturday February 25<sup>th</sup> in association with the Early Learning Coalition. Staff engaged with community members to provide updates and information on upcoming activities, leagues and upcoming/ongoing projects. Feedback was also received on programs the community would like to see. For further details about the organization: <https://www.peninsulaelc.org/>
- Marketing attended the Adaptive Recreation “Open Mic” to support programing and receive feedback on outreach opportunities.
- Staff is working with the capital project team to finalize updates to the capital projects page on the website. Along with transitioning the “mission and vision” to “about our board”, “history” to “our story” and reframing “mission and vison” to reflect the vison of the District and message from the Executive Director.
- The District Website received 7,500-page views for January, as of January 28<sup>th</sup>. (an average of 267 per day) with 77.6% being new visitors and 22.4% being returning visitors. The top visited pages being: Homepage (37.6%) Youth Sports (9.15%) Contact (4.94%) Youth Activities (4.87%) Calendar (4.45%)
- The Community Recreation Center Page was updated on 1/27/2020 to provide an update on the current status of the project.
- Email Marketing has resulted in excellent open rates (26.5%, industry Avg 21%) and click through rates (8.4%, industry Avg 2.6%)
- Staff is working to develop a sponsorship packet to provide to local community groups, nonprofits and businesses to support District events and leagues.
- Marketing completed an internship with Henderson Bay High School along with attending an excellent presentation from the student to recap the opportunity

- Two open houses were marketed and hosted to provide updates and receive community feedback on the Hales Pass Arletta Schoolhouse (1/27) and the Community Recreation Center (1/28). The Hales Pass open house had 5 community members attend. 3 Staff members and 3 commissioners were in attendance to provide information and support to the event. The Community Recreation Center open house had 24 community members sign-in at the event with 5 comment cards received. 7 Staff members and 3 commissioners were in attendance to provide information and support to the event. Two emails were received after the event: 1/28 – 7:20 p.m. *“Chuck, Thanks for your willingness to answer our most pressing questions. Our President asked that I provide a summary at our annual “HOA” meeting scheduled for early March, so will try and give you a ‘heads up’ a few weeks before as to a good time to call with questions, so that I can be current for that. The general topics I’d like to explore include those we briefly discussed this evening: traffic mitigation measures, security, planned building types, next steps, project timeline and financing. Thanks again, Jim Edgar AQUA VISTA HOMEOWNERS focal”* 1/29 – 11:45 a.m. *“Thanks again. Good work last night by the way. Fran”*

### Capital

- RFQ developed and under review. Expected publication 2/6/20. Responses due 3/18/20. Selection expected 4/7/20. Board approval of contract anticipated for 4/21/20.
- GCCM process under review.
- SHP Lighting: See Memo 200115
- Field lights installed and operational.
- Permits in progress for SHP Lighting project.
- Negotiating with GPC over amphitheater parking lights.
- Parking light poles due on site 2/14/20
- HP Projects: See Memo 200115(From 1/21/20 Meeting Agenda)
- Processing permits for Hales Pass roof replacement.
- Approved contract for Hales Pass renovation design.
- Consultants site visit 1/20/20.
- Coordinating outside trim project team with roofing contractor. Anticipated start date 2/10/20
- Reviewing Hales Pass / Arletta Schoolhouse project.

### Finance Report

- State Audit is complete, and the auditor will finish up with the audit offsite.
- Next week staff will begin working on the final 2019 budget book.

### Human Resources

- We have hired our third recreation specialist Brycen Toney to do camps and classes.

- January 29<sup>th</sup> staff had a training by Joseph Brown from the Pierce County Sheriff's Office on safety in the parks.
- February 26<sup>th</sup> staff will have a training by Hampl Dog Training on dog bite prevention and CHEW Dog Rescue.

### **PEG Grants in progress**

- Tubby's small dog area shelter (finalizing application)
- Narrows fencing (preparing application)
- McCormick trail map and signs (preparing application)
- Voyager PTA Playground (approved, in progress)
- HFP Trail mapping and signage (preparing 2 applications)
- Two other scouts currently discussing projects

### **Volunteers**

- Working with community service people at Narrows continues.
- PHS runners trimmed trails at McCormick Forest; GHHS to trim trails at Rotary Bark Park.
- Considering National Trails Day event in June.
- Discussing GPC tree planting project at Sehmel Homestead Park.

### **Maintenance & Facilities**

- Clearing trails of fallen trees at Hales Pass, Rotary Bark Park, Harbor Family and McCormick Forrest
- Had dangerous trees removed and cleared at Sunrise Beach Park by a professional tree service
- Graveling SHP trails
- Assembling new tables and table carts for the Pavilion
- Cleaning CRC parking lot for open house
- Removed part of a fence at Hales Pass Park for new roof
- Addressed a Citizen concern at Tabby's Dog Park and made a plan to lock and unlock gates for vehicle access at night
- Weeding and getting ready for seasonal color plants in Pavilion Raised beds by the front doors
- Repairing toilet in the pavilion
- Clearing retention ponds at SHP for drainage
- Working and training two Henderson Bay High School student interns



## Recreation

- Father/Daughter Dance is sold out with 500 spots for February 8<sup>th</sup> and will be held at Peninsula High School this year for the 1<sup>st</sup> time.
- There are 17 kids in Theater this session which is the largest to date.
- Rec department held Recreation Leader interviews and they went well. Adding staff early for Summer camps and Special Events.
- Mike and Kelly are meeting with the owners of 7Seas Brewing on January 31<sup>st</sup> to discuss special events for the future.
- Brycen Toney is the New Recreation Specialist. He will oversee all the Camps, Classes and Contractors in the position Kelly used to have. His 1<sup>st</sup> official day will be February 8<sup>th</sup>. He is very excited to start working with PenMet Parks and we are thrilled to be adding another team member to an already awesome team.
- The Rec Team met with Waffle Stop in Tacoma's Proctor district to see how they can work with us for some special events. They will be the main food this year for our Adult Egg Hunt on April 4<sup>th</sup>.
- Spencer continues to put on a great basketball league which is half way over and coaches, parents and players are having an awesome experience.
- We are continuing to take signups for Spring Flag Football, Baseball and Little Sluggers.
- Rec Team is also working with the marketing department on the Parks and Recreation Guide set to be mailed out in early March with the Summer Camp Guide inserted.

## Upcoming Events

- Father Daughter Dance: To the Moon and Back – Saturday, February 8 from 6:00-9:00pm at Peninsula High School
- Teen Trivia Night – Friday, March 20 from 7:00 – 8:00pm at Ocean5
- Scavenger Hunt Hike (with Harbor WildWatch and GGHF Curious by Nature Preschool) – Saturday, March 21 from 9:00 – 12:00pm at Sehmel Park Pavilion
- Adult Egg Hunt – Saturday, April 4 from 4:00 – 7:00pm at Sehmel Park Fields #2 and #3
- Tea with the Easter Bunny – Saturday, April 11 from 10:00 – 11:00 am at Sehmel Park Pavilion
- Spring Egg Hunt – Saturday, April 11 from 12:00 – 2:00pm at Sehmel Park Fields #2 and #3
- Park Appreciation Day – April 25, 2020

## February Staff Anniversaries

- Ron Martinez 10 Years
- Matt Rosenthal 2 Year



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## STUDY SESSION MINUTES

Tuesday, January 21, 2020, 6:00 pm

Gig Harbor Civic Center Council Chambers (3510 Grandview St. Gig Harbor, WA 98332)

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

**Commissioners Present:**

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

**Staff:**

Doug Nelson  
Elaine Sorensen  
Eric Guenther  
Ed Lewis  
Kelly Darling  
Stacie Snuffin  
Chuck Cuzzetto  
Ron Martinez

## STUDY SESSION AGENDA:

**ITEM 1 Approval of Agenda**

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

**ITEM 2 Board Discussion: Board Vision and Focus for 2020**

President Hill started the Study Session by reviewing top priorities for 2020 as identified by the Board of Commissioners. They include: Community Recreation Center, Web/IT, Administrative Operations, and Recreation. Due to time constraints the Board was unable to discuss each priority and chose to focus time on the most pressing, that of the Community Recreation Center. Executive Director Nelson made the recommendation to create 3 sub-committees consisting of two board members and 2-3 PenMet Parks staff members per committee. The Board and PenMet Parks Staff discussed the RFQ, GCCM (General Contractor/Construction Manager), Budget & Funding, and the hiring of the new position for a Capital Program Manager.

**ITEM 3 Adjournment: 6:57 pm**

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

\_\_\_\_\_  
President

\_\_\_\_\_  
Clerk

Submitted by: *Stacie Snuffin*



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## REGULAR MEETING MINUTES: Tuesday, January 21, 2020, 7:00 pm

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

**Call to Order:** The meeting of the Peninsula Metropolitan Park District was called to order by President Hill at 7:04 pm

### **Commissioners Present:**

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

### **Staff:**

Doug Nelson  
Eric Guenther  
Ed Lewis  
Elaine Sorensen  
Stacie Snuffin  
Chuck Cuzzetto  
Kelly Darling  
Ron Martinez

### **ITEM 1 Approval of Agenda**

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

### **ITEM 2 Citizen Comments: None**

### **ITEM 3 Presentations**

#### **3.a Teen Advisory Committee**

The Teen Advisory Committee introduced themselves and explained each member's roles. They presented the Committee's goals, budget, upcoming events, and how the Board can be of support to them. The Commissioners thanked the PenMet Parks Special Event Coordinator, Kelly Darling, and the Teen Advisory Committee for all they are doing for our teens.

#### **3.b Executive Director's Report**

Executive Director Nelson informed the Board that the agreement between PenMet Parks and the Peninsula School District had been signed and recorded on January 15<sup>th</sup>, 2020 for the Rotary Dog Park. He reported that he has been attending local events as to get meet more members of the PenMet Parks community. Nelson discussed upcoming public meetings for keeping PenMet Parks neighbors informed of current projects at Hales Pass, PenMet Parks Community

Recreation Center. A meeting at Sehmel Park will be scheduled at a later date to discuss the lighting in the park. He spoke about renovations and enhancements to the PenMet Parks web-site. He asked for feedback for the new sub-committees. The committees would be as follows: Operations Committee, Communication & Marketing Committee, and Financial Committee. There was a discussion on how the committees would function and who would be on these committees. The main focus for these committees would be on the PenMet Parks Community Recreation Center project. He reported that the nets and poles were being taken down at the new community recreation center site. The board discussed the RFQ process for the new recreation center with him.

### **3.c Financial Report**

Elaine Sorensen reported that the State Audit was going to wrap up in a couple days. Signature cards for Key Bank have been updated, and a new visa procedure has been implemented. The 457 Plan has been implemented and ready for staff to participate. Elaine Sorensen also reported that PenMet Staff will be participating in a safety meeting on January 29, 2020 and that PenMet Parks is hiring of a new recreation specialist.

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

President Hill checked in with the Commissioners and staff to see if the Study Session times and location still worked for all. Scheduling space at the Civic Center for Study Sessions can be challenging as other groups also use the space. Board and Staff discussed other options for meeting times and locations. Staff will explore additional possibilities and provide an update at the next PenMet Regular Board Meeting scheduled for February 4, 2020.

President Hill provided topic suggestions for the next Study Session. The Board could continue discussion around the Community Recreation Center or revisit the Strategic Planning documents generated from October 12, 2019 Strategic Planning Session. Board and Staff selected to review outcomes from the Strategic Planning Session.

The Board discussed in previous meeting to bring back Jurassic Parliament for additional training. President Hill learned that the earliest they would be able would be in March/April. However, video conferencing could expedite the training. The Board of Commissioners agreed that they would be open to that mode of training. President Hill will continue to coordinate the training at report back to all.

**ITEM 4      Consent Agenda**

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

**4.a      Approval of Meeting Minutes**

▪ V2020-001-020 1-7-20 Regular minutes

**4.b      Approval of Vouchers**

▪ \$52,091.70 Reference Number: V2020-001-020

**ITEM 5      Unfinished Business**

**5.a      Hales Pass Roofing Project Update**

Eric Guenther gave an update on the new roof and chimney removal At Hales pass and informed the Board of a special meeting to take place on January 27<sup>th</sup>, 2020 at 7:00 PM at Hales Pass.

**5.b      Sehmel Homestead Park Turf Lighting Update**

Eric Guenther gave an update on the turf lighting, the parking lot lighting, and the new scoreboard at Sehmel Park.

**ITEM 6      New Business**

**6.a      R2020-004 Purchasing Park Maintenance Equipment (Truck)**

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

**ITEM 7      Comments by Board**

Commissioner Nixon commented that he, Commissioner Babich and Executive Director Nelson met with the Greater Gig Harbor Foundation to debrief the November 19<sup>th</sup>, 2019 presentation given by CEO Julie Gustanski. They discussed the Senior Program and GHGF/PenMet Parks 2008 MOU.

**ITEM 8      Next Board Meetings:** Tues. February 4, 2020 (Study and Regular) at City Hall location at 6 pm

**ITEM 9      Executive Session:** None

**ITEM 10     Adjournment**

Commissioner Hill adjourned the meeting at 8:28 pm

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

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**President**

**Clerk**

Submitted by: *Stacie Snuffin*



Finance Department  
District Payment Transmittal

District Name: Metro Park District-Peninsula


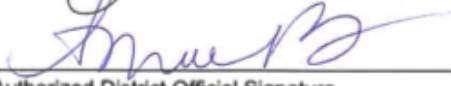
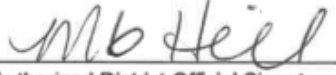
**PAYMENT LISTING**

Trans Date	District Ref #	Payee Printed Name	Amount
1/16/20	V2020-021	DON SMALL & SONS OIL	\$448.34
1/16/20	V2020-022	HOME DEPOT	\$1,897.16
1/16/20	V2020-023	Doggie Walk Bags	\$1,000.00
1/16/20	V2020-024	Fireshield	\$1,035.84
1/16/20	V2020-025	Sarco Supply	\$618.46
1/16/20	V2020-026	Express Septic Tank Cleaning	\$477.46
1/16/20	V2020-027	PROTHMAN COMPANY	\$1,611.90
1/16/20	V2020-028	Mojo Strategies	\$4,567.50
1/16/20	V2020-029	Legal Shield	\$105.70
1/16/20	V2020-030	Kim Moureen Arnold	\$790.00
1/16/20	V2020-031	Denise Tremblay	\$37.75
1/16/20	V2020-032	Pierce County Security	\$442.00
1/16/20	V2020-033	Swank Motion Pictures Inc.	\$255.00
1/16/20	V2020-034	AMERICAN PARTY PLACE (BUNCE RENTALS)	\$367.27
1/16/20	V2020-035	Claire Lower	\$20.30
1/16/20	V2020-036	Carter Belton	\$13.92
1/16/20	V2020-037	Nicole Keller	\$182.00
1/16/20	V2020-038	KCDA	\$258,444.67
1/16/20	V2020-039	Peninsula Metropolitan Park District	\$54,122.33
1/16/20	V2020-040	Pierce County	\$19,204.00
1/16/20	V2020-041	Clickery Photography LLC	\$868.00
Payment Count: 21		Total Amount:	<u>\$346,509.60</u>

Payment Count: 21  
 Payment Total: \$346,509.60

**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.

	<u>1/16/2020</u>		
Authorized District Official Signature	Date	Authorized District Official Signature	Date
	<u>1/16/2020</u>		
Authorized District Official Signature	Date	Authorized District Official Signature	Date
	<u>1-21-2020</u>		
Authorized District Official Signature	Date	Authorized District Official Signature	Date
_____	_____	_____	_____
Authorized District Official Signature	Date	Authorized District Official Signature	Date

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

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





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## DISTRICT COMMISSION MEMO

**To:** Peninsula Metropolitan Park District Board of Commissioners  
**From:** Doug Nelson, Executive Director  
**Date:** February 4, 2020  
**Subject:** **Changes to Board Meetings Time and Location**

### **Background/Analysis:**

The district has been using the Gig Harbor City Hall Chamber Room for board meetings twice a month with a 6:00 PM start time. The Board and PenMet staff supported the idea that Study Session meetings should begin at 5:00 PM *when needed*, followed by the Regular Meetings beginning at 6:00 PM. Administrative Assistant, Stacie Snuffin, reached out to the City of Gig Harbor and was told that they could not accommodate that 5:00 PM time slot due to traffic court and jury deliberations. The Board and PenMet Parks discussed moving the meeting to PenMet Parks Community Recreation Center to accommodate the new requested meeting start time.

- Time of Study Session: Held at 5:00 PM (*when needed and advertised as Special Meeting*)
- Time of Regular Meetings: 6:00 pm.
- Location change to PenMet Parks Community Recreation Center located at 2416 14<sup>th</sup> Avenue NW, Gig Harbor, WA 98335 from Gig Harbor City Hall Chamber Room.

### **Recommendation**

Staff recommends the Board of Commissioners approve going forward with the changes to Board Meetings time and location.

### **Policy Implications/Support**

At the regular meeting of the Board of Park Commissioners held on January 21, 2020 the commission and district discussed that the Regular Board Meeting should consistently begin at 6:00 PM, and when Study Session Meetings are needed, they would be announced as a Special Meeting and begin at 5:00 PM.

### **Motion**

I move to approve going forward with the changes to Board Meetings time and location.

**Staff Contact**

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



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## Facilities Report

### 1. Reservations

### 2. Field Scheduling

### 3. Facilities Update

- **Sehmel Homestead Park (SHP) Turf**
  - Lighting
- **SHP Field #1**
  - Scoreboard
- **SHP Pavilion**
  - Kitchen
  - New Tables
- **Rosedale**
  - Usage
- **Hales Pass**
  - Construction
- **PenMet CRC Location**
  - Classrooms
  - Pricing
- **DeMolay, Sunrise, Narrows Park**
  - HHW Beach Monitoring