



Peninsula Metropolitan Park District

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

REGULAR MEETING AGENDA: Wednesday, January 23, 2019, 6:15pm

Sehmel Homestead Park Volunteer Vern Pavilion (10123 78th Ave NW, Gig Harbor, WA 98332)

Call to Order ___:___

Commissioner Roll Call:

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

ITEM 1 Approval of Agenda

ITEM 2 Citizen Comments (three minute time limit)

ITEM 3 Presentations

3.a Staff Report (pages 3-4)

3.b Financial Report

3.c President's Report

ITEM 4 Consent Agenda

4.a Approval of Meeting Minutes

1-7-19 (pages 5-6)

4.b Approval of Vouchers

▪ \$37,728.94 ♦ Reference numbers: V2019001-V2019012 (pages 7-8)

4.c Approval of Consent Agenda

ITEM 5 New Business

5.a 2018 Marketing Report

ITEM 6 Comments by Board

ITEM 7 Next Board Meeting: Monday, February 4, 2019 (Regular)

ITEM 8 Executive Session: To review the performance of a public official per RCW 42.30.110(1)(g)

ITEM 9 Adjournment ___:___

AGENDA POLICY

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



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DEPARTMENT STAFF REPORT: January 3-15, 2019

EXECUTIVE

- Richard met with Dr. Art Jarvis, Superintendent of PSD, to discuss partnerships and properties
- Richard and Eric attended Legislative Sendoff event at Tacoma Community College. Spoke with TCC President, Rep. Caldier, and Representative Young regarding future support and State Capital Funds
- Richard/Eric met with Scott from Key Pen Parks to discuss legislative support for protecting \$.25 from proration
- Richard and Eric met with Commissioner Hill to discuss legislative and fundraising planning
- Richard met with Commissioner Hill and Babich to discuss communication and 2019 goals
- Richard, Ed, and Michael met with Brian Stacy from Pierce County to discuss Cushman Trail on Performance Golf property
- Richard submitted State Capital funds request to local representatives, Senator, and Councilmember asking for \$168,000 to support Cushman trail access on Performance Golf property
- Missy, Richard, Eric, Chuck, Kelly, Kurt, and guests attended 2019 Gig Harbor Chamber of Commerce Awards Gala. PenMet Parks received 2018 Non-Profit of the Year award
- W-2s and 1099s have been mailed. We are still working on 1095s which is reporting on staff healthcare benefits
- Finance is reconciling the December Visa statement to finish 2018 year-end financial statements

MAINTENANCE & FACILITIES

- Mike talked with Debi Delimont who had incidents at Tubby's Dog Park. Let her know we would put additional signage up around the park as helpful reminders and that if a situation came up again to call us and we would send staff out as soon as we could. Also talked with the maintenance team about rounds at Tubby's during the afternoon when issues were occurring. Debi indicated she is happy with the conversation.
- Park user e-mailed about "Possession of firearms prohibited" language on park rules signs. We are getting stickers to overlay "Possession" with "Discharge"
- Hales Pass landscaping beautification—spreading bark
- Harbor Family Park re-graded parking lot
- SHP Playground annual cleaning and repairs from Jan 8-10
- Windstorm clean up week of Jan 7, lost a few trees over trails
- Pressure washing SHP equipment and organization of supplies in storage

SPECIAL PROJECTS

- Email Signatures are being put in place for uniform district email branding
- Web Traffic is up over 22% from 2018
- Gig Harbor Beach Volleyball is planning to attend Monday, 2/4, Board Meeting to submit PEG Grant application. Waiting for City of Gig Harbor to complete review for letter of support for project
- Received \$85,000 REET Funding from Pierce County for 2018.

RECREATION

- Recreation team is evaluating acquisition of Boys & Girls Club Senior Programs
- New special population technician – Denise Tremblay. Denise had her first day of Friendship Club on 1/10 at the Boys and Girls Club which was a huge success with around 30 people in attendance. Mike also stayed for the class to help out and answer any possible questions.
- Parks and Recreation Guide is currently under way, will include Summer Camp Guide, Facilities Page and Parks.
- Parent had concerns about a basketball coach and overall player safety. Talked with parent and sending email out to all coaches to remind them of safety, sportsmanship and fun for all of our leagues. Parent was appreciative and looking forward to the rest of the season.
- Mike, Eric and Richard are currently working on a Grant for “Safe Places to Play”, which would allocate us money to put towards lighting the turf field at Sehmel.
- Staff is currently looking for a new Tennis Instructor to lead camp, classes and clinics starting this Spring
- Chuck sent out an email to the database about the Teen Advisory Committee and Kelly received 25 emails from people wanting more information
- Estimated camps for 2019: 93. 20 of those are PenMet Camps, 73 are contracted with local providers
- Kelly met with Jen O’Hare to develop a Teen Leadership camp along with others from Super Business Group
- Kelly and Todd met with Tacoma Urban League about having a two day environmental justice camp
- Mark Roberts helped create a permission slip form so we can start having teen trips/overnights



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REGULAR MEETING MINUTES

Monday, January 7, 2019, 6:15pm

Sehmel Homestead Park Volunteer Vern Pavilion (10123 78th Ave NW, Gig Harbor, WA 98332)

Call to Order: The meeting of the Peninsula Metropolitan Park District was called to order by Commissioner Nixon at 6:16pm.

Commissioners Present:

Steve Nixon
Todd Iverson (arrived 6:30p)
Kurt Grimmer
Maryellen (Missy) Hill
Amanda Babich

Staff:

Richard Fink II
Elaine Sorensen
Jessica Smiley
Kelly Darling

Citizens:

Debi Delimont
Susan Thompson
Chris Nelson
Mark Roddy
Gregg Vermilion
Denise Trembley
Eric Guenther

REGULAR MEETING AGENDA:

ITEM 1 Approval of Agenda

Commissioner Grimmer made a motion to approve the agenda; Commissioner Hill seconded the motion. Agenda was approved with a 4-0 vote.

ITEM 2 Citizen Comments:

Debi Delimont and Susan Thompson, regular users of Tubby's Dog Park brought attention to an ongoing problem with another citizen restricting usage of the fenced areas. Board gave staff direction to assist. Chris Nelson presented a handout and spoke regarding the volleyball court project at Crescent Creek.

ITEM 3 Presentations

3.a Staff Report

Richard Fink II brought attention to the staff reports submitted in the agenda. Staff reported on Chamber of Commerce recognition awards, upcoming Board retreat dates, Legislative Day, Indoor Soccer center final closure, Performance Golf positive updates from Contour Engineering and Geo Resources, traffic study beginning soon, Cushman trail access to new community center, Hales Pass water test report, RFQ in process for new website. Kelly Darling presented about new recreation events for 2019 and a new Adult Egg Hunt.

3.b Financial Report: none

3.c President's Report: Commissioner are attending Legislative Day with staff.

ITEM 4 Consent Agenda

4.a Approval of Meeting Minutes: 12-17-18

- 4.b Approval of Vouchers:** ▪ \$8,628.85 ♦ Reference: V2018577-V2018592
- \$191,504.04 ♦ Reference: V2018593-V2018599 ▪ \$8,628.85 ♦ Reference: V2018600-V2018619

4.c Approval of Consent Agenda

Commissioner Grimmer made a motion to approve the consent agenda. Commissioner Babich seconded the motion. After no discussion, the motion passed 5-0.

ITEM 5 Old Business

5.a Internal Commissioner Elections

Commissioner Nixon noted that at the last meeting, Commissioner Hill was nominated for president. After opening up the discussion for any other candidates to be nominated, the board voted to make Commissioner Hill president and the motion passed 5-0.

Commissioner Nixon then noted that Commissioner Babich was nominated for clerk. Commissioner Nixon then called for a vote, and the motion passed 5-0.

ITEM 6 New Business

6.a Recreation Job Descriptions Update

Richard Fink II gave a presentation regarding staffing changes for the Recreation and Maintenance Department. Changes are due to anticipation of opening the community center 4th quarter of 2019 and new positions presented begin in April 2019.

Commissioner Iverson made a motion to move the Construction Manager salary to the Capital Improvement Fund, seconded by Commissioner Nixon. After a discussion regarding the budget, the motion passed 5-0.

6.b Commissioner Legislative Funds

Richard Fink II asked the Board to announce any 2019 legislative funds that have been given to staff projects. Commissioner Grimmer announced that he has given \$400 to the Adult Egg Hunt marketing and \$2500 to Women’s Wellness Expo. Commissioner announced she has given \$2500 to Women’s Wellness Expo.

ITEM 7 Comments by Board: Commissioner Hill thanked Commissioner Nixon for his 2018 presidency year and for his leadership and support.

ITEM 8 Next Board Meeting: Wednesday, January 23, 2019 (Regular)

ITEM 9 Adjournment

Commissioner Grimmer made a motion to adjourn the meeting. Commissioner Nixon seconded the motion. After no discussion, Commissioner Hill called for the vote and the meeting was adjourned at 7:00pm.

APPROVED BY THE BOARD ON: _____

President
 Submitted by: *Jessica Smiley* ☺

Clerk



Finance Department
District Payment Transmittal

District Name: Metro Park District-Peninsula


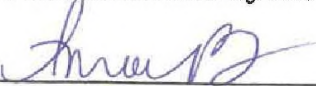
PAYMENT LISTING

<u>Trans Date</u>	<u>District Ref #</u>	<u>Payee Printed Name</u>	<u>Amount</u>
1/7/19	V2019-001	HEALTH CARE AUTHORITY	\$22,414.93
1/7/19	V2019-002	DEPT OF LABOR AND INDUSTRIES	\$5,282.77
1/7/19	V2019-003	DEPARTMENT OF REVENUE	\$4,853.95
1/7/19	V2019-004	Nicholson Drilling Inc.	\$1,009.05
1/7/19	V2019-005	HOME DEPOT	\$618.28
1/7/19	V2019-006	WRPA	\$1,250.00
1/7/19	V2019-007	Hemleys septic tank cleaning	\$815.00
1/7/19	V2019-008	Kelly Darling	\$80.66
1/7/19	V2019-009	Eric Guenther	\$410.23
1/7/19	V2019-010	CONAN FUEL	\$679.51
1/7/19	V2019-011	WESTBAY AUTO PARTS	\$112.75
1/7/19	V2019-012	PACIFIC OFFICE AUTOMATION	\$201.81
Payment Count: 12		Total Amount:	<u>\$37,728.94</u>

Payment Count: 12
Payment Total: \$37,728.94

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>1-7-19</u> _____ Date	_____ Authorized District Official Signature	_____ Date
 _____ Authorized District Official Signature	<u>1/7/19</u> _____ Date	_____ Authorized District Official Signature	_____ Date
_____ Authorized District Official Signature	_____ Date	_____ Authorized District Official Signature	_____ Date
_____ Authorized District Official Signature	_____ Date	_____ Authorized District Official Signature	_____ Date

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 _____

Jan 7, 2019 4:30 PM

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