



Peninsula Metropolitan Park District

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

REGULAR MEETING AGENDA

April 06, 2021, 6:00 PM

ATTENTION: Park Board meetings are being held online via Zoom under Governor Inslee's public health proclamations regarding the COVID-19 virus. Members of the public are encouraged to join the study session and/or regular meeting by using the Meeting ID 820 8085 0479 Password: PenMet0406, or call in at +1 253-215-8782 Password: 4141223240. Meeting agendas can be accessed online at PenMetParks.org. Comments submitted via email will be read into the record during the meeting; the deadline to submit comments is 5 pm on April 5, 2021.

Call to Order

Commissioner Roll Call:

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

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 admin@penmetparks.org up until 5:00 PM on April 5, 2021. Comments will be read and recorded in the meeting.

ITEM 3 Presentations

3a. Rates and Bond Conditions Update

3b. President's Report

ITEM 4 Consent Agenda

4a. [Approval of Minutes](#)

[03/16/21 Study Session and Regular Meeting](#)

4b. [Approval of Vouchers](#)

[\\$62,606.09 Reference Number: V2021-118-141](#)

ITEM 5 Unfinished Business

5a. [Pierce County Comprehensive Plan Amendment – PenMet Property Rezoning Update](#)

ITEM 6 New Business

6a. [Resolution R2021-009 Appointment of Ally Bujacich as PenMet Parks Executive Director](#)



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ITEM 7 Project Manager Update

7a. Community Recreation Center

7b. Hale Pass Park

ITEM 8 Comments by Board

ITEM 9 Next Board Meetings

Tuesday, April 20, 2021 (Study and Regular) Via Zoom or Teleconference Study Session at 5:00 and Regular Meeting at 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 up until 5:00 PM the Monday prior to PenMet Parks Regular Meetings. Comments will be read and recorded in the meeting.*



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STUDY SESSION MINUTES

March 16, 2021, 4:00 PM

ATTENTION: Park Board meetings are being held online via Zoom under Governor Inslee's public health proclamations regarding the COVID-19 virus. Members of the public are encouraged to join the study session and/or regular meeting by using the Meeting ID 838 8603 3266 Password: PenMet0316, or call in at +1 253-215-8782 Password: 8705629260. Meeting agendas can be accessed online at PenMetParks.org. Comments submitted via email will be read into the record during the meeting; the deadline to submit comments is 5 pm on March 15, 2021.

Call to Order: The meeting was called to order by President Babich at 4:00 pm

Commissioners Present:

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

Staff:

Elaine Sorensen
 Stacie Snuffin
 Chuck Cuzzetto
 Eric Guenther

Outside Staff:

Ally Bujacich/Absher
 Linda Kaye Briggs/The Briggs Group
 Jim Nelson/ D.A. Davidson

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 Board Discussion

2a. CRC Fundraising Study Report

Fundraising consultant Linda Kaye Briggs reported that she had heard many wonderful stories about PenMet throughout the interview process for the Community Recreation Center (CRC) fundraising study. Briggs reported that they interviewed seventy participants, identified a potential donor base, and provided accurate contact information for that donor base. Briggs thanked Marketing Specialist Chuck Cuzzetto and Commissioner Grimmer for all the hard work they did on the study. Commissioner Grimmer introduced PenMet's Bond Consultant Jim Nelson to Briggs.

Briggs gave a brief overview of the executive summary she sent to the Board and took questions. Commissioner Grimmer inquired about the next steps that will take place over the next several months. Briggs reported that the next steps would be developing a marketing plan, updating the case



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statement, and a global timeline of tasks. Commissioner Grimmer and Briggs discussed campaign messaging.

Commissioner Nixon and Briggs discussed campaigning for smaller potential donors for the CRC project and programming costs.

Briggs and Project Manager Ally Bujacich discussed project deliverables that can be used as campaign tools, and the targeted timeline for those would be by the end of April.

Commissioner Grimmer inquired about the deliverables that will be done by the end of March or the beginning of April. Bujacich reported that schematic design will be drawing to a close at that time and will not be considered usable for donor or publicity material but more for design purposes.

President Babich and Briggs discussed what the next steps for the fundraising study would be. Briggs reported that the next steps would be developing a global timeline and a campaign action plan.

The Commissioners, Briggs, Nelson, and Bujacich, discussed the CRC project budget, the non-voter approved bond, fundraising goals, and donor capacity.

Briggs and Commissioners discussed communicating with constituents regarding fundraising for the CRC project.

ITEM 3 Adjournment President Babich adjourned the meeting at 5:03 pm

APPROVED BY THE BOARD ON: _____

President

Clerk

Submitted By: Stacie Snuffin



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REGULAR MEETING MINUTES

March 16, 2021, **6:00 PM**

ATTENTION: Park Board meetings are being held online via Zoom under Governor Inslee's public health proclamations regarding the COVID-19 virus. Members of the public are encouraged to join the study session and/or regular meeting by using the Meeting ID 838 8603 3266 Password: PenMet0316, or call in at +1 253-215-8782 Password: 8705629260. Meeting agendas can be accessed online at PenMetParks.org. Comments submitted via email will be read into the record during the meeting; the deadline to submit comments is 5 pm on March 15, 2021.

Call to Order: The meeting was called to order by President Babich at 6:01 pm

Commissioners Present:

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

Outside Staff:

Ally Bujacich/Absher
 Jim Nelson/ D.A. Davidson
 Deanna Gregory/Pacific Law Group
 Mark Robert/PenMet District Attorney

Staff:

Elaine Sorensen
 Stacie Snuffin
 Chuck Cuzzetto
 Eric Guenther
 Ron Martinez
 Matthew Kerns
 Kelly Darling

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: None

ITEM 3 Presentations

3a. Monthly Finance Report

Human Resource and Finance Manager Elaine Sorensen gave a financial report covering January and February 2021 revenues, expenses, capital project funds, and the recreation revolving fund.

3b. Employee Spotlight Award

President Babich gave a background of the employee spotlight award and announced that the Board had selected Parks and Facilities Manager Ron Martinez for the award. Babich read a letter of recognition for Ron's work for PenMet Parks. Martinez gave words of thanks to the Board and his staff.

3c. President's Report: None



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ITEM 4 Consent Agenda

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

4a. Approval of Minutes

01/21/2021 Public Meeting Minutes, 03/02/2021 Study Session and Regular Minutes

4b. Approval of Vouchers

\$265,556.07 Reference Number V2021-081-117

ITEM 5 Unfinished Business: None

ITEM 6 New Business

6a. Resolution R2021-007 Authorizing LTGO(Limited Tax General Obligation) Bond Issuance

Human Resource and Finance Manager Elaine Sorensen gave a brief overview of the LTGO bond issuance resolution. Sorensen shared that once the bond purchase execution is complete, a final report will be present at the April 20, 2021 board meeting. Sorensen introduced Bond Attorney Deanna Gregory and Bond Consultant Jim Nelson.

Nelson gave an overview of the two options for the estimated bond payment schedule. Option one is a non-bank-qualified loan, and option two assumes a taxable bond with a bank-qualified tax-exempt bond with an almost million dollar savings over the life of the loan. Commissioner Kingsbury thanked Nelson for all his hard work on the LTGO Bond Issuance Resolution.

Nelson discussed the schedule of events. The plan included a rating conference call, a pre pricing conference call to discuss market conditions, comparable bond sales, and preliminary interest rates, a bond order period to set final interest rates, including IPREO, and the signing of the purchase contract. The bond closing and distribution of funds will be on April 22, 2021.

Nelson gave an overview of the payment structure for the CRC project's net proceeds of 16 million dollars and the bond resolution parameters not to exceed 20 million dollars. Bond Counsel Deanna Gregory discussed the bond resolution parameters in further detail and some resolution document items. Commissioner Kingsbury and Nelson discussed the coupon interest rate.

Commissioner Grimmer made a motion to approve Resolution R2021-0007 to authorize the issuance and sale of up to \$20,000,000 of limited tax obligation bonds as established by this resolution. Seconded by Commissioner Nixon. The resolution passed with a 5-0 vote.



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6b. Resolution R2021-008 Authorizing the Personal Services Agreement with Absher Construction for Project Management Services for Hale Pass

President Babich gave a brief background on the recent water damage to the Hale Pass building that PenMet had contracted Absher Construction to provide project management services related to the insurance claim's initial stages. Babich reported that PenMet had requested Absher Construction to provide additional project management services, including managing a satisfactory resolution to the recent water damage claim and managing the proposed renovation that is currently in the design phase.

Commissioner Grimmer made the motion to approve Resolution R2021-008 authorizing the Interim Executive Director or Board President to sign the Personal Services Agreement with Absher Construction to provide project management services for the Hale Pass projects, in substantially the form attached as Exhibit "A." Seconded by Commissioner Nixon. The Board discussed the scope of work included in the current contract and a possible amendment to the contract if the Board hires Absher for project management services during construction and the project's closeout. The resolution passed with a 5-0 vote.

ITEM 7 Project Manager Update

7a. Community Recreation Center

Project Manager Ally Bujacich gave an update that the schematic design phase is nearing completion, and the design team is finalizing the schematic design documents. Bujacich also gave an update that the GC/CM and the architect's cost estimator are preparing their respective schematic design estimates independently of each other. This will help if there are notable pricing differences for the same scope of work that may have been misinterpreted or not communicated properly in the schematic design.

Bujacich gave a brief overview of some of the major themes that were heard during the community meeting on March 4, 2021, as well as the Board Study Session on March 2, 2021, pertaining to the elements in the site plan, in particular, the Emergency Vehicle Access(EVA) placement. Bujacich reported that the design team has more study to do on the EVA placement. Bujacich sought feedback from the Board. Commissioners and Bujacich discussed the EVA placement options, Bujacich's recommendation, and individual Board member preferences.

Commissioner Grimmer inquired about whether or not Korsmo had staked the CRC property. Bujacich reported that she thought it would be done by the end of the week and let Commissioners know when it is completed.

Bujacich presented two floor plan options for the renovation of the existing CRC building. The Board and Bujacich discussed some of the building features, including restroom placement, the board/meeting room, the control desk, and the open community room.



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Bujacich reported the Operations Committee had reviewed the phase two design fee's status as the design contract is nearing completion with schematic design, focus group membership, and design updates.

Commissioner Grimmer reported that the Marketing Committee had met and that Fundraising Consultant Linda Kaye Briggs was part of that meeting where she briefed them on her executive summary of the Feasibility Study. Grimmer reported that they had discussed future marketing and outreach for the project and that the committee also talked about doing an open house both virtually and in person at the CRC site.

The Finance Committee has not met since the last meeting but is working on scheduling one.

Bujacich and the Board discussed further refining project costs and lining it up with the CRC budget.

7b. Hale Pass Park

Bujacich reported that she is continuing to work with staff and consultants to update the budget, create a cash flow update, and project schedule in preparation for the upcoming study session on April 6, 2021. Bujacich gave an update on the insurance claim pertaining to the water damage at Hale Pass.

ITEM 8 **Comments by Board: None**

ITEM 9 **Next Board Meetings**

Tuesday, April 6, 2021 (Study and Regular) Via Zoom or Teleconference Study Session at 5:00 and Regular Meeting at 6:00 pm

ITEM 10 **Executive Session:** The Board went into Executive Session at 7:17 pm for 64 minutes for the purpose of reviewing the performance of a public employee pursuant to RCW 42.30.110(g). The Board returned from Executive Session at 8:21pm and went back into Regular Session.

ITEM 11 **Adjournment** President Babich adjourned the meeting at 8:21 pm

APPROVED BY THE BOARD ON: _____

 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
3/16/21	V2021-118 & V2021-119	Madeline Hunter	\$1,600.80
3/16/21	V2021-120	WILCO	\$29.29
3/16/21	V2021-121	Sarco Supply	\$538.07
3/16/21	V2021-122	DON SMALL & SONS OIL	\$328.46
3/16/21	V2021-123	WESTBAY AUTO PARTS	\$46.72
3/16/21	V2021-124	Les Schwab	\$37.50
3/16/21	V2021-125	Bricks 4 Kidz	\$56.00
3/16/21	V2021-126	HOME DEPOT	\$632.67
3/16/21	V2021-127	PLATT SUPPLY	\$98.34
3/16/21	V2021-128	Sarco Supply	\$211.37
3/16/21	V2021-129	ACE HARDWARE	\$66.24
3/16/21	V2021-130	PURDY TOPSOIL & GRAVEL	\$25.00
3/16/21	V2021-131	PCRCD, LLC	\$218.00
3/16/21	V2021-132	Kim Hairston	\$938.50
3/16/21	V2021-134	GeoResources	\$1,685.00
3/16/21	V2021-135	The Driftmier Architects, P.S.	\$3,333.13
3/16/21	V2021-136	ENDURIS	\$207.00
3/16/21	V2021-137	Legal Shield	\$245.30
3/16/21	V2021-138	Pacific Office Automation Headquarters	\$250.44
3/16/21	V2021-139	Peninsula Metropolitan Park District	\$47,808.79
3/16/21	V2021-133	Northwest Playground Equipment Inc.	\$2,499.47
3/16/21	V2021-140	PAGEFREEZER SOFTWARE	\$1,350.00
3/16/21	V2021-141	GIG HARBOR CHAMBER OF COMMERCE	\$400.00
Payment Count: 23			
Total Amount:			<u>\$62,606.09</u>

Payment Count: 23
 Payment Total: \$62,606.09

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.

DocuSigned by:

Hunter George

3/16/2021

Authorized District Official Signature

Date

Authorized District Official Signature

Date

Authorized District Official Signature

Date

Authorized District Official Signature

Date

Authorized District Official Signature

Date

Authorized District Official Signature

Date

Authorized District Official Signature

Date

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: District Commission

From: Eric Guenther, Planning & Special Projects Manager

Date: April 6, 2021

Subject: **Pierce County Comprehensive Plan Amendment – Rezoning Five PenMet Parcels**

Background

Pierce County 2021 Comprehensive Plan Amendments

The Pierce County Comprehensive Plan guides the County’s overall strategy for growth and development over the next 20 years. It sets the goals and policies for items such as land use, economic development, housing, transportation, and the environment. Every two years, the County accepts applications for amendments to the Comprehensive Plan. Approved amendments can result in changes to land use and zoning designations and regulations.

For additional information visit: <https://www.co.pierce.wa.us/4694/Comprehensive-Plan-Amendments>

Applications for amendments were accepted from July 1, 2020 to July 31, 2020 through the PALS online permitting system with a non-refundable fee of \$500, paid 7/31/20. An additional \$2,500 non-refundable fee was paid on 10/6/20.

PenMet Parks’ Amendment

PenMet Parks submitted an application to Pierce County to change the Land Use Designation and Zoning Classification of three District owned properties (5 parcels in total) to the Parks & Recreation (P&R) Designation and Zoning Classification. The Community Recreation Center site consists of three parcels of land, while the Rotary Bark Park site and the McKee site (Rosedale parking) each consist of a single parcel of land.

It is most beneficial for all District owned and managed property to have the same land use designation and zone. The P&R designation and this zone were specifically created for park lands, which allows the properties to be more easily managed under the same portion of code instead of different code for different properties. Moreover, if the need arises and a code amendment is warranted in the future to accommodate some new technology or new use that hasn’t been contemplated, the County Council can make a change that would only apply to the PR zone, and not to other zones where such a change might not be appropriate.

All properties must still undergo a formal permitting process to be formally identified as a “park.” The zoning just identifies the code to use for the permitting process.

Comp Plan Amendment Procedures and Schedule

1. Application Period – Applications must be submitted through the PALS Online Permits between July 1, 2020 to July 31, 2020.
2. Initiation – Upon closure of the application period, the County Council reviews all complete applications and conducts a public hearing to determine which applications to initiate. Initiation indicates that the amendment will continue through the review process; it does not signify approval of the amendment. The County Council will decide which applications will continue through the process by September 30, 2020. If the County Council initiates the amendment, the remaining \$2,500 fee is required within 10 working days of the initiation.
3. Staff Review – The Planning and Public Works (PPW) department reviews, evaluates, and provides its recommendation through written reports to the Planning Commission.
4. Land Use Advisory Commission(s) – The land use advisory commissions (LUACs, Peninsula Advisory Commission or PAC, locally, 12/9/20) reviews and make recommendations to the Planning Commission on initiated Community Plan amendments, Area-Wide Map amendments, Text amendments, and Urban Growth Area amendments affecting their respective community. Members of the public have an opportunity to provide written or oral comments to a LUAC.
5. Planning Commission – The Planning Commission will complete its review and evaluation of all initiated applications, hold a public hearing, and make a formal recommendation to the County Council by February 15, 2021 (2/10/21).

Next Steps as of April 6, 2021

6. Community Development Committee – The Community Development Committee (CDC) will review and evaluate the Planning Commission's recommendations, hold a public hearing, and make a formal recommendation to the County Council.
7. County Council – The Pierce County Council will hold a public hearing and consider the recommendations from the CDC on initiated amendments in order to make the final decision to approve, deny, or modify the proposed comprehensive plan amendments.

Approved comprehensive plan amendments will become effective on a date designated by the County Council.

8. Any changes to the Development Regulations or Zoning Atlas for consistency with the adopted plan amendments will follow.

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



Peninsula Metropolitan Park District

RESOLUTION NO. 2021-009

APPOINTMENT OF ALLY BUJACICH AS PENMET PARKS EXECUTIVE DIRECTOR

WHEREAS, the Peninsula Metropolitan Park District (PenMet Parks) is a metropolitan park district organized under the laws of the State of Washington and was created to transact and exercise all of the powers provided to metropolitan park districts pursuant to chapter 35.61 RCW; and

WHEREAS, the PenMet Parks Board of Park Commissioners is authorized to employ all necessary employees and to fix their salaries and duties which includes the appointment of an Executive Director; and

WHEREAS, in October 2020, PenMet Parks contracted for the services of Ally Bujacich as the Project Manager for PenMet Parks largest capital improvement, the Community Recreation Center where Ms. Bujacich has exhibited strong leadership skills; and

WHEREAS, Ms. Bujacich is a long-time resident of Gig Harbor, a graduate of Peninsula High School and has a Bachelor of Science degree in Construction Management with a Minor in Business Administration from Central Washington University; and

WHEREAS, Ms. Bujacich has earned LEED AP, Associate DBIA, and AIC Associate Constructor professional designations and is an APPA Leadership Academy graduate; and

WHEREAS, Ms. Bujacich has a unique background spanning project management, facilities management, and community development that provides her a distinct perspective and understanding of a wide range of organizational and work functions, including strategic planning, master planning, capital project and major maintenance planning, operations, budget development, emergency response, community outreach, community partnership building, and a commitment to excellent customer service; and

WHEREAS, the Board values the experience and skills of Ms. Bujacich and has determined Ms. Bujacich is qualified to serve as PenMet Parks' Executive Director. NOW, THEREFORE BE IT

RESOLVED by the Board of Park Commissioners of the Peninsula Metropolitan Park District that Ally Bujacich is hereby appointed PenMet Parks' Executive Director effective April 12, 2021 and in that regard is authorized, on behalf of PenMet Parks, to exercise all of the powers and fulfill all of the duties of the Executive Director as of that date; it is

FURTHER RESOLVED by the Board of Park Commissioners of the Peninsula Metropolitan Park District that the Board President and Board Clerk are hereby authorized to negotiate and execute an Executive Director Employment Agreement.

The foregoing resolution was adopted at a regular meeting of the Board of Park Commissioners of the Peninsula Metropolitan Park District held on April 6, 2021.

Amanda Babich, President

Kurt Grimmer, Clerk

Attest