



# 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)

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## REGULAR MEETING Agenda

June 16, 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 coronavirus, the Park Board has decided to host the meeting online. 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 listen to the study session and regular meeting by phone at the following number +1 253-215-8782 Meeting ID: 848 1337 0561 Password: 481050. Via Zoom: Meeting ID: 848 1337 0561 Password: PenMet0616

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### 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

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 June 15, 2020. Comments will be read and recorded in the meeting.

### ITEM 3 Presentations

- 3a. [Director's Report](#)
- 3b. [Financial Report](#)
- 3c. President's Report

### ITEM 4 Consent Agenda

- 4a. [6-02-20 Study Session and Regular Minutes](#)
- 4b. [\\$134,675.43 Reference Number: V2020-285-312](#)

### ITEM 5 Unfinished Business

- 5a. [Approval of Comprehensive Financial Policy](#)
- 5b. [Covid-19 Fiscal Update](#)

### ITEM 6 New Business

- 6a. [Turf Field Lighting Change Order](#)



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6b. [Turf Field Lighting Acceptance of Work](#)

6c. [CRC \(Community Recreation Center\) Cushman Trail RCO Grant](#)

## ITEM 7 Committee Reports

7a. CRC Finance

7b. CRC Marketing

7c. CRC Operations

## ITEM 8 Comments by Board

ITEM 9 Next Board Meeting Tues. July 07, 2020 (Study and Regular)

ITEM 10 Executive Session: N/A

ITEM 11 Adjournment

## AGENDA POLICY

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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.**



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## EXECUTIVE DIRECTOR REPORT: June 16, 2020

- Executive Director Doug Nelson worked with Marketing Specialist Chuck Cuzzetto to complete drafts of the Fundraising Consultant scoring matrix and interview questions. Both were reviewed by the CRC Marketing Committee on June 10<sup>th</sup>
- The ED is working with assigned staff to draft first version of the official Inclusion Policy for PenMet Parks
- Executive Director Doug Nelson will speak to the Gig Harbor Kiwanis Club (via video conference) on Wednesday, June 24<sup>th</sup> at 8:30 AM to provide updates on PenMet Parks programs, projects, and operations. The ED is also reviewing future partnering opportunities with both the local Kiwanis Club and Foundation
- I have been involved in two Recreation Team meetings to review procedures for re-opening and discuss operation protocols
- The ED worked with Marketing Specialist Chuck Cuzzetto and the Capital Team to get the Sehmel Lighting Project Open House announcement out on Thursday, June 11.
- I would also like to highlight the following items from the Staff Report: (to be included at the meeting)



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## DEPARTMENT STAFF REPORT: June 2 – June 16, 2020

### Marketing/Communications

- Staff is working on a community survey to be issued the week of June 15<sup>th</sup> for feedback on programing, events, participation and community needs
- District email will be issued June 15<sup>th</sup> to include updates and information on programing. The next email is scheduled for June 29<sup>th</sup>
- Facebook page likes have increased 7.63% since January 1, 2020, if this trend continues, we forecast a 15.26% increase by December 2020
- The digital Parks and Recreation Guide has been viewed 1,105 times, an average of about 300 views weekly, trending to be the highest viewed year to date.
- Staff is working with Henderson Bay Highschool to host small (18 students) graduation ceremony at the Sehmel Amphitheater, pending phasing restrictions being lifted
- Staff is working with Bloodwork's to host a mobile donation station at the Community Recreation Center in August. Joint marketing efforts will be made to promote the Districts mission of health and wellness
- Virtual Story Walks will be filmed on the 16<sup>th</sup> of June. One taking place at Sehmel Homestead Park, the second is a joint effort with Gig Harbor Fire Department. Commissioner Nixon has agreed to be our guest storyteller. We encourage one other Commissioner to be our storyteller at the Sehmel Park location. Contact Chuck Cuzzetto at [ccuzzetto@penmetparks.org](mailto:ccuzzetto@penmetparks.org)
- Other virtual and safe physical distancing events are being planned with the recreation department (i.e. park scavenger hunts, backyard camp out, at home bingo)
- Information is being issued and preparations are being made for an Open House or Special Meeting at Sehmel Homestead Park regarding lights on the turf field
- The CRC Marketing Fundraising Committee has been meeting to review interview questions and scoring sheet
- Tri-County meetings are in progress twice weekly for Districts to share and gain information regarding COVID-19
- Jill S. on Facebook messenger "Thanks for all the hard work you guys put in to provide the community with such great parks!"

### Capital

- CRC Architect/Designer selected: BLRB with BRS as consultant
- GCCM application approved by the Project Review Committee on 5/28/20
- GC/CM RFP (RFQ) developed and zoom "walkthrough" conducted 6/10/20
- CRC WIFI Wiring installed 5/27/20
- WIFI hardware arrived and installed 6/2/20
- Turf Field lights installed and operational. Scheduling started 2/26/20
- MUSCO visited site on 5/26 to evaluate; aiming adjustment scheduled for June 18.
- Permits approved for SHP Lighting project and final



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- Finalizing adjustments to the Conservation Easement (CE) with GPC over amphitheater parking lights after reaching tentative agreement; adjusting Meadow CE boundaries to match grass area
- Scoreboard installed; training completed
- Lighting project (MUSCO) with Scoreboard (Daktronics) completed
- Hale Pass renovation design underway and under review; cost estimate received, reviewed, and undergoing revisions. Shared design progress with public at Arletta Store, on website, and e-mail to meeting attendees
- Talking with Pierce County about the issues surrounding the Fox Island Boat Launch; including ramp disrepair and crowd gathering issues

## Finance Report

- Working on the installation of the Capital Asset Program
- Working on May Financials
- Finalized the Comprehensive Financial Management Policy

## Human Resources

- Developing a back to work safety plan
- Updating the Emergency Operations Management Plan
- Scheduling staff meeting to review the updated Human Resources Manual

PEG Grants in progress under consideration: (Currently on hold due to COVID-19 Restrictions)

- Voyager PTA Playground (approved, in progress, presenting for reimbursement soon)

## Grants

- The RCO grant applications being considered for funding during this cycle are from the:
- Youth Athletic Facilities (YAF) category for SHP Turf Replacement for \$350,000. (project estimate \$750,000)
- Washington Wildlife and Recreation Program – Local Parks (WWRP-LP) for the Narrows Park West Acquisition for \$1,000,000.
- Land and Water Conservation Fund (LWCF) for the Narrows Park West Acquisition for \$500,000 (LWCF Federal funding as was used to acquire Narrows Park by Pierce County Parks)
- Washington Wildlife and Recreation Program – Trails (WWRP-TR) for the Cushman Trail 14th Ave to 24th St for \$200,000
- Additionally, Pierce Conservation District submitted an RCO grant in the Estuary and Salmon Restoration Program (ESRP) related to the failed bulkhead at the Tacoma DeMolay Sandspit Nature Preserve. The grant will produce a study on the bulkhead, addressing the failed condition, the effects of that condition, potential remedies, and a plan for addressing the issues identified. PenMet's commitment is to support the grant process with information, and support the public process related to the study

## Volunteers

- Parks Appreciation Day April 25 Postponed, working on non-structured version for now. Also considering live event in late Summer or early Fall



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- Considering National Trails Day event in June following non-structured template from PAD. Also considering live event in late Summer or early Fall
- Considering Pierce County Trails Day event in July following non-structured template from PAD. Also considering live event in late Summer or early Fall

## Maintenance & Facilities

- Met at CRC to develop the Interim Use Plan
- Started work on CRC Interim Use Plan
- Addressed concerns from 2 citizens:
  - SHP tree leaning over trail (cut down)
  - Had Cushman Trail cleaned of debris by The City of Gig Harbor after they mowed trail edge
- Started work on putting bird repellant on outside of the Pavilion overhangs, fire sprinkler pipes, etc. (netting and spikes)
- Helped Purdy Women's Prison with removing a camp structure at McCormick Forest Park next to prison property
- Preparing for our 1<sup>st</sup> summer fertilizer application at SHP and Rosedale Park (Marking sprinkler heads and aerating) week of June 15
- Field work at SHP ball fields (adding more rubber, sweeping, pitching mound repairs, etc.)

## Recreation

- We have been working on updated procedures for dealing with COVID in all programs and events. Contractors will go through a safety training, so everyone is on the same page. Everyone is very excited for camps to begin including campers (currently have 639 campers registered/waitlisted – to date 428 paid and registered)
- Pushed back summer camps to a new start date of July 6. All programs, including fall sports, are currently waitlist only
- Virtual events will begin in a couple weeks! A couple are virtual story times filmed on our trails and Disney BINGO
- Adult Softball is currently in the works with a potential starting time of early July
- June baseball and multi-field rentals are now available for booking; effective Monday, June 8, 2020 (1 coach, 5 participants)

## Facilities

- Field rentals of 5 or less are in effect Monday, June 8, 2020 for all fields
- CRC and mini-golf course preparations are underway for July opening.
- ActiveNet updates and schedule changes
- Field Use applications from community user groups for Fall/Winter of this year were due June 1, 2020
- Cleaning and safety guidelines for facilities and other areas
- Indoor facility rentals and outdoor rentals for groups of 5-50 people are tentatively scheduled to begin on June 26<sup>th</sup>, 2020 (phase 3)



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## Events

- No Events Currently

## Staff Anniversaries:

Robert Swenson's nine-year anniversary

<b>June 2020</b>				
<b>Tues 6/02</b>	5/29	5:00p	Study Session	Discussion: 2a. Review of Comprehensive Financial Policy 2b.CRC Bond Update
<b>Tues 6/02</b>	5/29	6:00p	Regular Meeting	Presentation: Discussion: Director's Report, Finance Report, President's Report Approval: Review of Comprehensive Financial Management Policy  <u>Consent:</u> Minutes: 5-19-20 Study Session and Regular Minute Vouchers: \$190,257.80 Reference Number: V2020-262-263 \$66,186.52 Reference Number V2020-264-284 Executive Session:
<b>Tues 6/16</b>	6/12	5:00p	Study Session	Discussion: Action Item Update
<b>Tues 6/16</b>	6/12	6:00p	Regular Meeting	Presentation Director's Report, Finance Report, President's Report Discussion: Approval: Comprehensive Financial Management Policy Turf Field Lighting Change Order Turf Field Lighting Acceptance of Work CRC Cushman Trail RCO Grant  <u>Consent:</u> Minutes: 6-02-20 Study Session and Regular Minutes Vouchers: \$134,675.43 Reference Number: V2020-285-312 Executive Session: N/A
<b>BUDGET</b>	Executive Director reviews staff budget requests and revenue projections			
<b>July 2020</b>				
<b>Tues 7/7</b>	7/3	5:00p	Study Session	Discussion:



<b>Tues 7/7</b>	7/3	6:00p	Regular Meeting	Presentation: Discussion: Approval:  <u>Consent:</u> Minutes: Vouchers: Executive Session:
<b>Tues 7/21</b>	7/3	5:00p	Study Session	Discussion:
<b>Tues 7/21</b>	7/3	6:00p	Regular Meeting	Presentation: : Voyager Playground Peg Grant Report Discussion: RFP and RFQ Guidelines Approval: Policy update  <u>Consent:</u> Minutes: Vouchers: Executive Session:
<b>Aug 2020</b>				
<b>Tues 8/4</b>	7/31	5:00p	Study Session	Discussion:
<b>Tues 8/4</b>	7/31	6:00p	Regular Meeting	Presentation: Discussion: Approval:  <u>Consent:</u> Minutes: Vouchers: Executive Session:
<b>Tues 8/18</b>	8/14	5:00p	Study Session	Discussion:

<b>Tues 8/18</b>	8/14	6:00p	Regular Meeting	Presentation: Discussion: Approval:  <u>Consent:</u> Minutes: Vouchers: Executive Session:
<b>Sept 2020</b>				



# Peninsula Metropolitan Park District

## GENERAL FUND INCOME STATEMENT 2020

January - May, 2020

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
3100000 TAX REVENUE				
3111000 Real and Personal Property Tax	3,387,458.02	3,618,160.00	-230,701.98	93.62 %
3131700 Sales Tax	160,880.34	147,101.00	13,779.34	109.37 %
3172000 Leasehold Excise Tax	352.21	2,250.00	-1,897.79	15.65 %
<b>Total 3100000 TAX REVENUE</b>	<b>3,548,690.57</b>	<b>3,767,511.00</b>	<b>-218,820.43</b>	<b>94.19 %</b>
3400000 CHARGES FOR SERVICES				
3472000 Facility Rental Fee	21,037.76	30,748.00	-9,710.24	68.42 %
<b>Total 3400000 CHARGES FOR SERVICES</b>	<b>21,037.76</b>	<b>30,748.00</b>	<b>-9,710.24</b>	<b>68.42 %</b>
3610000 INTEREST AND OTHER EARNINGS				
3611100 Investment Interest	52,033.00	43,960.00	8,073.00	118.36 %
<b>Total 3610000 INTEREST AND OTHER EARNINGS</b>	<b>52,033.00</b>	<b>43,960.00</b>	<b>8,073.00</b>	<b>118.36 %</b>
3620000 RENTS, LEASES AND CONCESSIONS				
3625001 Long Term Golf Course Lease	15,264.09	11,590.00	3,674.09	131.70 %
3626001 Housing Rentals/Leases	23,340.00	22,702.10	637.90	102.81 %
<b>Total 3620000 RENTS, LEASES AND CONCESSIONS</b>	<b>38,604.09</b>	<b>34,292.10</b>	<b>4,311.99</b>	<b>112.57 %</b>
3670000 PRIVATE SOURCE CONTRIBUTIONS				
3671900 Private Donations - Other	250.00		250.00	
<b>Total 3670000 PRIVATE SOURCE CONTRIBUTIONS</b>	<b>250.00</b>		<b>250.00</b>	
3890000 OTHER GF NON REVENUE	23,237.57		23,237.57	
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>\$3,692,981.84</b>	<b>\$3,876,511.10</b>	<b>\$ -183,529.26</b>	<b>95.27 %</b>
<b>GROSS PROFIT</b>	<b>\$3,692,981.84</b>	<b>\$3,876,511.10</b>	<b>\$ -183,529.26</b>	<b>95.27 %</b>
Expenses				
5110000 LEGISLATIVE				
5111010 Board / Employee Compensation	30,848.00	27,600.00	3,248.00	111.77 %
5111020 Board Payroll Taxes	2,603.26	2,355.00	248.26	110.54 %
5111031 Office & Operating Supplies-Leg	3,457.28	300.00	3,157.28	1,152.43 %
5111044 Printing and Advertising		375.00	-375.00	
5112041 Professional Services	750.00	5,000.00	-4,250.00	15.00 %
5114049 Memberships & Training		1,818.00	-1,818.00	
5115045 Rentals	1,260.00	1,710.00	-450.00	73.68 %
5117051 Elections	19,204.00		19,204.00	
<b>Total 5110000 LEGISLATIVE</b>	<b>58,122.54</b>	<b>39,158.00</b>	<b>18,964.54</b>	<b>148.43 %</b>
5130000 EXECUTIVE				
5131010 Salaries - Exec	52,083.30	54,165.00	-2,081.70	96.16 %
5131011 Wages - Regular	50,029.45	56,255.00	-6,225.55	88.93 %
5131020 Benefits	42,488.70	46,039.15	-3,550.45	92.29 %
5131044 Marketing	12,596.40	46,741.25	-34,144.85	26.95 %



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## GENERAL FUND INCOME STATEMENT 2020

January - May, 2020

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5131045 Office Lease	45,763.70	45,760.00	3.70	100.01 %
5132041 Executive-Professional Services	16,064.32	174,725.00	-158,660.68	9.19 %
5134043 Executive - Travel	2,572.68	14,500.00	-11,927.32	17.74 %
5134049 Memberships & Training	2,659.36	8,695.00	-6,035.64	30.58 %
5152041 Legal - Professional Services	15,483.50	12,500.00	2,983.50	123.87 %
5162041 Personnel-Professional Services	25.00		25.00	
5761031 Office and Operating Supplies	1,965.61	2,915.00	-949.39	67.43 %
5761035 Minor Equipment	409.32		409.32	
5761041 Prof. Serv -Computer & Security	9,964.37	11,875.00	-1,910.63	83.91 %
5761043 Administration - Travel		250.00	-250.00	
5761044 Printing/Advertising	1,238.22		1,238.22	
5761045 Operating Rentals and Leases	1,648.49	2,275.00	-626.51	72.46 %
5761046 Insurance - General Liability	669.00	0.00	669.00	
5761049 Miscellaneous / Events		1,500.00	-1,500.00	
5768953 Other Oper. Exps-External Taxes	220.80		220.80	
5893053 Leasehold Excise Taxes	2,438.95	7,500.00	-5,061.05	32.52 %
5977665 Transfer - Capital Fund	3,443,237.00	3,443,237.00	0.00	100.00 %
6103601 Computer Hardware	7,796.51	5,000.00	2,796.51	155.93 %
6103602 Computer Software	768.39	11,000.00	-10,231.61	6.99 %
6104201 Postage	625.20	540.00	85.20	115.78 %
6104202 Telephone	7,007.97	12,347.50	-5,339.53	56.76 %
6104204 Internet	6,530.87	3,750.00	2,780.87	174.16 %
<b>Total 5130000 EXECUTIVE</b>	<b>3,724,287.11</b>	<b>3,961,569.90</b>	<b>-237,282.79</b>	<b>94.01 %</b>
5140000 FINANCIAL AND RECORDS SERVICES				
5141011 Wages - Regular	60,047.38	61,662.90	-1,615.52	97.38 %
5141020 Personnel Benefits	22,247.13	23,789.15	-1,542.02	93.52 %
5141031 Supplies		475.00	-475.00	
5142000 Financial Services	250.00	250.00	0.00	100.00 %
5142341 Professional Services	21,436.59	19,565.00	1,871.59	109.57 %
5142349 Bank Charges	135.98	250.00	-114.02	54.39 %
5144043 Travel		405.00	-405.00	
5144049 Memberships & Training	150.00		150.00	
<b>Total 5140000 FINANCIAL AND RECORDS SERVICES</b>	<b>104,267.08</b>	<b>106,397.05</b>	<b>-2,129.97</b>	<b>98.00 %</b>
5710000 PARTICIPANT RECREATION				
5711011 Wages - Administration	49,247.13	52,390.40	-3,143.27	94.00 %
5711020 Benefits - Administration	24,845.37	24,843.75	1.62	100.01 %
5711043 Conferences	906.40	250.00	656.40	362.56 %
5972055 Transfer- Rec. Revolving Fund	180,500.00	180,500.00	0.00	100.00 %
<b>Total 5710000 PARTICIPANT RECREATION</b>	<b>255,498.90</b>	<b>257,984.15</b>	<b>-2,485.25</b>	<b>99.04 %</b>
5760000 CAPITAL PROJECTS				
5768010 Wages - Regular	74,199.76	103,993.35	-29,793.59	71.35 %
5768020 Personnel Benefits	27,300.43	43,249.15	-15,948.72	63.12 %



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January - May, 2020

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
5768031 Supplies		3,408.00	-3,408.00	
5768035 Small Equipment		1,600.00	-1,600.00	
5768043 Travel		1,145.85	-1,145.85	
5768045 Facility Rentals		6,250.00	-6,250.00	
5768049 Miscellaneous	750.00	2,217.00	-1,467.00	33.83 %
<b>Total 5760000 CAPITAL PROJECTS</b>	<b>102,250.19</b>	<b>161,863.35</b>	<b>-59,613.16</b>	<b>63.17 %</b>
5768500 PARKS & GROUNDS MAINTENANCE				
5768511 Wages - Regular	179,021.63	245,440.00	-66,418.37	72.94 %
5768520 Benefits	81,561.07	111,651.65	-30,090.58	73.05 %
5768531 Operating Supplies	26,062.23	47,150.00	-21,087.77	55.28 %
5768532 Fuel	3,416.47	7,500.00	-4,083.53	45.55 %
5768535 Small Tools & Minor Equipment	15,387.23	39,401.00	-24,013.77	39.05 %
5768541 Professional Services	13,622.47	48,700.00	-35,077.53	27.97 %
5768543 Travel	87.00	915.00	-828.00	9.51 %
5768545 Operating Rentals & Leases	1,678.91	3,000.00	-1,321.09	55.96 %
5768546 Surface Water/Noxious Weed Tax	3,496.96	3,500.00	-3.04	99.91 %
5768547 Utility Services	27,548.80	34,791.00	-7,242.20	79.18 %
5768548 Repairs & Maintenance		5,000.00	-5,000.00	
5768549 Memberships & Training	971.41	4,500.00	-3,528.59	21.59 %
<b>Total 5768500 PARKS &amp; GROUNDS MAINTENANCE</b>	<b>352,854.18</b>	<b>551,548.65</b>	<b>-198,694.47</b>	<b>63.98 %</b>
<b>Total Expenses</b>	<b>\$4,597,280.00</b>	<b>\$5,078,521.10</b>	<b>\$ -481,241.10</b>	<b>90.52 %</b>
<b>NET OPERATING INCOME</b>	<b>\$ -904,298.16</b>	<b>\$ -1,202,010.00</b>	<b>\$297,711.84</b>	<b>75.23 %</b>
<b>NET INCOME</b>	<b>\$ -904,298.16</b>	<b>\$ -1,202,010.00</b>	<b>\$297,711.84</b>	<b>75.23 %</b>



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## Explanation Financial Statement Line Items      2020 May

#5111020 Legislative – Compensation & Benefits – Timing Issue \$3,496.26

#5111031 Legislative – Supplies – Council Shells - \$3,157.28

#5112041 Legislative – Professional Services – Paddlers Cup Entrance Fee \$750.00

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

#5152041 Executive – Legal – District Attorney - \$2,983.50

#5162041 Executive – Personnel – Social Security Fee HCA - \$25.00

#5761035 Executive – Minor Equipment – Executive Chair \$409.32

#5761044 Executive – Printing – Excess copier use over contract. \$1,238.22

#5761046 Executive – Insurance – New Truck \$669.00

#5768953 Executive – Taxes – Copier Property Tax - \$220.80

#6103601 Executive – Computer Hardware – Surface Pros Staff - \$2,796.51

#6104201 Executive – Postage – Stamps \$85.20

#6104204 Executive – Internet – Comcast \$2,780.87

#5142341 Financial Services – Professional Services – State Auditor Expense \$1,871.59

#5144049 Financial Services – Memberships – WFOA membership -\$150.00

#5711043 Recreation – Conferences – Credit for Revenue Class Airline - \$656.40

2020 Capital Projects							
Project	Year Started	CIP Fund 1/1/2020	2019 Budgeted Transfers In	Land Sale Donations and Fund Transfers	Capital Fund Expenses	CIP 5/31/2020	Notes
Park Improvement Program	2006	\$6,815,636.46	\$126,593.98	-\$8,033.63	\$0.00	\$6,934,196.81	Transfer to complete the school district property transfer.
Peninsula Enhancement Grant Program (PEG)	2007	\$22,762.96	\$2,237.04	\$0.00	\$1,048.18	\$23,951.82	Scout Reimbursement; Zumar Signs
Community Recreation Center	2017	\$410,085.62	\$2,700,000.00	\$0.00	\$7,230.11	\$3,102,855.51	Snodgrass Freeman Associates; Star Tree Service; Daily Journal of Commerce
Lighting Project - Sehmel Homestead Park	2019	\$473,841.13	\$95,000.00	\$0.00	\$381,364.83	\$187,476.30	KCDA Payment; MB Electric
Service Options	2014	\$30,594.02	\$19,405.98	\$0.00	\$18,185.50	\$31,814.50	Star Tree Removal; Cushman Trail Pedestals; Sunrise Beach Bathroom
Hales Pass - Renovation	2018	\$31,892.65	\$500,000.00	\$0.00	\$103,778.49	\$428,114.16	Driftmier Architects; Chuck West Construction; KCDA
Dog Park	2019	\$0.00	\$0.00	\$8,033.63	\$8,033.63	\$0.00	School District Transfer Fees
Building Fund	2015	\$100,905.00	\$0.00	\$0.00	\$0.00	\$100,905.00	
<b>Total Capital Funds</b>		\$7,885,717.84	\$3,443,237.00	\$0.00	\$519,640.74	\$10,809,314.10	

The actual cash for these 2020 capital fund transfers will come in during the months of April and October.



# Peninsula Metropolitan Park District

## RECREATION REVOLVING FUND INCOME STATEMENT 2020

January - May, 2020

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Income</b>				
3400000 CHARGES FOR SERVICES				
3476000 Recreation Program Fees	115,852.42	182,701.25	-66,848.83	63.41 %
3479000 Other Fees and Charges	24.41	3,500.00	-3,475.59	0.70 %
<b>Total 3400000 CHARGES FOR SERVICES</b>	<b>115,876.83</b>	<b>186,201.25</b>	<b>-70,324.42</b>	<b>62.23 %</b>
3670000 PRIVATE SOURCE CONTRIBUTIONS				
3671100 Private Donations-Gifts/Pledges	1,020.00	2,500.00	-1,480.00	40.80 %
<b>Total 3670000 PRIVATE SOURCE CONTRIBUTIONS</b>	<b>1,020.00</b>	<b>2,500.00</b>	<b>-1,480.00</b>	<b>40.80 %</b>
3970000 TRANSFERS IN				
3977655 Transfer In-Interfund Subsidies	180,500.00	180,500.00	0.00	100.00 %
<b>Total 3970000 TRANSFERS IN</b>	<b>180,500.00</b>	<b>180,500.00</b>	<b>0.00</b>	<b>100.00 %</b>
<b>Total Income</b>	<b>\$297,396.83</b>	<b>\$369,201.25</b>	<b>\$ -71,804.42</b>	<b>80.55 %</b>
<b>GROSS PROFIT</b>	<b>\$297,396.83</b>	<b>\$369,201.25</b>	<b>\$ -71,804.42</b>	<b>80.55 %</b>
<b>Expenses</b>				
5710000 PARTICIPANT RECREATION				
5712011 Wages - Recreation Program	70,813.55	96,900.00	-26,086.45	73.08 %
5712020 Benefits - Recreation Program	25,535.35	35,809.15	-10,273.80	71.31 %
5712031 Office & Operating Supplies	13,646.21	19,540.00	-5,893.79	69.84 %
5712035 Minor Equipment	1,490.21	1,000.00	490.21	149.02 %
5712041 Sports & Professional Fees	57,543.15	76,075.40	-18,532.25	75.64 %
5712043 Travel	64.63	500.00	-435.37	12.93 %
5712044 Printing & Advertising		0.00	0.00	
5712045 Rentals	12,314.00	5,604.50	6,709.50	219.72 %
5712053 Sales & Use Taxes	2,430.36	1,504.50	925.86	161.54 %
5714049 Special Events	12,572.96	17,615.41	-5,042.45	71.37 %
<b>Total 5710000 PARTICIPANT RECREATION</b>	<b>196,410.42</b>	<b>254,548.96</b>	<b>-58,138.54</b>	<b>77.16 %</b>
<b>Total Expenses</b>	<b>\$196,410.42</b>	<b>\$254,548.96</b>	<b>\$ -58,138.54</b>	<b>77.16 %</b>
<b>NET OPERATING INCOME</b>	<b>\$100,986.41</b>	<b>\$114,652.29</b>	<b>\$ -13,665.88</b>	<b>88.08 %</b>
<b>NET INCOME</b>	<b>\$100,986.41</b>	<b>\$114,652.29</b>	<b>\$ -13,665.88</b>	<b>88.08 %</b>





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---

## STUDY SESSION MINUTES

June 02, 2020, 5:00 PM

ATTENTION: Protecting the public, our partners, and our staff are of the utmost importance. Due to recent health concerns with the novel coronavirus, the Park Board has decided to host the meeting online. 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 listen to the study session and regular meeting by phone at the following number +1 253-215-8782 Meeting ID: 819 3117 8976 Password: 532862. Via Zoom: Meeting ID: 819 3117 8976 Password: PenMet0602

---

**Call to Order:** The meeting was called to order by Commissioner Hill at 5:02 pm

### Commissioners Present:

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

### Staff:

Doug Nelson  
Elaine Sorensen  
Eric Guenther  
Stacie Snuffin  
Glenn Akramoff  
Chuck Cuzzetto

### 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

#### 3a. Review of Comprehensive Financial Policy

Bond Consultant, Jim Nelson discussed PenMet's Comprehensive Financial Policy and how it can be used as a guidance and educational tool that will help PenMet improve the current bond rating. Commissioner Kingsbury inquired about the objective of the policy and how much PenMet's bond rating could increase. Commissioner Nixon shared some of the items that the CRC Budget Committee had discussed in their last meeting to help the Board have a better understanding of the process of updating the Comprehensive Financial Policy. Jim Nelson walked through the policy, the changes that had been made, answered questions from the Board and explained the different types of bonds. Jim, the Board and staff discussed items in the policy that PenMet could implement that would additionally increase PenMet's bond rating. Executive Director, Doug



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Nelson discussed that the changes would be implemented in the final draft of the Comprehensive Financial Policy and be ready for the June 16, 2020 Board Meeting for approval.

**3b. CRC (Community Recreation Center) Bond Update**

Jim Nelson discussed the various combined funds that PenMet will use for the completion of the CRC Project. He discussed the different payment options for CRC Bond with PenMet Staff and how paying off PenMet's 2012 Bond could help PenMet's Bond rating. Grant and fundraising for the project were also discussed.

**ITEM 3 Adjournment** Commissioner Hill adjourned the meeting at 5:59 pm

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

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

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



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---

## REGULAR MEETING MINUTES

June 02, 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 coronavirus, the Park Board has decided to host the meeting online. 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 listen to the study session and regular meeting by phone at the following number +1 253-215-8782 Meeting ID: 819 3117 8976 Password: 532862. Via Zoom: Meeting ID: 819 3117 8976 Password: PenMet0602

---

**Call to Order:** The meeting was called to order by Commissioner Hill at 6:02 pm

### Commissioners Present:

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

### Staff:

Doug Nelson  
Elaine Sorensen  
Eric Guenther  
Stacie Snuffin  
Glenn Akramoff  
Chuck Cuzzetto

### 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. Director's Report

Executive Director, Doug Nelson reported that with the help of internal staff, the Board, the external team and legal counsel, on May 28<sup>th</sup>, PenMet received unanimous approval to move forward with a GC/CM for the CRC (Community Recreation Center) Project. Nelson reported that staff and the district attorney is developing an official Inclusion Policy for PenMet Parks. He thanked Administrative Assistant, Stacie Snuffin and Finance and HR Manager, Elaine Sorenson for their work procuring PPE for PenMet Parks. He also gave an update on the "Stay Home" guidelines. Interim Senior Operations Manager, Glenn Akramoff reported that PenMet is prepared to bring back the Phase 1 design process at the June 16, 2020 meeting. Commissioner Kingsbury asked the Recreation Department to expand on their staff report item regarding E-gaming. She



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expressed that she would like to see more activities focused on outdoor activities. Commissioner Nixon inquired about the lighting project at Sehmel Homestead Park. Nelson reported that PenMet had done community outreach and testing. PenMet has a tentative public meeting on June 24<sup>th</sup> and further testing in the fall.

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

President Hill reported that the Annual Report for 2019 is still underway there are some modifications that need to be done. She reported that the website has some challenges and got an understanding of what those are challenges are for the staff and that PenMet is working on a new contract to make those changes on the website. She discussed implementing an RFP and RFQ policy to help better understand the process. Hill gave a background on the Gig Harbor Leadership Meeting hosted by Gig Harbor Mayor, Kit Kuhn but was unable to join the meeting and wanted to look into when the next meeting might be.

## **ITEM 4 Consent Agenda**

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

### **4a. Approval of Meeting Minutes**

5-19-20 Study Session and Regular Minutes

### **4b. Approval of Vouchers**

\$190,257.80 Reference Number: V2020-262-263

\$66,186.52 Reference Number V2020-264-284

## **ITEM 5 Unfinished Business**

### **5a. Covid-19 Fiscal Update**

Executive Director, Doug Nelson gave a Covid-19 Fiscal update including the General Fund and Recreation Revolving Fund as it pertains to PenMet's budget. President Hill inquired about PenMet's facility rentals. Finance & HR Manager, Elaine Sorensen, and Nelson went over the budget and expense savings with President Hill. Nelson reported that PenMet lightened some restrictions allowing racquet sports courts to open, and ball fields allowing groups of 5 or less to recreate; preferably household members. Nelson also discussed some of the amenities that might open in phase 3.

## **ITEM 6 Board Comments**

Commissioner Babich reported that she was able to tune into the GC/CM approval hearing and appreciated being able to listen in. She thanked everybody who participated in the process. Commissioner Nixon also gave his appreciation to all involved in the process for the GC/CM and thanked the staff for all their hard work during the COVID -19 pandemic.



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## ITEM 7 Committee Reports

### 7a. CRC Budget

Commissioner Nixon reported that he feels things are coming together for the CRC Project and is looking forward to getting the final draft of the Comprehensive Financial Policy reviewed.

### 7b. CRC Fundraising

Commissioner Grimmer reported that the Marketing Committee would be having a meeting on June 4, 2020, where they would be reviewing the pros and cons of having a 501c3 as a separate entity or to have money donated directly to PenMet Parks which can also be used as a tax write off.

President Hill reported that 3 more applicants are planning on applying for the CRC Fundraising Consultant position and at this time PenMet only has one applicant and the deadline to apply is June 15, 2020, with 5 more potential applicants that President Hill will be reaching out to.

### 7c. CRC Project

Commissioner Babich reported that PenMet is preparing the RFP for a GC/CM. Interim Senior Operations Manager Glenn Akramoff reported the RFP had gone out on June 1, 2020, and that there were 17 inquiries already. Babich shared current operations updates taking place at the CRC building such as sufficient WIFI as well a few other things needing to be up and running before working and meeting at the building. Akramoff reported that the RFP will be released again on June 8, 2020, and the deadline would be June 22, 2020 with interviews taking place sometime in July.

ITEM 8 **Next Board Meeting:** Tues. June 16, 2020 (Study and Regular)

ITEM 9 **Executive Session:** N/A

ITEM 10 **Adjournment** Commissioner Hill adjourned the meeting at 6:51 pm

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

\_\_\_\_\_  
President

\_\_\_\_\_  
Clerk



Finance Department  
District Payment Transmittal

District Name: Metro Park District-Peninsula


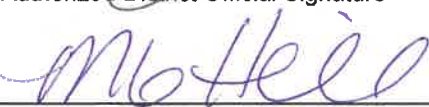
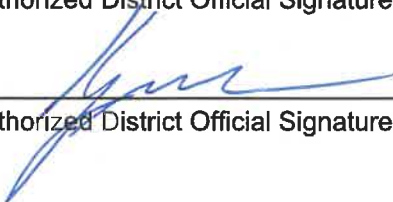
PAYMENT LISTING

Trans Date	District Ref #	Payee Printed Name	Amount
6/1/20	V2020-285	Aubrey Preston	\$120.00
6/1/20	V2020-286	POA Leasing - PA	\$215.89
6/1/20	V2020-287	Pacific Office Automation Headquarters	\$1,318.53
6/1/20	V2020-288	Edward Lewis	\$211.72
6/1/20	V2020-289	Kim Moureen Arnold	\$263.34
6/1/20	V2020-290	Halsan EF & P	\$346.99
6/1/20	V2020-291	U.S. Bank Corporate Payment System	\$14,337.28
6/1/20	V2020-292	Legal Shield	\$105.70
6/1/20	V2020-293	PURDY TOPSOIL & GRAVEL	\$320.08
6/1/20	V2020-294	Knight Safe & Lock	\$1,041.00
6/1/20	V2020-295	Pioneer Fire & Security	\$93.88
6/1/20	V2020-296	HEMLEYS HANDY KANS	\$242.78
6/1/20	V2020-297	Sarco Supply	\$714.05
6/1/20	V2020-298	Hemleys septic tank cleaning	\$895.00
6/1/20	V2020-299	Strohs Water Company Inc.	\$97.09
6/1/20	V2020-300	Robert Sipes	\$4,750.00
6/1/20	V2020-301	PDBAUSA	\$100.00
6/1/20	V2020-302	HEALTH CARE AUTHORITY	\$23,216.86
6/1/20	V2020-303	Peninsula Metropolitan Park District	\$56,660.56
6/1/20	V2020-304	HealthEquity	\$100.00
6/1/20	V2020-305	Kim Hairston	\$283.45
6/1/20	V2020-306	Roseann Adams	\$417.20
6/1/20	V2020-307	Tacoma Amateur Sports Officials	\$3,339.00
6/1/20	V2020-308	Tacoma Winsupply	\$53.23
6/1/20	V2020-309	DON SMALL & SONS OIL	\$363.64
6/1/20	V2020-310	Daniel K Oestreich	\$1,000.00
6/1/20	V2020-311	Greater Gig Harbor Foundation	\$4,167.00
6/1/20	V2020-312	DEPT OF RETIREMENT SYSTEMS	\$19,901.16
Payment Count: 28			Total Amount: <u>\$134,675.43</u>

Payment Count: 28  
Payment Total: \$134,675.43

CERTIFICATION

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

	6/7/20		
Authorized District Official Signature	Date	Authorized District Official Signature	Date
	6/8/2020		
Authorized District Official Signature	Date	Authorized District Official Signature	Date
	6/9/2020		
Authorized District Official Signature	Date	Authorized District Official Signature	Date
Authorized District Official Signature	Date	Authorized District Official Signature	Date

<p>INSTRUCTIONS FOR USE:</p> <p>Submit signed Transmittal To Pierce County Finance Department</p> <p>FAX: 253-798-6699      EMAIL: PCACCOUNTSPAYABLE@co.pierce.wa.us</p>	<p>PC Finance Department Use Only</p> <p>Authorization Recieved on _____</p> <p>Batch Verified by _____</p>
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## DISTRICT COMMISSION MEMO

**To:** Peninsula Metropolitan Park District Board of Commissioners

**From:** Elaine Sorensen, Finance & Personnel

**Date:** June 16, 2020

**Subject:** **Approval of the Comprehensive Financial Management Policy**

### Background/Analysis

The staff has analyzed and reviewed options for a new financial reserve policy with Jim Nelson of DA Davidson. The Board of Commissioners reviewed those revisions and requested a review of the final policy by the District Attorney. The staff is recommending that the Board of Commissioners now approve the attached draft of the Comprehensive Financial Management Policy.

### Recommendation

Staff recommends that the Commission approve the attached revised Comprehensive Financial Management Policy.

### Policy Implications/Support

1. This report responds to the District's goal of:  
Prudently Managing District Funds – To ensure the District's ability to provide high quality operations and maintenance within taxing authority.
2. These policies are to be revised and amended as necessary.
3. On June 2, 2020 the Board of Commissioners reviewed the revised copy of the Comprehensive Financial Management Policy.
4. On May 14, 2020 and May 27, 2020, the Community Recreation Center Finance Committee of the Board of Commissioners met and reviewed the revised Comprehensive Financial Management Policy.
5. On September 17, 2019 the Board of Commissioners reviewed the Comprehensive Financial Management Policy and requested the District Attorney review the final draft.
6. On August 28, 2019, Deputy Executive Director met with DA Davidson's Public Finance Banker and reviewed a draft of the financial policy.
7. On April 16, 2012, the Commission approved Resolution 2012-011 adopting the current Comprehensive Financial Management Policy.
8. At the annual Board of Commission retreat held on March 7, 2009, the Board reviewed the proposed Comprehensive Financial Management Policy and the proposed Reserve Policy amendment.
9. On August 8, 2005, the Commission approved Resolution R2005-010 adopting the original Comprehensive Financial Management Policy.





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## Motion

I move to approve Resolution R2020-010 to approve the attached revised Comprehensive Financial Management Policy.

## Staff Contact

Should you have any questions or comments please contact Elaine Sorensen at the earliest opportunity should additional research be required to provide answers at the meeting: 253-858-3400 or via e-mail at [esorensen@PenMetParks.org](mailto:esorensen@PenMetParks.org).



# Peninsula Metropolitan Park District

## Comprehensive Financial Management Policy

Policy Number:	Resolution Number:	Date Approved:	Supersedes the following Resolutions and Policies:
P40-101	R2020-010	June 16, 2020	R2012-011 (Adopted 4/16/12)  R2009-013 (Adopted 6/15/09)  R2006-004 (Adopted 4/17/06)  R2005-010 (Adopted 8/08/05)  R2007-007 (Adopted 9/17/07)

**Policy:** **Comprehensive Financial Management**  
(Approved by the PenMet Parks Board of Park Commissioners)

**Purpose:** The Peninsula Metropolitan Park District (PenMet Parks) is accountable to its citizens for its use of public money. The establishment and maintenance of wise financial and fiscal policies enable officials of PenMet Parks to protect the public interest and ensure public trust.

This Financial Management Policy defines the current policies to be used by PenMet Parks to meet its immediate and long-term service goals and operate in a financially prudent manner. The individual policies contained herein serve as general guidelines for both financial planning and internal financial management of PenMet Parks.

This policy ensures that the District is positioned to respond to changes and the economy or new service requirements without an undue amount of financial stress.

This policy is also established to maintain a good credit rating in the financial community and assure taxpayers that the District is well managed financially and maintained in sound fiscal condition.

The District will adhere to the highest accounting and management policies as set by the Government Finance Officers' Association, the Governmental Accounting Standards Board, and other professional standards for financial reporting and budgeting.

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## **Policy Requirements:**

### **Section 1. General Responsibilities**

The PenMet Parks Board of Park Commissioners (the “Board”) is responsible for approving the annual Operating Budget and the Capital Improvement Plan as well as establishing the policy direction for PenMet Parks under Washington State Law. Sound business practice and good government dictate that the Board establishes policies regarding the fiscal activities of PenMet Parks in accordance with applicable local, state, and federal laws and regulations.

District staff, under the direction of the Executive Director, is responsible for proposing programs, recommending funding levels, and formulating budget proposals for implementing service programs in accordance with established goals and directives.

## **Section 2. Objectives**

The objectives of the Comprehensive Financial Management Policy are:

- To guide the Board and management for policy decisions having significant fiscal impact;
- To set forth operating principals to minimize the cost of government and limit financial risk;
- To employ balanced and fair revenue policies to provide sufficient funding for desired programs;
- To maintain appropriate financial capacity for bonded indebtedness for present and future needs;
- To promote sound financial management by providing accurate and timely information regarding PenMet Parks' financial condition;
- To protect PenMet Parks' credit rating and provide for adequate resources to meet the provisions of PenMet Parks' debt obligations;
- To ensure the legal use of financial resources through an effective system of internal controls; and
- To promote cooperation and coordination with other governments, non-profits, and the private sector in the financing and delivery of services.

### **Section 3. General Policies**

- A. The Board may adopt resolutions to set financial policies to assure the financial strength and accountability of the District.
- B. The Executive Director shall develop administrative directives and general procedures for implementing the Board's financial policies.
- C. All Departments will share in the responsibility of meeting policy goals and ensuring long-term financial health. Future service plans and programs will be developed to reflect current policy directives, projected resources, and future service requirements.
- D. The District shall establish and maintain a compensation and benefit package that is competitive with the public and private sectors to attract and retain employees necessary for providing high quality services.
- E. The District will strive to coordinate with other governmental agencies to achieve common policy objectives, share the cost of providing governmental services on an equitable basis and support favorable legislation at the state and federal level.
- F. The District will strive to initiate, encourage, and participate in economic development efforts to create job opportunities and strengthen the local economy.
- G. The District will strive to maintain fair and equitable relationships with its vendors, contractors and suppliers.

#### **Section 4. Financial Planning and Reserve Policies**

- A. The District engages in a financial planning process which encompasses important policy considerations and provides guidelines for all aspects of the District's financial management strategy.
- B. The General Fund's targeted unreserved fund balance will be a goal of twenty-five percent (25%) or greater of annual expenditures of the General Fund, excluding capital expenditures (the "Reserve Fund").
- C. This Reserve Fund will be established and maintained annually in the District budget as District resources allow to:
  - 1. Offset unanticipated economic downturns and necessary revisions to any general municipal purpose fund; and
  - 2. Provide a sufficient cash flow for daily financial needs at all times.
- D. The District will maintain sufficient funds in the Reserve Fund to meet any existing debt service or other agreements.
- E. All transfers from the Reserve Fund will require Board approval.
- F. In addition to the Reserve Fund, the District also maintains other "unrestricted reserve funds" including the Capital Projects Fund and Equipment Replacement Fund.
- G. Fees and charges collected for services:
  - 1. Recreation (Program) Fees collected will be utilized to off-set the cost of direct expenses related to the delivery of District sponsored recreation programs.
  - 2. Facility Use and Rentals Fees and Charges are typically used to off-set the cost of direct maintenance expenses related to facilities maintained and operated by the District. The Board will direct 100% of these fees to a Permanent Fund such as a restricted maintenance endowment fund(s) to support park maintenance in general or for a specific park or facility. This will be determined by the Board during the budget process.



## **Financial Forecasting:**

- A. PenMet Parks shall develop and maintain annually a financial forecast for the General Fund that estimates fund resources and uses for a period of six (6) years beyond the current year. This forecast will be updated annually and provide PenMet Parks' decision makers with an indication of the long-term fiscal impact of current policies and budget decisions. This planning tool should recognize the effects of economic cycles, the demand for services and PenMet Parks' projected resources. It is the goal of PenMet Parks to achieve a strong financial condition with the ability to:
- Withstand local and regional economic conditions;
  - Adjust efficiently to the changing service requirements within the District's boundaries; and
  - Effectively maintain and improve PenMet Parks' infrastructure.
- B. The forecast should differentiate between revenue associated with one-time economic activities and revenues derived as a result of economic growth. PenMet Parks' financial planning should ensure the continued delivery of needed services by assuring the availability of adequate and ongoing resources during economic downturns.

## **Section 5. Operating Budget Policies**

- A. The Board will adopt and maintain a balanced annual operating budget.
- B. The operating budget will define the District's annual financial plan as developed by the Board and staff in establishing goals and objectives for the ensuing year. The intent of the budget is that one-time and routine expenditures will be financed with current resources.
- C. The operating budget shall serve as the annual financial plan for the District. It will serve as the policy document of the Board for implementing the Board's goals and objectives. The budget will provide staff with the resources necessary to accomplish the determined service levels.
- D. Balanced revenue and expenditure forecasts will be prepared to examine the District's ability to absorb operating costs due to changes in the economy, service demands, contractual obligations, and capital improvements.
- E. In the event a balanced budget is not attainable, and the cause of the imbalance is expected to last for no more than one year, the use of reserves to balance the budget is permitted. In the event that a budget shortfall is expected to continue beyond one year, the reserves may be used, but only if developed as part of a corresponding strategic financial plan to close the gap through revenue increases or expenditure decreases.
- F. The budget will give first consideration to ongoing mission led programs before the addition of any new program. Budgets associated with any proposed new program should be submitted and reviewed at least four months prior to adoption and incorporation into the budget. Additional personnel should be recommended only after the need has been fully substantiated. Personnel not authorized in the budget must be approved by the Board.
- G. The budget will reflect the projection of all revenues from all sources and all expenditures and present the level of governmental services and method of allocating costs in the provision of these services to the community.

- H. Current operating expenditures will be paid from current revenues and cash carried over from the prior year after the reserve requirements are met. The District will avoid budgetary and accounting practices that balance the current budget at the expense of future budgets.
- I. The District will maintain a level of expenditures that will enhance public wellbeing and quality of life for the residents of the community.
- J. A multi-year maintenance and replacement schedule will be developed based on the District's projections of its future replacement and maintenance needs. The projections will be updated and the schedule revised on an annual basis.
- K. The budget will provide sufficient levels of maintenance and replacement funding to ensure that all capital facilities and equipment are properly maintained and that such future costs will be minimized.
- L. Year-end surpluses in the General Fund may be used for nonrecurring emergency capital expenditures or dedicated to the Capital Program. The following criteria must be met to qualify any portion of the General Fund surplus for these purposes:
  - There are surplus balances remaining after the Reserve Fund is fully funded and allocations to the other funds are made;
  - An analysis has occurred assuring that the District has an adequate level of short and long-term funding resources to support the proposed alternate use of the surplus balances; and
  - The funds are specifically appropriated by the Board.

## **Section 6. Budgetary Control Policies**

A. The District will adopt a twelve (12) month balanced calendar year budget with annual financial reporting. The balanced budget means budgeted expenditures will not exceed the available resources of the beginning fund balance plus all revenues.

B. The budget will be developed and administered in compliance with all applicable State of Washington budgetary statutes.

The Administration will maintain a system for monitoring the District's budget performance. The system will include provisions for amending the budget during the year in order to address unanticipated needs, surpluses or emergencies.

C. Accounting and reporting practices will be maintained to provide accurate and timely monitoring of the District's budget performance.

D. Appropriations requested after the original budget is adopted will be approved only after consideration of the elasticity of anticipated revenues. Such appropriations must be approved by the Board.

E. Monthly budget reports will be issued by the Executive Director or his or her designee to the Board reporting on the actual performance compared to budget estimates.

F. The budget may be adjusted during the year in order to address unanticipated needs, emergencies or changes in work plan. Adjustments or amendments will occur through a process coordinated by the Executive Director or his or her designee.

G. The budget is adopted at the fund level with allocations made for administrative control. Reallocation of existing appropriation does not change the adopted budget "bottom-line." It may become necessary to shift allocations between line items, programs, or even departments to meet unanticipated needs, emergencies or changes in work plan. As long as the total fund budget is not changed, the adjustment can be done administratively with the authorization of the Department Manager and approval of the Executive Director with the exception of any shift of allocation from the Maintenance Department which requires approval by the Board.

H. The Executive Director has the authorization to transfer money between funds and between projects within the CIP, but only if approved by the Board in advance and as part of amending the adopted budget.

- I. The budget may also be amended during the year in order to address unanticipated needs, emergencies or changes in work plan. Formal amendment of the budget through Board approved resolution amending the expenditure appropriation and the related funding source is required when a fund's total budget changes. The change can either be when existing budget authority is moved between funds or when a new budget authority is needed such as in the case of receiving additional grant funding.

## **Section 7. Revenue Policies**

- A. The District will strive for a diversified and stable revenue system to protect against short-term fluctuations in any one revenue source. The District will seek to avoid dependence on temporary or unstable revenues to support on-going services. The District will also seek to avoid dependence on federal or state revenues. The revenue mix should combine revenue source types that minimize the effect of an economic downturn.
- B. Because revenues, especially those of the General Fund, are sensitive to local and regional economic conditions, revenue estimates will be conservative and will be made using an objective, analytical process.
- C. General Fund and other unrestricted revenues will not be earmarked for specific purposes, activities or services unless otherwise authorized by the Board or required by law. All non-restricted revenues will be deposited into the General Fund and appropriated through the budget process.
- D. The District will not use deficit financing and borrowing to support on-going operations in the case of long-term (greater than one year) revenue downturns. Revenue forecasts will be revised and expenses will be reduced to conform to the revised long-term revenue forecast or alternative revenue sources will be considered.
- E. The District will follow an aggressive and professional policy of collecting revenues and, when necessary, discontinuing service, pursuing the claim in court, utilizing a collection agency and other reasonable methods of collection (such as imposing penalties, collection and late charges) may be used.

### **Fees and Charges**

- F. The District will charge appropriate service user fees instead of ad valorem (property) taxes or subsidies from other District funds, for services that can be identified and where costs are directly related to the level of service provided.
  - 1. Park recreation programs shall be funded by a user charge. User charges shall be comparable to other neighboring municipalities where practical.

2. Reimbursable work performed by the District (labor, meals, contracted services, equipment and other indirect expenses) shall be billed at actual or estimated actual cost.
3. Charges for services shall accurately reflect the actual or estimated cost of providing a specific service where practical. The cost of providing specific services shall be recalculated periodically, and if necessary, the fee adjusted accordingly. The District shall maintain a current schedule of fees and charges, showing when the fees were last reviewed and/or recalculated. Fees and charges will be reviewed every three years at a minimum.
4. The District will consider market rates and charges levied by other municipalities for like services in establishing rates, fees, and charges.
5. Certain fees, such as rental fees, will be based upon market conditions and are not subject to the limitations of cost recovery.

#### Grants and Gifts

- G. Grant funding for programs or items which address the District's current priorities and policy objectives should be considered to leverage District funds. Inconsistent and/or fluctuating grants should not be used to fund on-going programs.
- H. Before accepting any grant, the District shall thoroughly consider whether or not the terms of the grant will have a negative impact on any on-going obligations.
- I. All grants and other federal and state funds shall be managed to comply with the laws, regulations, and guidance of the grantor, and all gifts and donations shall be managed and expended in accordance with the District's Donation Policy and the wishes and instructions of the donor.

## **Section 8. Expenditure Policies**

- A. The District will strive to adopt an annual General Fund budget in which current expenditures do not exceed current projected revenues. Capital expenditures may be funded from one-time revenues.
- B. Department Managers are responsible for managing their budgets within the total appropriation for their department.
- C. The District will take immediate corrective actions if at any time during the fiscal year expenditure and revenue re-estimates are such that an operating deficit is projected at year-end. Corrective actions can include a hiring freeze, expenditure reductions, fee increases or use of contingencies. The District may approve a short-term interfund loan or use of one-time revenue sources to address temporary gaps in cash flow, although this should be avoided if possible.
- D. Long-term debt or bond financing shall not be used to finance current operating expenditures.
- E. Consideration will be placed on improving individual and work group productivity rather than adding to the work force. The District will invest in technology and other efficiency tools to maximize productivity. The District will hire additional staff only after the need for such positions has been demonstrated and documented.
- F. All compensation planning will focus on the total costs of compensation which includes direct salary, health care benefits, pension contributions, and other benefits which are a cost to the District. Contracts presented for approval by the Executive Director that do not meet these requirements will have specific operational, legal or other compulsory items identified and discussed before ratification by the Board will be considered.
- G. Periodic comparisons of service delivery will be made to ensure that quality services are provided to our citizens at the most competitive and economical cost. Privatization and contracting with other governmental agencies will be evaluated as alternatives to service delivery where appropriate. Programs that are determined to be inefficient and/or ineffective or not aligned with the mission of the District have the potential to be reduced in scope or eliminated.



- H. The District will make every reasonable effort to maximize any discounts offered by creditors/vendors.

## **Section 9. Investment Policy**

Funds are managed by the Pierce County Treasurer (see Pierce County Investment Policies).

District staff will review all investments at least monthly.

Monthly investment reports will be issued by the Executive Director or his or her designee to the Board to monitor the District's Investment fund performance and fees.

## **Section 10. Accounting and Reporting Policies**

- A. The District's accounting and financial reporting will follow the Washington State Auditor's Office prescription for the accounting and reporting of local governments in the State of Washington under RCW 43.09.200.
- B. The State Auditor's Office provides a standard account classification system through its Budgeting Accounting and Reporting System (BARS). The District is classified as a Special Purpose Governmental District and will maintain its records on a basis consistent with the Category 2 BARS manual.
- C. The Executive Director or his or her designee will maintain electronic financial systems to monitor expenditures, revenue, and performance of all District programs on an on-going basis. The Board will receive regular monthly reports that will present a summary of financial activity for the period and the cumulative data for the budget year.
- D. The accounts of the District are organized on the basis of funds, each of which is considered a separate accounting entity. Each fund is accounted for with a separate set of single-entry accounts that comprises its cash, investments, revenues and expenditures, as appropriate. The District's resources are allocated to and accounted for in individual funds depending on their intended purpose.
- E. Revenues are recognized only when cash is received and expenditures are recognized only when paid, including those properly chargeable against the report year budget appropriations as required by State law. Purchases of capital assets are expensed during the year of acquisition. There is no capitalization of capital assets, nor allocation of depreciation expense. Inventory is expensed when purchased.
- F. The Executive Director or his or her designee shall maintain fixed asset records for all capital assets owned by the District. The threshold for capitalization of non-infrastructure assets is \$25,000.
- G. The State Auditor's Office will perform a financial and compliance audit on a scheduled basis and issue an audit report. Results of the audit will be provided to the Board.
- H. The District will conduct an internal financial review on an annual basis.

## Section 11. Fund Policies

To be consistent with text contained in the annual budget, the following is a list of District Financial Funds:

A. General Fund

The General Fund is the general operating fund of the District. This fund is used to account for all financial resources and expenditures of the District which are not accounted for in other funds.

The General Fund provides funding for general purpose governmental services to the citizens. This fund is used to account for all general financial resources except those that must be accounted for in a special revenue fund.

B. Special Revenue Funds

Special Revenue Funds are used to account for the proceeds of specific revenue sources (other than special assessments, expendable trusts, or for major capital projects) that are legally restricted to expenditure for specific purposes.

1. Reserve Fund

Use of reserve funds must be authorized by a Resolution of the Board.

2. Recreational Activities Fund

The Recreational Activities Fund is user fee based. Revenues are collected and used to operate a particular recreational activity with excess funds used for improvements to support programs, facilities and events.

3. Equipment Replacement Fund

Use of this fund is restricted to capital equipment replacement and is funded annually by the General Fund at 100% of equipment replacement value divided by the number of years of useful life.

C. Debt Service Fund

1. The Debt Service Fund is used only to account for the accumulation of resources for, and the payment of, long-term debt, principal and interest.

This fund contains several types of debt including but not limited to:

- Special Voter Approved Levies
- Voted Unlimited Tax Obligation Bonds
- Non-Voted Limited Tax Obligation Bonds
- General Obligation Bonds

2. Under RCW 39.36.020(2), the public may vote to approve bond issues [known as Unlimited Tax General Obligation (UTGO) Bonds] for general government in an amount not to exceed 2.5% of the assessed valuation, less any other outstanding debt.

All voter approved UTGO Bonds require a 60% majority approval and to validate the election, the total votes cast must equal to at least 40% of the total votes cast in the last general election.

The Board may approve non-voted bond issues known as Limited Tax General Obligation (LTGO) Bonds. The non-voted debt capacity limit may not to exceed 0.25% of the District's assessed valuation, less any other outstanding non-voted debt.

3. Debt service for voter approved UTGO Bond issues are funded with special excess property tax levies. By law, the maximum financing term for UTGO Bonds is 40 years or less.

Debt service for non-voted LTGO Bond issues are funded through regular property taxes and other money lawfully available. By law, the maximum financing term for LTGO Bonds is 40 years or less.

D. Permanent Funds

Permanent Funds are legally restricted so only earnings, not principal, may be used to support the specific government program. The Board will adopt separate policies governing the management of restricted funds such as endowments.

E. Capital Improvement Funds

Capital Improvement Funds account for the purchase, construction, replacement, addition, or major repair of public facilities and major equipment. These projects differ from routine maintenance in that their cost is generally greater than \$25,000 and they have a useful life of generally ten (10) years or more. Examples may include but

are not limited to: buildings, bridges, parks, major trails, and significant pieces of equipment.

F. Depository Account

All District funds received shall be deposited in the bank of record within three (3) business days of receipt, except when staffing levels are inadequate to timely make such deposits, but in such events such deposits shall be made as soon as reasonably possible not to exceed two (2) weeks. Funds are automatically transferred from the depository account to the District's fund account with Pierce County (the District's Treasurer).

G. Fund Balance and Maintenance of Minimum Reserve Levels

The District shall strive to maintain adequate fund balances (reserves) in order to provide sufficient cash flows to meet operating and capital expenses, while also providing the financial ability to address economic downturn and system emergencies. Operating expenditures shall include salaries, benefits, supplies, professional services, intergovernmental and interfund expenses, capital outlays and transfers

## Section 12. Debt Policies

### A. Capital Planning:

The District shall integrate its debt issuance with its Capital Improvement Program (CIP) spending to ensure that planned financing conforms to policy targets regarding the level and composition of outstanding debt. This planning considers the long-term horizon, paying particular attention to financing priorities, capital outlays and competing projects. Long-term borrowing shall be confined to the acquisition and/or construction of capital improvements and shall not be used to fund operating or maintenance costs. For all capital projects under consideration, the District shall set aside sufficient revenue from operations to fund ongoing normal maintenance needs and to provide reserves for periodic replacement and renewal. The issuance of debt to fund operating deficits is not permitted.

### B. Legal Governing Principles

In the issuance and management of debt, the District shall comply with the state constitution and with all other legal requirements imposed by federal, state, and local rules and regulations, as applicable.

1. State Statutes – The District may contract indebtedness as provided for by state law, subject to the statutory and constitutional limitations on indebtedness.
2. Federal Rules and Regulations – The District shall issue and manage debt in accordance with the limitations and constraints imposed by federal rules and regulations including the Internal Revenue Code of 1986, as amended; the Treasury Department regulations thereunder; and the Securities Acts of 1933 and 1934.
3. Local Rules and Regulations – The District shall issue and manage debt in accordance with the limitations and constraints imposed by local rules, policies, and regulations.

### C. Roles & Responsibilities

The Board:

1. Approves indebtedness;
2. Approves appointment of the bond underwriter and bond counsel;

3. Approves the Financial Policy, including the section on the Debt Policy; and
4. Approves budgets sufficient to provide for the timely payment of principal and interest on all debt.

The Executive Director (and/or Finance Manager) in consultation with the Board:

1. Assumes primary responsibility for debt management;
2. Provides for the issuance of debt at the lowest reasonably possible cost and risk;
3. Determines the available debt capacity;
4. Provides for the issuance of debt at appropriate intervals and in reasonable amounts as required to fund approved capital expenditures;
5. Recommends to the Board the manner of sale of debt;
6. Monitors opportunities to refund debt and recommends such refunding as appropriate;
7. Complies with all Internal Revenue Service (IRS), Securities and Exchange Commission (SEC), and Municipal Securities Rulemaking Board (MSRB) rules and regulations governing the issuance of debt;
8. Provides for the timely payment of principal and interest on all debt and ensures that the fiscal agent receives funds for payment of debt service on or before the payment date;
9. Provides for and participates in the preparation and review of offering documents;
10. Complies with all terms, conditions and disclosure required by the legal documents governing the debt issued;
11. Submits to the Board all recommendations to issue debt;
12. Provides for the distribution of pertinent information to rating agencies;
13. Complies with undertakings for ongoing disclosure pursuant to SEC Rule 15c2-12; and
14. Applies and promotes prudent fiscal practices.



D. Ethical Standards Governing Conduct

The members of the District's staff will adhere to the standards of conduct as stipulated by the Public Disclosure Act, RCW 42.17 and Ethics in Public Service, RCW 42.52.

E. Types of Debt Instruments:

The District may utilize several types of municipal debt obligations to finance long-term capital projects. Subject to the approval of the Board, the District is authorized to sell:

1. **Unlimited Tax General Obligation Bonds** – The District shall use Unlimited Tax General Obligation Bonds (UTGO), also known as “Voted General Obligation Bonds” for the purpose of general purpose, pool improvements, open space and parks. Voted Bond issues are limited to capital purposes only.

Every project proposed for financing through general obligation debt should be accompanied by a full analysis of the future operating and maintenance costs associated with the project. UTGO Bonds are payable from excess tax levies and are subject to the approval of 60% of the voters at an election to be held for that purpose, plus validation requirements.

2. **Limited Tax General Obligation Bonds** – A Limited-Tax General Obligation Debt (LTGO), also known as “Non-Voted General Obligation Debt,” requires the District to use a portion of its regular property tax levy sufficient to meet its debt service obligations but only up to a statutory limit. The District shall use LTGO Bonds as permitted under State law for lawful purposes only. LTGO debt is backed by the full faith and credit of the District and is payable from regular property taxes and other money lawfully available. LTGO Bonds will only be issued if:
  - a. The District determines they can afford the payments;
  - b. A project requires funding not available from alternative sources;
  - c. Matching fund monies are available which may be lost if not applied for in a timely manner; or,
  - d. Emergency conditions exist.

3. **Revenue Bonds** – The District shall use Revenue Bonds as permitted under State law for the purpose of financing construction or improvements to facilities of enterprise systems (if any) operated by the District in accordance with the Capital Improvement Plan.
4. **Short-Term Debt** – The District shall use short-term debt as permitted by State law for the purpose of meeting any lawful purpose of the municipal corporation, including the immediate financing needs of a project for which long-term funding has been secured but not yet received. The District may use interfund loans rather than outside debt instruments to meet short-term cash flow needs for the project. Interfund loans will be permitted only if an analysis of the affected fund indicates excess funds are available and the use of the funds will not impact the fund's current operations. All interfund loans will be subject to the Board's approval and will bear interest at prevailing rates.
5. **Leases** – The District is authorized to enter into capital leases under State law, subject to the approval of the Board.

F. General Requirements

1. The District will not use long-term debt to pay for current operations. The use of bonds or certificates of participation will only be considered for significant capital and infrastructure improvements.
2. The term of the debt shall never extend beyond the useful life of the improvements to be financed, and generally the term of the debt will not exceed thirty (30) years.
3. The general policy of the District is to establish debt repayment schedules that use level annual principal and interest payments.
4. Interest earnings on bond proceeds will be limited to 1) funding the improvements specified in the authorizing bond resolution, or 2) payment of debt service on the bonds.

Proceeds from debt will be used in accordance with the purpose of the debt issue. Funds remaining after the project is completed will be used in accordance with the provisions stated in the bond resolution that authorized the issuance of the debt.

5. The District will use the most prudent methods of acquiring capital outlay items, including the use of lease-purchase agreements. In no case will the District enter into a lease-purchase agreement if the equipment has a useful life that is less than the term of the lease.
6. The District will maintain its bond rating at the highest level fiscally prudent, so that future borrowing costs are minimized and access to the credit market is preserved. The District will encourage and maintain good relations with financial bond rating agencies and will follow a policy of full and open disclosure.
7. The District shall use refunding bonds in accordance with the Refunding Bond Act, as amended or superseded. Unless otherwise justified, the District will refinance debt to achieve true savings as market opportunities arise. Refunding debt shall never be used for the purpose of avoiding debt service obligations. A target 5% cost savings (discounted to its present value) over the remainder of the debt must be demonstrated for any "current refunding," unless otherwise justified.
8. With the Board's approval, interim financing of capital projects may be secured from the debt financing marketplace or from other funds through an interfund loan as appropriate in the circumstances.
9. An independent outside financial advisor may be used to provide the District with objective advice and analysis on debt issuance.
10. A fiscal agent will be used to provide accurate and timely securities processing and timely payment to bondholders. As provided by RCW chapter 43.80 the District will use the fiscal agent appointed by the State.
11. Projects proposed for financing through general obligation debt will be accompanied by an analysis of the future operating and maintenance costs associated with the project.

### **Section 13. Communication Policies**

- A. It is the policy of the District to remain as transparent as possible.
- B. The District shall manage relationships with the rating analysts assigned to the District's credit, using both informal and formal methods to disseminate information.
- C. The District's Basic Financial Statements and Notes shall be a vehicle for compliance with continuing disclosure requirements. The Notes to the Financial Statements may be supplemented with additional documentation as required. Each year included in the Notes to the Financial Statements, the District will report its compliance with debt targets and the goals of the Debt Policies.
- D. The District shall strive to maintain and improve its current bond rating.

## Section 14. Compliance Policies

### A. Investment of Proceeds

The District shall comply with all applicable federal, state and contractual restrictions regarding the investment of bond proceeds. This includes compliance with restrictions on the types of investment securities allowed, restrictions on the allowable yield of invested funds as well as restrictions on the time period over which some of the proceeds may be invested.

### B. Legal Covenants

The District shall comply with all covenants and conditions contained in governing law and any legal documents entered into at the time of a bond offering.

### C. Periodic Policy Review

At a minimum, the Financial Management Policies and the District's Post Issuance Compliance Policy will be reviewed and updated every five (5) years.

## **Section 15. Capital Improvement and Capital Budget Policies**

- A. It is the District's policy to ensure that adequate resources are allocated to preserve existing infrastructure and other capital assets before targeting resources toward construction or acquisition of public facilities or major equipment. The District will maintain its physical assets at a level adequate to protect its capital investment and minimize future maintenance and replacement costs. The budget will provide for the orderly replacement of the capital assets from current resources where possible. Long-term borrowing for capital facilities is considered an appropriate method of financing large facilities that benefit more than one generation of users.
- B. The District will develop a six-year Capital Improvement Plan (CIP) to identify and coordinate infrastructure, facility, and major pieces of equipment needs and what facilities to construct, their location, timing, projected cost, and funding sources in a way that maximizes the return to the community. The plan is directed at improving the parks and recreational infrastructure for the community. All capital improvements will be made according to the adopted CIP.
- C. The CIP will be formulated using an analysis of long-term, overall resources and will include projected funding sources and ongoing operations and maintenance costs. Future changes in economic or demographic factors identified in the financial forecasting process will be incorporated in the capital budget projections. The plan will be updated annually.
- D. The first year of the CIP will constitute the capital budget for the ensuing budget year. The capital budget and the base operating budget will be reviewed at the same time to assure that the District's capital and operating needs are evaluated in a balanced manner.
- E. The District will reasonably determine the least costly financing method for all new projects. Whenever possible, the District will use intergovernmental assistance and other outside resources to fund capital projects. Additional funding may come from designated surpluses in the General Fund and certain special revenue funds as outlined in the operating budget policy.
- F. Projects contained within the CIP will include capital costs as well as ongoing operating costs.

- G. For the purposes of this section, a CIP project is defined as any one project or a grouping of similar projects that are reasonably related where the cost exceeds \$25,000 and/or a life span of more than 10 years; involves new construction or reconstruction designed to replace an existing system or facility; acquisition of land or structures; involves District funding in whole or in part; or involves no District funding but is the District's responsibility to implement, operate or maintain, such as a 100 percent grant funded project.
- H. Minor equipment that falls below the capital asset threshold but is subject to shrinkage shall have a District property tag affixed to it when placed into service and will be accounted for on the "Small and Attractive" inventory list.
- I. The Finance Department will coordinate an annual physical count/inspection of all capital assets.
- J. Adequate insurance will be maintained on all capital assets consistent with the results of the annual physical count / inspection.

## **Section 16. Cash and Purchasing Policies**

- A. The Executive Director or his or her designee will develop, maintain, and constantly seek to improve cash management systems which ensure the accurate and timely accounting, investment and security of all cash assets. Written cash handling procedures are updated periodically and made available to all departments.
- B. Purchase of goods and services will be accomplished by a separate purchasing policy adopted by the Board.
- C. Payroll costs are authorized by budget adoption.
- D. Expenditures will be within current resource projections at the fund level.





## Peninsula Metropolitan Park District

### RESOLUTION NO. R2020-010

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#### **A RESOLUTION OF PENMET PARKS TO ADOPT THE REVISED COMPREHENSIVE FINANCIAL MANAGEMENT POLICY**

WHEREAS, an essential element of the Board of Commissioners of Peninsula Metropolitan Park District (PenMet Parks) mission and goals is to “Prudently Managing District Funds – To ensure the District’s ability to provide high quality operations and maintenance within the taxing authority”; and,

WHEREAS, the PenMet Parks Board of Park Commissioners considers it sound business practice to review policies annually and amend them as necessary;

WHEREAS, on June 2, 2020 & September 17, 2019 the Board of Commissioners met and reviewed a draft of the revised Comprehensive Financial Management Policy;

WHEREAS; on May 27, 2020 & May 14, 2020 the Community Recreation Center Finance Committee met and reviewed the proposed amendments to the Comprehensive Financial Management Policy, NOW, THEREFORE, BE IT

RESOLVED, by the Board of Commissioners of Peninsula Metropolitan Park District to adopt the revised Comprehensive Financial Management Policy attached to this resolution.

The foregoing resolution was adopted at a regular meeting of Board of Park Commissioners of the Peninsula Metropolitan Park District held on

\_\_\_\_\_, 2020.

\_\_\_\_\_  
President

\_\_\_\_\_  
Clerk

\_\_\_\_\_  
Attest

Peninsula Metropolitan Park District Commission



# 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)

## COVID-19 FISCAL UPDATE: June 16, 2020

- The operational impacts caused by COVID-19 and the Governor's stay at home order have led to significant financial challenges.
- Through calculated cost-saving measures and responsible fiscal management PenMet Parks is projecting a neutral budget forecast for 2020.
- An **Expense Freeze** document has been added for review. To date, staff has instituted budget adjustments to the 2020 Operating Budgets totaling \$534K.
- With Pierce County moving to Phase 2 of the Governor's Safe Start Washington Plan on Friday, June 5<sup>th</sup> PenMet Parks re-opening framework will be revised to reflect the anticipated Phase 3 start date of Friday, June 26<sup>th</sup>, 2020.
  1. Facilities and Rental Coordinator, Aiden Krug, is now accepting rental requests for ballfield use for small groups (1 coach, 5 participants) at Sehmel Homestead Park and Rosedale Playfield
  2. Administrative and Recreation Staff have returned to the office to resume various shift requirements and the tentative date to re-open the office to the public is Friday, June 26<sup>th</sup>.
  3. It is anticipated other changes will go into effect on Friday, June 26<sup>th</sup>, 2020:
    - Outdoor group recreation sports activities for groups of 5 to 50 persons will be allowed
    - Recreation Facilities can open at less than 50% capacity
    - Social gatherings with less than 50 people will be allowed
    - Non-essential travel can resume
  4. All programming and other operational decisions included in the re-opening framework will require a complete review and approval of safety guidelines

Please contact Executive Director Doug Nelson at [dnelson@penmetparks.org](mailto:dnelson@penmetparks.org) or 253-858-3408 if you have any questions.



**Date:** 6/9/2020

## Expense Freeze - 2020 Budget

	Amount
<b>Recreation Revolving Fund:</b>	
Recreation Assistant	\$58,209
Party in the Park	\$9,084
Senior Program	\$26,000
Reduction in staff hours (3 Months)	\$16,044
<b>General Fund:</b>	
<b>Legislative:</b>	
Commissioner Projects	\$25,000
Retreat Facilitator	\$3,000
WRPA/NRPA Travel	\$5,455
<b>Executive:</b>	
Strategic Planning	\$100,000
System Implementation	\$30,000
Cost Recovery Fee Study	\$30,000
Horseshoe Lake Maintenance	\$2,000
KGHP	\$3,000
Peg Grants	\$24,517
<b>Marketing:</b>	
Intern	\$5,520
Travel	\$1,500
<b>Recreation:</b>	
Recreation Manager - Layoff 7 Months	\$69,170
<b>Capital Facilities:</b>	
Construction Project Vehicle	\$15,000
<b>Maintenance:</b>	
Reclass Employees	\$103,883
Overtime Party in the Park & Egg Hunt	\$7,016
<b>TOTAL</b>	<b>\$534,398</b>



# Peninsula Metropolitan Park District

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[www.penmetparks.org](http://www.penmetparks.org)

## DISTRICT COMMISSION MEMO

**To:** District Commission  
**From:** Eric Guenther, Planning & Special Projects Manager  
**Date:** June 16, 2020  
**Subject:** Resolution R2020-014 Authorizing Executive Director to Sign Change Order Numbers 1 & 2 For Improvements On Sehmel Homestead Turf & Parking Lighting Project

### Background / Analysis

The attached change order explaining the latest adjustments to the SHP Turf and Parking Lighting Project, has been reviewed by staff and deemed as necessary. Project budget below.

### Recommendation

Staff requests that the Commission review and (I move to...) approve Resolution R2020-014 authorizing the Executive Director to sign Change Order Numbers 1 & 2 for improvements on Sehmel Homestead Turf & Parking Lighting Project.

### Policy Implications/Support

1. At their regular meeting on November 5, 2019 the Board of Park Commissioners approved Resolution R2019-021 awarding MB Electric a contract to construct improvements to Sehmel Homestead Park for Turf Field and Parking Lighting in the amount of \$207,168 which includes Washington State sales tax.

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)

## Sehmel Homestead Park Lighting Project

		<u>Contract</u>	<u>Budget</u>	<u>To-Date</u>	<u>Remaining</u>
Allocations					
Budget			\$400,000.00	\$400,000.00	\$0.00
RCO Grant			\$350,000.00	\$0.00	\$350,000.00
Resolutions/Transfers			\$0.00	\$0.00	\$0.00
REET			\$205,000.00	\$205,000.00	
2018					
2019					
Total Allocations			\$955,000.00	\$605,000.00	\$350,000.00
Expenditures					
Personel (for RCO)					
EL			\$0.00	\$0.00	\$0.00
EG			\$0.00	\$0.00	\$0.00
Attorney					
Design - Cross	7.4%	\$39,448.00	\$39,448.00	\$37,050.00	\$2,398.00
Construction (w/ Tax)					
MB Electric Bid		\$228,391.93	\$207,168.00	\$217,808.43	\$10,583.50
Retention					
Change Order #1 - Extra Pole, etc			\$18,990.40		
Change Order #2 - MOB 2, Scoreboard			\$2,233.53		
KCDA Lighting system		\$258,444.67	\$258,444.67	\$258,444.67	\$0.00
KCDA Scoreboard		\$48,988.76	\$48,988.76	\$48,988.76	\$0.00
Other					
Advertising			\$535.20	\$535.20	\$0.00
DJC WA					
Permits			\$4,442.34	\$4,442.34	\$0.00
Contingency (10%)	10%				
Project Total		\$575,273.36	\$580,250.90	\$567,269.40	\$12,981.50
Net			\$374,749.10	\$37,730.60	\$337,018.50



**Peninsula Metropolitan Park  
District**  
P.o. Box 425  
Gig Harbor, WA 98332  
253-858-3400

**CONTRACT CHANGE ORDER**

**No.** 2019.01.01 & 02

Project Name: SHP Turf & Parking Lighting Request Date: 6/16/20

Contractor Name: MB Electric Requested By: PenMet Parks

Contract Date: 11/5/19

Description, Reason and/or Necessity of Proposed Change: CO # 1 added an additional light pole in the parking area to add better lighting on the south side of the turf roundabout, including trenching, connections, and concrete pad. CO # 2 added a mobilization charge for boring as the amphitheater parking lighting was delayed by permitting issues.

<b>CHANGE ORDER DESCRIPTION</b>	<b>MB Electric Submitted Amount</b>
CO #1 Added parking light pole, Added scoreboard connection	\$17,600.00
CO #2 Added mobilization for Keystone Boring to return	\$2,070.00
Totals	\$19,670.00
<b>Total Including Tax</b>	<b>\$21,223.93</b>

Contract Price Change: ☐ No Change ☒ Increase ☐ Decrease Total Amount: \$ 19,670.00 + tx

Completion Date: ☒ No Change ☐ Increase ☐ Decrease Number of Days: 0

## SHP Turf & parking Lighting

Contract Summary/History		Change Order Approval	
Original Contract Amount: (includes tax)	<b>\$207,168.00</b>		
Change Order History (Previous Additions):			
Change Order No. 2019.01.01	\$18,990.40		
Change Order No. 2019.01.02	\$2,233.53	Project Manager	Date
		PenMet Parks Executive Director	Date
<b>Net - Previous Additions:</b>	<b>\$21,223.93</b>		
Change Order History (Previous Deductions):			
Change Order No.		PenMet Parks Commissioner	Date
<b>Net - Previous Deductions:</b>	<b>\$0.00</b>		
<b>Current Change Order Amount:</b>	<b>\$0.00</b>		
Sales Tax (WSST @ \$7.9%)	\$0.00		
<b>New Change Order Total:</b>	<b>\$0.00</b>		
Total Change Orders YTD:	<b>\$21,223.93</b>		
New Contract Completion Date:	5/31/2017	Contractor	Date
<b>New Grand Total Contract:</b>	<b>\$228,391.93</b>		

This Change Order is an Amendment to the PenMet-MB Electric 11/15/19 Agreement and all contract provisions shall apply unless specifically exempted. No other agreement or modification shall apply to this contract amendment unless expressly provided herein.



# Peninsula Metropolitan Park District

## RESOLUTION NO. R2020-014

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### **A RESOLUTION OF PENMET PARKS TO AUTHORIZE THE EXECUTIVE DIRECTOR TO SIGN CHANGE ORDER NUMBERS 1 & 2 FOR IMPROVEMENTS ON SEHMEL HOMESTEAD TURF & PARKING LIGHTING PROJECT**

WHEREAS, on November 5, 2019 the Board of Park Commissioners approved Resolution R2019-021 awarding MB Electric a contract to construct improvements to Sehmel Homestead Park for Turf Field and Parking Lighting in the amount of \$207,168 which includes Washington State sales tax; and

WHEREAS, change order 2019.01.01 will add an additional light pole to the parking lighting design to improve lighting on the south side of the turf roundabout, and also provide for the new electrical connections for the scoreboard in the amount of \$18,990.40 including sales tax; and

WHEREAS, change order 2019.01.02 will cover an additional mobilization fee for boring as the amphitheater parking was delayed due to permitting in the amount of \$2,233.53 including sales tax; and

WHEREAS, change order numbers 1 & 2 will cause the existing contract to increase by more than \$15,000 requiring approval by resolution of the Board of Park Commissioners; NOW, THEREFORE BE IT

RESOLVED by the Board of Commissioners of PenMet Parks that the Budget for Sehmel Homestead Park Turf and Parking Lighting be amended and the Executive Director be authorized to sign the attached contract change order for numbers 2019.01.01 & 02 amending the construction contract in the amount of \$21,223.93 including sales tax for a new contract total amount of \$ \$228,391.93 which includes sales tax.

The foregoing resolution was adopted at a regular meeting of the Board of Park Commissioners of the Peninsula Metropolitan Park District held on June 16, 2020.

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President

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Clerk  
Peninsula Metropolitan Park District Commission

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Attest





# 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:** June 16, 2020  
**Subject:** Resolution R2020-011 Accepting the Sehmel Homestead Turf & Parking Lighting Project as Complete

### Background / Analysis

PenMet Parks conducted and approved comprehensive planning in 2017-18, which included recommendations for adding lighting to the Sehmel Homestead Park (SHP) turf field.

PenMet applied to the Washington State Recreation and Conservation Office (RCO) and was approved for grant funding assistance for the SHP Field Lighting Project on June 27, 2019.

The Bid for the Sehmel Homestead Park Lighting Project was published on September 20 & 25, 2019, and was awarded to MB Electric LLC as the lowest responsive bidder.

Work commenced following a Notice to Proceed issued on November 7, 2019.

Substantial completion was met on February 21, 2020. The field lighting was initially used for recreation on February 26, 2020, and continued until March 13, when COVID-19 restrictions curtailed use.

The scoreboard installation was completed and training conducted on May 7, 2020.

Physical completion for the project was met on May 13, 2020, and permitting wrap-up was completed on June 11, 2020.

Musco Lighting has returned to inspect the lighting system as part of their final review and warranty, and will be adjusting the light aiming on June 18<sup>th</sup>. This work relates to a separate, KCDA, contract and is not part of the MB Electric contract.

### Recommendation

Staff requests that the Commission review and (I move to...) approve Resolution R2020-011 accepting the construction contract with MB Electric LLC for the Sehmel Homestead Park Turf Field and Parking Lighting Project as completed.

### **Policy Implications/Support**

1. At their regular meeting on November 5, 2019 the Board of Park Commissioners approved Resolution R2019-021 awarding MB Electric a contract to construct improvements to Sehmel Homestead Park for Turf Field and Parking Lighting in the amount of \$207,168 which includes Washington State sales tax.
2. At the regular meeting of the Commission held on August 6, 2019, the Board approved a motion to negotiate a contract with Cross Engineers, Inc for design of the Lighting Project at Sehmel Homestead Park and preparation of the bid documents for the related work.
3. The Board approved the 2019 PenMet Parks Budget which included \$605,000 levied through the General Fund for the Lighting Project at Sehmel Homestead Park.
4. At the regular meeting of the Commission held on May 21, 2018, the Board approved Resolutions R2018-009 Authorizing Applications to the Washington State Recreation and Conservation Office for Grant Funding Assistance for SHP Field Lighting.

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)



# Peninsula Metropolitan Park District

## RESOLUTION NO. R2020-011

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### **A RESOLUTION OF PENMET PARKS BOARD OF PARKS COMMISSIONERS TO ACCEPT THE TURF FIELD LIGHTING PROJECT.**

WHEREAS, the Peninsula Metropolitan Park District (PenMet Parks) was formed in May 2004 by vote of the people; and

WHEREAS, RCW 35.61 authorizes and establishes the power of a metropolitan park district including delivery of parks and recreation services; and

WHEREAS, the PenMet Parks Board of Park Commissioners has identified the need for field and parking lot lighting through comprehensive planning; and

WHEREAS, the addition of lights on the soccer field at Sehmel Homestead Park provides a significant public benefit by improving the District's ability to provide recreational opportunities during the darker, winter months for the Gig Harbor Peninsula residents; and

WHEREAS, \$605,000 was appropriated for this project in the 2019 Capital Funds Budget; and

WHEREAS, the lighting project was advertised for bid on September 20, 2019 and MB Electric LLC was awarded the contract as the lowest responsive bidder; and

WHEREAS, the Peninsula Metropolitan Park District (PenMet Parks) Board of Park Commissioners shall by resolution accept the Turf Field Lighting Project; and

WHEREAS, the PenMet Capital Department has determined that the lighting project with MB Electric LLC is complete and ready for final acceptance; NOW THEREFORE BE IT

RESOLVED, that the Board of Commissioners of PenMet Parks accepts the construction contract with MB Electric LLC for the Sehmel Homestead Park Turf Field and Parking Lighting Project as completed.

The foregoing resolution was adopted at a regular meeting of the Board of Park Commissioners of the Peninsula Metropolitan Park District held on June 16, 2020.

\_\_\_\_\_  
President

\_\_\_\_\_  
Clerk  
Peninsula Metropolitan Park District Commission

\_\_\_\_\_  
Attest



# Peninsula Metropolitan Park District

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[www.penmetparks.org](http://www.penmetparks.org)

## DISTRICT COMMISSION MEMO

**To:** District Commission  
**From:** Eric Guenther, Planning & Special Projects Manager  
**Date:** June 16, 2020  
**Subject:** Approve Resolution R2020-013 Authorizing Application to the Washington State Recreation and Conservation Office for Grant Funding Assistance

### Background / Analysis

On a periodic basis, the Washington State Recreation and Conservation Office (RCO) conducts a grant application process for various programs.

The RCO grant application related to this resolution being considered for funding during this cycle is from the:

- Washington Wildlife and Recreation Program – Trails (WWRP-TR) for the Cushman Trail 14th Ave to 24th St NW extension for \$473,760.

Previously Approved with R2020-007, 008, 009:

- Youth Athletic Facilities (YAF) category for SHP Turf Replacement for \$350,000. (project estimate \$750,000)
- Washington Wildlife and Recreation Program – Local Parks (WWRP-LP) for the Narrows Park West Acquisition for \$1,000,000.
- Land and Water Conservation Fund (LWCF) for the Narrows Park West Acquisition for \$500,000 (LWCF Federal funding as was used to acquire Narrows Park by Pierce County Parks).

The grant amount requested of \$473,760 is close to the \$500,000 maximum award available in this program.

The grants require matching money from the sponsor, normally equal to at least the grant amounts (50%), but the match has been reduced by the RCO for this grant cycle to 25%.



# Peninsula Metropolitan Park District

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The following is a chronology of the RCO grant process:

- Comprehensive Plan due March 1, 2018 (completed 2018)
- Completed grant applications are due by June 1, 2020
- Authorizing Resolution due by May 31, 2020 (Planned for May 19, 2020)
- Technical review June 2020
- Project presentations and evaluations August 2020
- The RCO will meet in October-November 2020 to rank the projects, and the list will be published after that, providing a sense of whether the project will be funded or not.
- The State Legislature will meet in 2021 to approve funding for the grant programs
- If the grant application ranks high enough for funding, grant money will be available in the summer/fall of 2021
- The RCO will negotiate agreements for the funded projects after funding approved

## **Recommendation**

Staff requests that the Commission review and (I move to...) approve Resolutions R2020-013, authorizing a grant assistance application to the Washington State Recreation and Conservation Office (RCO) for the Cushman Trail 14th Ave to 24th St NW extension including review of the Sample Project Agreement.

## **Motion**

1. The District has adopted goals including:
  - Developing and Maintaining High Quality Facilities: To build and maintain high quality facilities consistent with community planning.
  - District Funds: To maximize the use of tax revenues by using other resources such as grants, user fees, and volunteers.
2. At their regular meeting on February 20, 2018 the Board of Park Commissioners adopted Resolution 2018-004 Adopting the 2018 PenMet Parks Comprehensive Park, Recreation and Open Space Plan which included a Capital Facilities Plan identifying future appropriate property acquisitions as they become available.
3. At their regular meeting on November 19, 2019 the Board of Park Commissioners approved Resolution R2019-016 adopting the 2020 Peninsula Metropolitan Parks District Annual Budget which included the identification of funding to replace long term assets including the Sehmel Homestead Park turf.
4. RCO grant applications require formal authorization from the Board.

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)



# Peninsula Metropolitan Park District

## RESOLUTION NO. R2020-013



### Applicant Resolution/Authorization

Organization Name (sponsor) Peninsula Metropolitan Park District (PenMet Parks)

Resolution No. or Document Name R2020-013

Project(s) Number(s), and Name(s) 20-1867 D Cushman Trail 14th Ave to 24th St NW

This resolution/authorization authorizes the person(s) identified below (in Section 2) to act as the authorized representative/agent on behalf of our organization and to legally bind our organization with respect to the above Project(s) for which we seek grant funding assistance managed through the Recreation and Conservation Office (Office).

WHEREAS, grant assistance is requested by our organization to aid in financing the cost of the Project(s) referenced above;

NOW, THEREFORE, BE IT RESOLVED that:

1. Our organization has applied for or intends to apply for funding assistance managed by the Office for the above "Project(s)."
2. Our organization authorizes the following persons or persons holding specified titles/positions (and subsequent holders of those titles/positions) to execute the following documents binding our organization on the above projects:

Grant Document	Name of Signatory or Title of Person Authorized to Sign
Grant application (submission thereof)	Eric Guenther, Planning & Special Projects Manager
Project contact (day-to-day administering of the grant and communicating with the	Eric Guenther
RCO Grant Agreement (Agreement)	Doug Nelson, Executive Director
Agreement amendments	Doug Nelson
Authorizing property and real estate documents (Notice of Grant, Deed of Right or Assignment of Rights if applicable). These are items that are typical recorded on the property with the county.	Doug Nelson

The above persons are considered an "authorized representative(s)/agent(s)" for purposes of the documents indicated. Our organization shall comply with a request from the RCO to provide documentation of persons who may be authorized to execute documents related to the grant.

3. Our organization has reviewed the sample RCO Grant Agreement on the Recreation and

Conservation Office's WEB SITE at:

<https://rco.wa.gov/wp-content/uploads/2019/06/SampleProjAgreement.pdf>.

We understand and acknowledge that if offered an agreement to sign in the future, it will contain an indemnification and legal venue stipulation and other terms and conditions substantially in the form contained in the sample Agreement and that such terms and conditions of any signed Agreement shall be legally binding on the sponsor if our representative/agent enters into an Agreement on our behalf. The Office reserves the right to revise the Agreement prior to execution.

4. Our organization acknowledges and warrants, after conferring with its legal counsel, that its authorized representative(s)/agent(s) have full legal authority to act and sign on behalf of the organization for their assigned role/document.
5. Grant assistance is contingent on a signed Agreement. Entering into any Agreement with the Office is purely voluntary on our part.
6. Our organization understands that grant policies and requirements vary depending on the grant program applied to, the grant program and source of funding in the Agreement, the characteristics of the project, and the characteristics of our organization.
7. Our organization further understands that prior to our authorized representative(s)/agent(s) executing any of the documents listed above, the RCO may make revisions to its sample Agreement and that such revisions could include the indemnification and the legal venue stipulation. Our organization accepts the legal obligation that we shall, prior to execution of the Agreement(s), confer with our authorized representative(s)/agent(s) as to any revisions to the project Agreement from that of the sample Agreement. We also acknowledge and accept that if our authorized representative(s)/agent(s) executes the Agreement(s) with any such revisions, all terms and conditions of the executed Agreement shall be conclusively deemed to be executed with our authorization.
8. Any grant assistance received will be used for only direct eligible and allowable costs that are reasonable and necessary to implement the project(s) referenced above.
9. [for Recreation and Conservation Funding Board Grant Programs Only] If match is required for the grant, we understand our organization must certify the availability of match at least one month before funding approval. In addition, our organization understands it is responsible for supporting all non-cash matching share commitments to this project should they not materialize.
10. Our organization acknowledges that if it receives grant funds managed by the Office, the Office will pay us on only a reimbursement basis. We understand reimbursement basis means that we will only request payment from the Office after we incur grant eligible and allowable costs and pay them. The Office may also determine an amount of retainage and hold that amount until all project deliverables, grant reports, or other responsibilities are complete.
11. [for Acquisition Projects Only] Our organization acknowledges that any property acquired with grant assistance must be dedicated for the purposes of the grant in perpetuity unless otherwise agreed to in writing by our organization and the Office. We agree to dedicate the property in a signed "Deed of Right" for fee acquisitions, or an "Assignment of Rights" for other than fee acquisitions (which documents will be based upon the Office's standard versions of those documents), to be recorded on the title of the property with the county auditor. Our organization acknowledges that any property acquired in fee title must be immediately made available to the public unless otherwise provided for in policy, the Agreement, or authorized in writing by the Office Director.
12. [for Development, Renovation, Enhancement, and Restoration Projects Only–If our organization owns the project property] Our organization acknowledges that any property owned by our organization that is developed, renovated, enhanced, or restored with grant assistance must be dedicated for the purpose of the grant in perpetuity unless otherwise allowed by grant program policy, or Office in writing and per the Agreement or an amendment thereto.

13. [for Development, Renovation, Enhancement, and Restoration Projects Only--If your organization DOES NOT own the property] Our organization acknowledges that any property not owned by our organization that is developed, renovated, enhanced, or restored with grant assistance must be dedicated for the purpose of the grant as required by grant program policies unless otherwise provided for per the Agreement or an amendment thereto.
14. [Only for Projects located in Water Resources Inventory Areas 1-19 that are applying for funds from the Critical Habitat, Natural Areas, State Lands Restoration and Enhancement, Riparian Protection, or Urban Wildlife Habitat grant categories; Aquatic Lands Enhancement Account; or the Puget Sound Acquisition and Restoration program, or a Salmon Recovery Funding Board approved grant] Our organization certifies the following: the Project does not conflict with the Puget Sound Action Agenda developed by the Puget Sound Partnership under RCW 90.71.310.
15. This resolution/authorization is deemed to be part of the formal grant application to the Office.
16. Our organization warrants and certifies that this resolution/authorization was properly and lawfully adopted following the requirements of our organization and applicable laws and policies and that our organization has full legal authority to commit our organization to the warranties, certifications, promises and obligations set forth herein.

This resolution/authorization is signed and approved on behalf of the resolving body of our organization by the following authorized member(s):

\_\_\_\_\_  
President

\_\_\_\_\_  
Clerk  
Peninsula Metropolitan Park District Commission

\_\_\_\_\_  
Attest

On File at: PenMet Parks, 5717 Wollochet Dr NW, Gig Harbor, WA 98335

This Applicant Resolution/Authorization was adopted by our organization during the meeting held: (Local Governments and Nonprofit Organizations Only):

Location: Gig Harbor, Washington

Date: 6/16/2020

Washington State Attorney General's Office

Approved as to form Brian Toller 2/13/2020  
Assistant Attorney General Date