



Peninsula Metropolitan Park District

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

REGULAR MEETING AGENDA: Tuesday, December 3, 2019, 6:00 pm
 Gig Harbor Civic Center Council Chambers (3510 Grandview St., Gig Harbor, WA 98335)

Call to Order ___: ___

Commissioner Roll Call:

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

ITEM 1 Approval of Agenda

ITEM 2 Citizen Comments (three-minute time limit)

ITEM 3 Presentations

- 3.a Interim Final Report**
- 3.b Financial Report**
- 3.c President’s Report
Nominations for 2020 Officers**

ITEM 4 Consent Agenda

- 4.a Approval of Meeting Minutes**
 11-5-19 Regular (pages 5- 7)
 11-19-19 Study Session and Regular (pages 8-12)
- 4.b Approval of Vouchers**
 \$179,472.70 Reference number: V2019 609-V2019 653 (pages 13-15)

ITEM 5 Old Business

- 5.a R2019-020 Park Enhancement Grant (PEG) Program Policy Update** (pages 16-24)
- 5.b R2019-024 PEG Grant Project Approval -Voyager Elementary Playground** (pages 25-39)

ITEM 6 New Business

- 6.a Public Hearing: Surplus Property & Property Exchange**
- 6.b R2019-015 PSD Property Surplus, Land Exchange, Easements, Joint Use Agreement** (pages 40-69)

- 6.c **R2019-025 Amending Pay and Classification Plan Budget**
Salary Survey Results (pages 70-90) `
- 6.d **Consider: Staff Position Changes** (pages 91-99)
- 6.e **R2019-023 Contract for Consultant Service – Driftmier Architects**
(pages 100-119)

ITEM 7 **Comments by Board**

ITEM 8 **Next Board Meeting:** Tues. January 7th, 2019 (Regular) at City Hall location at 6pm

ITEM 9 **Executive Session:** Consider Real Estate [**RCW 42.30.110 (b) and (c)**]

ITEM 10 **Adjournment** ____: ____



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DEPARTMENT STAFF REPORT: November 20-December 3, 2019

EXECUTIVE

- Report to be distributed at meeting

ADMINISTRATION

- Facility Coordinator hired- Aiden Krug
- Coordinated with Henderson Bay High School for two additional job shadow students'
- Started the recruitment process for the 3rd recreation specialist
- Formed a staff committee for the revision of the HR manual.
- Prepared budget amendment with data from the independent salary survey.

MARKETING

- Parks and Recreation guides distributed to local pediatric and dental offices (amongst other various businesses)
- Web Development team working on "ticker" for home page for special announcements.
- Record mgmt. maintenance ongoing for media releases and capital projects - Marketing/Communication processes in development for clear and accurate messaging
- Spring Parks and Recreation Guide underway

CAPITAL

- Processing contract for Hales Pass roof replacement.
- Preparing contract for Hales Pass renovation design
- PEG Grant Policy revisions being prepared for Dec 3 Board meeting
- City of Gig Harbor conducted planning meeting on Cushman Trail Phase V to refine route from Borgen Blvd to PC Line

PEG Grants

- Tubby's small dog area shelter (finalizing application)
- Narrows fencing (preparing application)
- McCormick trail map and signs (preparing application)
- Off Leash Area Obstacle Course (after review, rejected by users/professionals consulted)
- Voyager PTA Playground (being prepared for presentation at December meeting)
- Three other scouts currently discussing projects

Volunteer Projects

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

MAINTENANCE & FACILITIES

- The contractor is working on the pavilion floors
- Cleaned up a down tree that fell on one of the neighboring properties at SHP
- WA State Department of Enterprise picked up two surplus vehicles from SHP
- Changed multiple street light bulbs, concession stand lights and pavilion bulbs
- Picked up new commercial fridge, oven and a 6' stainless steel table for pavilion rentals
- Cleaned trails and boardwalks at Rotary Bark Park

RECREATION

- Cookies with Mrs. Claus was such a hit we opened an afternoon event, which is almost sold out already as well.
- Breakfast with Santa will be on December 7th at Goodman MS and has over 175 already registered for the event.
- Our Junior Chef: Holiday Baking class is full. They will be making themed desserts to share with family/friends these holidays.
- Basketball had a great coach's meeting with about 40 coaches in attendance. We are currently at 525 kids registered, 80 on the waiting list with no more room and 60 teams spanning from 1st Grade to High School.
- November 27th Kelly and the TAC will be working with Ocean 5 on a Harry Potter Movie Marathon while kids are out of school.

EVENTS

- Participated in the 13th Annual Chum Festival



Peninsula Metropolitan Park District

PO Box 425 – Gig Harbor, WA 98335
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REGULAR MEETING MINUTES Tuesday, November 5, 2019, 7:00 pm

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

Call to Order ___: ___

Commissioners Present:

Maryellen (Missy) Hill
Amanda Babich
Todd Iverson
Kurt Grimmer
Steve Nixon (On-Call)

Staff:

Glenn Akramoff
Eric Guenther
Ed Lewis...
Aiden Krug
Elaine Sorensen
Stacie Snuffin

Citizens:

Bill Sehmel
Kendalyn Harris

REGULAR MEETING AGENDA:

ITEM 1 Approval of Agenda

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

ITEM 2 Citizen Comments (three-minute time limit)

Kendalyn Harris presented a PEG Grant project for a new playground structure at Voyager Elementary school. In the process of creating an application for a PenMet grant for \$15,000.

ITEM 3 Presentations

3.a Legislative Funds

Legislative funds historically are used to fund various programs and projects throughout the district. Commissioners have \$5,000 each, Commissioner Babich moved to allocate her remaining \$2,500 funds to the recreation program. Commissioners acknowledged that Iverson used \$1214.65 of his funds to help make carnival booths for the Scarecrow Festival. Commissioner Hill will verify with legal that her offer to Kendalyn Harris for the play structure at Voyager Elementary is an appropriate way to spend her funds. Other Commissioners will revisit their funds at a later time.

3.b Proclamation on Employee Values

Commissioner Iverson made a motion to accept the proclamation on staff values, seconded by Commissioner Grimmer. The proclamation was approved 5-0.

3.c Executive Director Report

Executive Director Akramoff listed some items that he still wants to accomplish before a new E.D. relieves him of his duties. This included information gathering, providing a formal report given to the Board about what he has accomplished while being PenMet's Interim Executive Director, the policy update process, a schedule for the commissioner to refer to in the 2020 calendar, finishing up real estate projects that were started, and continuing employee development. Commissioner Babich made the motion to reopen item 3.C on the Agenda, seconded by Commissioner Grimmer, the motion passed with a 5-0 vote. Commissioner Iverson made a motion that allows the Executive Director to move forward with PEG Grants under \$2,000, seconded by Commissioner Grimmer, the motion passed with a 5-0 vote.

3.d Financial Report

No financial report

3.e President's Report

The Board of Commissioners recognized Kelly Darling for her extraordinary commitment to providing creative and diverse camps, classes, and events to our customers.

ITEM 4

Consent Agenda

4.a Approval of Meeting Minutes

10-1-19 Study Session and Regular

10-15-19 Study Session and Regular

4.b Approval of Vouchers

- \$25,474.34 Reference number: V2019 535-V2019 552
- \$78,627.16 Reference number: V2019 553-V2019 577
- \$11,709.96 Reference Number: V2019 578-V2019 583

ITEM 5

Old Business

5.a 1st Public Hearing and Levy Rate approval

Commissioner Hill opened the 1st public hearing of the 2020 annual budget at 7:26. Commissioner Babich made a motion to approve R2019-016 Peninsula Metropolitan Parks District annual budget adoption, Commissioner Hill seconded. Commissioner Grimmer made a motion to keep the recreational fees consistent with what they currently are. The Commissioners voted in favor of not reducing the current recreation fees with a 3-2 vote.

5.b KCDA Membership

Eric Guenther discussed the benefits of joining the King County Directors Association. Commissioner Iverson made the motion to pass R2019-018, seconded by Commissioner Babich, the motion passed with a 5-0 vote.

5.c Hales Pass Roof Contract (KCDA)

Commissioner Iverson made a motion to pass R2019-019, seconded by Commissioner Babich, the motion passed with a 5-0 vote.

5.d SHP Field Lighting Bid Approval

Commissioner Iverson made a motion to pass R2019-021 for construction services from MD Electric. Seconded by Commissioner Grimmer, the motion passed with a 5-0 vote.

ITEM 6 Comments by Board

No comments

ITEM 7 Next Board Meetings: Tues. November 19th, 2019 (Study and Regular) at City Hall location

ITEM 8 Executive Session: Consider the Qualifications of an Employee and Real Estate [RCW 42.30.110] (In 7:43, Out 7:57) Commissioner Babich made the motion that the Board approves the Executive Director employment agreement for Douglas W. Nelson and substantially the form attached that authorizes the Board President to negotiate any remaining terms and execute the agreement. Seconded by Commissioner Grimmer, the motion passed with a 5-0 vote. Moved to reopened Item 3. C.

ITEM 9 Adjournment

Commissioner Hill adjourned the meeting at 8:00 pm

APPROVED BY THE BOARD ON: _____

President

Clerk

Submitted by: *Gamani Hayden*



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STUDY SESSION MINUTES

Tuesday, November 19, 2019, 6:00 pm

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

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

Commissioners Present:

Steve Nixon
Amanda Babich

Staff:

Glenn Akramoff
Elaine Sorensen
Eric Guenther
Aiden Krug
Stacie Snuffin

Citizens:

STUDY SESSION AGENDA:

ITEM 1 Approval of Agenda

Commissioners decided to proceed without having a quorum.

ITEM 2 Board Discussion: Retreat Results Action Plan

The Board discussed action items from the Strategic Planning Session Retreat and the timeline to be completed. Mojo Strategies created a summary of the Strategic Planning Session for us and staff member Aiden Krug presented a PowerPoint Presentation summarizing these actions. Action items 1 and 3 are completed. Action item 2 will be discussed in February in a study session. Action item 4 will be completed by the end of the year. Action items 5-6 haven't been started but planned completion will be by April. Action item 7 planning has begun but the date is to be determined. Update planned midyear. Staff will need to define what items 8-9 will look like by March and develop a work plan. Staff is preparing to do Item 10. Action item 11 has been started by another board and will present an update by 1st quarter. Then the board at Mojo Strategies is assisting with the process. Board is considering having Joy Johnston of Mojo Strategies work on Action Item 12 as well. Should start the process in the 1st quarter of 2012. Executive Director, Glenn Akramoff, suggested a study session to determine roles for items 13 and 14. Staff will create a form in writing with dates for the action items at the next Board meeting.

ITEM 3

Adjournment:

Clerk Babich adjourned the meeting at 6:36 pm

APPROVED BY THE BOARD ON: _____

President

Submitted by: *Stacie Snuffin*

Clerk



Peninsula Metropolitan Park District

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REGULAR MEETING MINUTES Tuesday, November 19, 2019, 7:00 pm

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

Call to Order ____: ____

Commissioners Present:

Maryellen (Missy) Hill (Late Excused)
Amanda Babich
Todd Iverson
Steve Nixon

Staff:

Glenn Akramoff
Eric Guenther
Aiden Krug
Elaine Sorensen
Stacie Snuffin

Citizens:

Bill Sehmel
Kendalyn Harris
Jennifer Bush Luce

REGULAR MEETING AGENDA:

ITEM 1 Approval of Agenda

Commissioner Nixon made the motion to approve the agenda, seconded by Commissioner Iverson. The agenda was approved with a 3-0 vote.

ITEM 2 Citizen Comments

Kendalyn Harris previously presented a PEG grant project for a new playground structure at Voyager Elementary school at a previous Board Meeting. Harris reported the PEG grant application process has been started. Harris was at the meeting to answer any questions anyone may have had regarding the application. The Board has no questions regarding the PEG grant application.

ITEM 3 Presentations

3.a Greater Gig Harbor Foundation

Julie Gustanski, CEO from the Greater Gig Harbor Foundation, was asked by the Board of Commissioners to answer some questions about The Curious by Nature School project off Wollochet Drive. She gave a presentation on the project and brought some conceptual designs. They plan to repurpose the existing buildings on the property. She explained what each structure on the property would be used for. Julie Gustanski stated that their budget is around \$500,000.00 and that close to \$100,000.00 of in-kind work has already been done on the property. Commissioner Babich asked if this property would be open to the public. Julie Gustanski stated that the property will not be open to the public. The

Board asked Julie Gustanski a few foundation questions which she gave answers for. The Board requested an update on the senior program. Julie Gustanski brought reports for the Board to review and discuss. They are working on locations for the program and they have completed the process of hiring the new program director, Heidi Hanson. They have entered into a 12-month service agreement with Peninsula Lutheran Church. Gustanski mentioned the website is up and running for the program.

3.b Financial Report

Deputy Executive Director Elaine Sorenson is projecting a net income of approximately \$105,000.00 at year's end. Sorenson reported that the budget document is completed. PenMet started our job shadow program. Sorenson reported that we have an all-staff meeting the following day on OSHA Staff Rights, will be starting on a revision to the HR manual to be finalized in 2020 and that PenMet is finalizing interviews for the new Facilities Coordinator position.

3.c Presidents Report

President Hill reported that the Board is working on the transition from our Interim Director to our new Executive Director

3.d Executive Director Report

There is nothing on the agenda for the Board or staff for the December 17th meeting. A history staff memo was given to the Board for review. Executive Director, Glenn Akramoff, proposed only doing a regular meeting on December 3rd due to the quick turnaround time due to Thanksgiving and that we will be starting the meeting at 6:00 pm. The Board approved.

ITEM 4 Consent Agenda

4.a Approval of Meeting Minutes

11-5-19 study session and Regular

11/19/19 study session

4.b Approval of Vouchers

\$139,982.45 Reference Numbers: V2019-584-V2019-608

ITEM 5 New Business

5.a 2nd Public Hearing and Levy Rate Approval

Commissioner Hill opened the 2nd public hearing of the 2020 annual budget at 7:33. Commissioner Hill made a motion to approve R2019-016 Peninsula Metropolitan Parks District annual budget adoption, Commissioner Nixon made the motion to approve the budget and Commissioner Iverson seconded. The motion passed with a 4-0 vote. Commissioner Hill made a motion to adopt R2019-017 Regular Property Tax Levy for collection in the calendar year 2020. Commissioner Babich made the motion to approve the levy. Seconded by Commissioner Nixon, the motion passed with a 4-0 vote. After no discussion, Commissioner

Hill closed the hearing on the adoption of R2019-017 Regular Property Tax Levy for collection in the calendar year 2020 at 7:35.

5.b Transfer Fund Hales Pass Roof

Commissioner Iverson made a motion to pass R2019-022, seconded by Commissioner Babich. The motion passed with a 4-0 vote.

5.c KCDA/MOSCO Contract Approval

Commissioner Iverson made a motion to pass R2019-021, seconded by Commissioner Babich. Commissioner Nixon commented that PenMet should be attentive and communicate with the neighbors about the impact the lights at Sehmel Homestead Turf Field. The motion passed with a 4-0 vote.

ITEM 6 Comments by Board

No Comments by the Board

ITEM 7 Next Board Meetings: Tues. December 3, 2019, at 6:00 pm (Regular) at City Hall location

ITEM 8 Executive Session: Consider Real Estate [RCW 42.30.110] No discussion (In 7:40, Out 7:56)

ITEM 9 Adjournment

Commissioner Hill adjourned the meeting at 7:58 pm

APPROVED BY THE BOARD ON: _____

President

Clerk

Submitted by: *Stacie Snuffin*



Finance Department
District Payment Transmittal

District Name: Metro Park District-Peninsula

PAYMENT LISTING

Trans Date	District Ref #	Payee Printed Name	Amount
11/18/19	V2019-609	Brown Dog Realty LLC	\$9,152.74
11/18/19	V2019-610	PENINSULA SCHOOL DISTRICT	\$1,001.00
11/18/19	V2019-611	Teach Me	\$801.50
11/18/19	V2019-612	Kelly Darling	\$49.00
11/18/19	V2019-613	Santa's Reindeer Company LLC	\$650.00
11/18/19	V2019-614	Clickery Photography LLC	\$542.50
11/18/19	V2019-615	CUSTOM PRINTS NW LLC	\$302.06
11/18/19	V2019-616	Caroline Konkol	\$313.60
11/18/19	V2019-617A	Office Team	\$2,268.00
11/18/19	V2019-617B	Susan Larson	\$871.50
11/18/19	V2019-618	Hemleys septic tank cleaning	\$815.00
11/18/19	V2019-619	Simplot Partners	\$1,206.11
11/18/19	V2019-620	Snodgrass Freeman Associates	\$28,463.00
11/18/19	V2019-621	KITSAP SUN	\$7,803.00
11/18/19	V2019-622	Cross Engineers	\$25,013.60
11/18/19	V2019-623	Pierce County	\$35,491.00
11/18/19	V2019-624	Municipal Code Corporation	\$1,402.70
11/18/19	V2019-625	Mojo Strategies	\$4,777.50
11/18/19	V2019-626	Colorful Events - Jacqueline Brulotte	\$200.00
11/18/19	V2019-627	Like Media	\$2,495.00
11/18/19	V2019-628	Adria Hanson	\$224.00
11/18/19	V2019-629	Tacoma Plumbing & Heating	\$66.92
11/18/19	V2019-630	WILCO	\$105.87
11/18/19	V2019-631	Heather Lantz	\$140.00
11/18/19	V2019-632	HOME DEPOT	\$614.50
11/18/19	V2019-633	PENINSULA SCHOOL DISTRICT	\$2,860.00
11/18/19	V2019-634	POA Leasing - PA	\$796.06
11/18/19	V2019-635	Pacific Office Automation Headquarters	\$3,266.02
11/18/19	V2019-636	The News Tribune	\$99.81
11/18/19	V2019-637	DAILY JOURNAL OF COMMERCE	\$530.40
11/18/19	V2019-638	Gig Harbor Marina & Boatyard	\$1,709.72
11/18/19	V2019-639	Harbor Wild Watch	\$50.00
11/18/19	V2019-640	Elizabeth Cude	\$315.00
11/18/19	V2019-641	Kara McKinney	\$352.50
11/18/19	V2019-642	Jonna Waage	\$142.50
11/18/19	V2019-643	Zachary Parris	\$324.00
11/18/19	V2019-644	Henry Oates	\$252.00
11/18/19	V2019-645	Trevor Wyatt	\$723.75

11/18/19	V2019-646	Jude Endsley	\$648.75
11/18/19	V2019-647	Cade Paulson	\$390.00
11/18/19	V2019-648	Jaden Norris	\$450.00
11/18/19	V2019-649	Simon Peterson	\$258.75
11/18/19	V2019-650	River Rector	\$502.50
11/18/19	V2019-651	Kim Hairston	\$545.75
11/18/19	V2019-652	Seton Identification Products	\$141.31
11/18/19	V2019-653	Peninsula Metropolitan Park District	\$40,343.78
Payment Count: 46			
			Total Amount: <u>\$179,472.70</u>

Payment Count: 46
 Payment Total: \$179,472.70

CERTIFICATION

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

<u><i>[Signature]</i></u> Authorized District Official Signature	<u>11/19/19</u> Date	_____	_____
Authorized District Official Signature	Date	Authorized District Official Signature	Date
<u><i>[Signature]</i></u> Authorized District Official Signature	<u>11/19/19</u> Date	_____	_____
Authorized District Official Signature	Date	Authorized District Official Signature	Date
<u><i>[Signature]</i></u> Authorized District Official Signature	<u>11/19/19</u> Date	_____	_____
Authorized District Official Signature	Date	Authorized District Official Signature	Date
_____	_____	_____	_____
Authorized District Official Signature	Date	Authorized District Official Signature	Date

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

PC Finance Department Use Only
 Authorization Received on _____
 Batch Verified by _____



Peninsula Metropolitan Park District

10123 78th Ave NW, Gig Harbor, WA 98332

"Today We Touch Tomorrow"

Office: 253-858-3400 Fax: 253-858-3401

E-mail: Info@PenMetParks.org

DISTRICT COMMISSION MEMO

To: District Commission
From: Glenn Akramoff, Interim Executive Director
Date: December 3, 2019
Subject: **Resolution R2019-020 Approve Park Enhancement Grant Program Policy**

Background/Analysis

During the Study Session on November 5, 2019, the Board reviewed the Park enhancement Grant Program Policy, related program documents, and the process for informing the public, applying, and approving grant applications.

1. Staff will continue to regularly notify the Board of PEG grants under consideration, in progress, and status.
2. The Executive Director is authorized to approve PEG Grant projects under an amount determined by the Board (currently \$2,000) and/or originating from the District Projects List.
3. Applications will still be presented to the Board, but Director approval will enable the project to move forward when appropriate.
4. Applicants will present the grant application if requested by Board.
5. Applicants will share the completed project presentation with the Board.
6. The annual allocation will be determined during the annual budget process.
7. The open application period extends throughout the year.
8. The PEG Program will be promoted quarterly in the Recreation Guide.
9. Website and other communications will provide PEG Program information.
See Historical Promotion document attached.
10. Staff will provide quarterly updates on the PEG Program including the District's Project List.
11. Staff discussed PEG Program with Key Pen Parks to watch for potential mutual projects.
12. A staff committee of Capital Projects Manager, Parks & Facilities Manager, and PEG Program Coordinator will review all applications.

The following PEG Applications have been received or are under consideration:

- Eagle Scout projects for Bat Houses at Hales Pass (completed, report ready)
- Rotary Bark Park trail map and signs (completed, report ready)
- Tubby's small dog area shelter (nearly ready for application approval)
- Narrows fencing (nearly ready for application approval)
- McCormick trail map and signs (preparing for application approval)
- Voyager PTA Playground (ready for approval)
- Harbor Family Park trail markers (preparing application)
- Two other scouts currently discussing projects

Recommendation

Staff recommends that the Board approve Resolution R2019-020 updating the Park Enhancement Grant Program Policy as set forth in the attached documents.

Policy Implications/Support

1. On November 5, 2019, the District proposed modifications to the PEG policy procedures and process.
2. On July 16, 2012, the District approved modifications to the PEG policy procedures and process.
3. On November 21, 2011, the District approved modifications to the PEG policy to enable the use of District funds to support recreation startup programs.
4. On March 21, 2011, the District approved modifications to the PEG policy to enable the use of District purchasing power to assist in PEG Grant purchases.
5. The Board requested modifications to the policy to include maintenance-related equipment in December, 2009.
6. The Board approved the PEG Grant Process and Procedures at the May 21, 2007 Commission Meeting.

Motion

I move to approve Resolution R2019-020 updating the Park Enhancement Grant Program Policy as set forth in the attached documents.

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

Program Documents Unchanged and Not Attached:

- PEG Application
- PEG Award Letter
- PEG Agreement
- PEG History
- PenMet Projects

Attachments:

- PEG Policy
- PEG Information
- Historical Promotion



Peninsula Metropolitan Park District

RESOLUTION NO. R2019-020

A RESOLUTION OF PENMET PARKS TO ADOPT THE REVISED POLICY REGARDING PARK ENHANCEMENT GRANT PROGRAM

WHEREAS, the PenMet Board of Park Commissioners is empowered by statute to govern the District as specified in Chapter 35.61.RCW; and

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

WHEREAS, the PenMet Parks Board of Park Commissioners met and reviewed a draft of the revisions to the Park Enhancement Grant Program Policy and the application documents; NOW, THEREFORE, BE IT

RESOLVED, by the Board of Commissioners of the PenMet Parks to adopt the revised Park Enhancement Grant Program 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 December 3, 2019.

Maryellen Hill, President

Amanda Babich, Clerk

Attest



Peninsula Metropolitan Park District

Park Enhancement Grant Program Policy

Policy Number:	Resolution Number:	Date Approved:	Supersedes the following Resolutions and Policies:
P70-101	R2012-018	July 16, 2012	N/A

Policy: **Park Enhancement Grant Program**
(Approved by the PenMet Parks Board of Commissioners)

Purpose: The Peninsula Metropolitan Park District (PenMet Parks) may have occasion to dedicate funds for park projects where community groups identify a priority and matching requirements for the purposes of this program.

It is the policy of PenMet Parks to provide funds for selected projects utilizing the criteria and procedures outlined in this document.

Policy Requirements:

Section 1. Guidelines

Definition of Park Enhancement Grant (PEG) Program

The Park Enhancement Grant Program was established in 2007 to help community groups improve park and recreation opportunities through smaller park and recreation projects.

The grant application period begins January 1 and continues throughout the year as funding permits.

Annually, funds may be budgeted for the PEG Program, typically in a pool for smaller grants of \$1,000 or less, and a pool for larger grants.

The **PEG Program Information Sheet** provides further clarification of this policy.

The **PEG Program Application** provides information and requests answers to questions required for evaluation and approval of grants.



Park Enhancement Grant Program



INFORMATION SHEET

IMPORTANT DATES

Applications Available:	January 1
Applications Accepted Starting:	January 1
Awards Announced:	Within 60 Days from Receipt
Projects Commence (notify PMP):	After Approved
Reimbursements Distributed with Receipts:	At 50% and 100% of Completion
Projects End:	Within 24 months
Final Project Report Due:	Required for final reimbursement

WHAT ARE PARK ENHANCEMENT GRANTS?

The Park Enhancement Grant Program was established in 2007 to help community groups improve park and recreation opportunities through smaller capital improvement projects.

Annually, there is an allocation for the program, identified during the budget process.

The types of projects supported by Park Enhancement Grants are:

- physical improvement projects,
- park maintenance, but not to include payment for labor,
- creating and maintaining a database for park maintenance jobs and park volunteers,
- startup funding for on-going recreation activities.

In order to qualify, community groups must match the District's contribution with volunteer time, in-kind donations of goods and services, and/or financial contributions.

Applications will be evaluated on:

- the quality and scope of the proposed project,
- the level of community participation in the project,
- the demonstrated need for the project,
- the nature of the 50% matching contribution, and
- the proposed maintenance program, if applicable.

The Park Enhancement Grants are awarded on the basis of merit.

Partnerships with local businesses, religious institutions, social service agencies and other community resources are encouraged. These partnerships allow the community access to a wider range of goods, services, and financial resources.

WHO MAY APPLY?

Individuals, single businesses, non-profit organizations, social services, school groups, fraternal and religious groups, political groups and public agencies are eligible as applicants. Organizations are encouraged to form partnerships to plan and implement projects. One organization must be the lead applicant and have the primary role in the partnership.

WHAT KIND OF PROJECTS ARE ELIGIBLE?

To be eligible, projects must:

- take place within the boundaries of the Gig Harbor Peninsula,
- have approval of property owner,
- provide a general public benefit to the community,
- be accessible to the general public,
- have goals which can be accomplished in 24 months or less, unless arranged with PenMet Parks,
- not be planning projects.

Some examples of possible projects are:

Physical Improvement Projects: Playground, playground equipment, minor park improvements; landscaping or plantings, educational brochures; all of which must meet the specifications of the District

Park Maintenance Projects: Trail maintenance, trash pickup, invasive plant control, etc. but not to include payment for labor.

Recreation Projects: Funding to help start a recreation program or event which will be self-sustaining and on-going.

Misc Projects: Creating and/or maintaining park job list, or volunteer data base.

Commission reserves final decision.

WHAT IS THE TYPICAL GRANT PROCESS?

- Applications available
- Pre-Application conference (optional, but recommended)
- Submit application
- Applications reviewed and grants awarded
- Grant project contract signed
- Project begins (notify PMP of schedule prior to activity)
- 50% reimbursement requested, reviewed, distributed
- Project completes
- Final report submitted
- Final reimbursement distributed after final report accepted

Park Enhancement Grant Program — INFORMATION SHEET

THE COMMUNITY MATCH

For every dollar requested from the Matching Grant Program, the applicant must identify match items that add up to equal (or exceeding) twice the value of the amount requested. So, if \$1,000 is requested, then at least \$2,000 of match must be proposed (and provided for reimbursement to be made).

Match items can be donated professional services, donated materials or supplies, volunteer labor, or cash. Following are some basic requirements for developing a match package:

- The value of the match must equal or exceed the amount requested from the Grant Program.
- The amount and type of match must be appropriate to the needs of the project.
- Proposed match must be expended during the life of the grant—neither prior to an award nor after the project's contract has ended.
- Assistance from District staff or funds from elsewhere in the District budget cannot be counted as match.
- Time spent preparing the grant application or fundraising cannot be counted as match.
- All volunteer labor is valued at the most recent Washington State hourly rate specified at: www.independentsector.org/volunteer_time
- Note: Reimbursement for paid labor is not permitted. Payment for labor can be counted as part of the match, however.
- Professional services, if needed for the project, are valued at the "reasonable and customary rate."
- Cash contributions to the District maintenance endowment can be used as a match item.
- The match must be not only pledged, but also **secured**. **Secured** means that the contribution has specifically been described and the project coordinator has signed the Match Pledged/Secured Form (attached to the application) to confirm the match commitment.
- Reimbursements will be available at 50% and 100% of project completion.

CONTACTS AT PenMet Parks

Executive Director (253) 858-3408
Eric Guenther, PEG Program Coordinator (253) 858-3400 x1222

Remember to notify PenMet Parks of construction schedule prior to commencement of construction activity.

HOW TO APPLY

Community groups interested in participating in the Park Enhancement Grant program must fill out and submit an application to PenMet Parks, P.O. Box 425, Gig Harbor, WA 98335. Applications can be emailed to Info@PenMetParks.org but the original with the signatures must be mailed or delivered.

Application forms can be obtained at the PenMet Parks office, via the web at www.PenMetParks.org, or requested by email from Info@PenMetParks.org

Pre-Application Conferences:

- May be requested (recommended) at any time during the application period, pending availability of staff.

Applications are due:

- According to the table on page 1.

Number of Copies Required:

- One original signed application & at least one electronic copy.

Attachments Required:

- As identified in application forms and questions.

Applications will be reviewed promptly and award notices will be announced at the following PenMet Commission meeting. Applicants should be prepared to start their projects immediately upon receiving notification of the award.

REIMBURSEMENT PROCEDURES

Upon awarding of the grant, PenMet Parks and the applicant organization will enter into an agreement for services described in the application. Matching grant funds will be released to the applicant organization on a reimbursement basis at 50% and 100% of project completion. Funds are typically dispersed within two weeks of invoice receipt. These funds may only be used to support the activities described in your proposed work plan and budget. Significant changes in your program or budget must be approved by the District before funds are expended.

Under special, pre-approved circumstances, applicants may request that the District utilize its purchasing capabilities to order certain equipment or materials as part of the project. The District could fund the purchase up front with its share of the PEG Grant, and all other aspects of the project would follow according to these policies.

IMPORTANT NOTES:

The project must be achievable within 24 months of award.

Applicant should notify the District with construction schedule.

A final project report must be submitted to the District to receive the final 100% reimbursement. The final report must include verification of your match and volunteer labor verification as well as the accounting for each project on the proposed work plan. Organizations that fail to submit a final report will be ineligible for future grants until a final report is submitted and accepted.

Grant recipients are responsible for any taxes which may be owed on grant awards.

Park Enhancement Grant Program — INFORMATION SHEET

PROCESSING THE CONTRACT

Each grant recipient will receive two original copies of their contract from PenMet Parks outlining the scope of work, funding, and reporting requirements under this grant program. The contract will be drafted to reflect the recipient's proposed work plan and budget included in their grant application. The contract should be reviewed by your organization and signed by an official representative of the organization. Each original should then be returned to the District for signature by the Executive Director. The District will send one original back to the grant recipient.

COMPLETING THE FINAL REPORT

The Purpose of the Final Report: The final report has several purposes. First, the report should document that all elements of the contract between the District and the grant recipient have been fulfilled. This documentation should include proof that District funds were used responsibly and as intended. Another purpose of the final report is to highlight the achievements realized through the grant. The District will use the information included in the final report to inform the Board of Park Commissioners, the media, and interested citizens about the grant program. This is also an opportunity for grant recipients to let the District know how the program might be improved.

Final Report Due Date: See dates on page 1

Number of Copies Required: One original, plus one electronic: Word doc plus spreadsheet budget

Send Final Reports to: PEG Program Coordinator
P.O. Box 425
Gig Harbor, WA 98335

Final Report Elements Required:

1. A narrative of the project (from question #1a) and pictures to tell the story (Power Point encouraged).
 2. An updated copy of the Application with final answers and numbers for project, including:
 - Question 4, Workplan
 - Question 5, Project Budget
 - Question 6, Donation-Volunteer Form, documenting donated materials and labor.
- Receipts, including those documenting matching funds.
 - Signed Owner Project Acceptance form
 - Payee information for grant check (application page 1).
 - Photographs illustrating the work achieved under the grant.
 - As Built drawings.
 - Photographs documenting acknowledging signage for the project (may be documented for later completion).
 - Any promotional materials created during the project.
 - Copies of any media coverage.
 - Any other materials that expresses the activities and success of the project.

ADDITIONAL QUESTIONS

What happens if we fail to submit this report?

Failure to submit the final report delays approval of final 100% reimbursement, and disqualifies your organization from receiving grant funds from the District until the report has been received and accepted by the District.

What happens if the District does not accept our final report?

Reports may not be accepted if documents are outstanding or questions are unresolved. Until documentation or acceptable responses are received and the report is accepted, your organization will be ineligible for final reimbursement or future grant funds.

What happens if we get less than a 2/1 match with District funds?

Grant funds should be matched, two dollars for one dollar, with donated professional services, materials, volunteer labor, and/or cash. Any grant funds awarded that do not have a documented match will not be reimbursed. The final report will not be accepted until documentation of a full match is received.

What documentation is needed to verify that we have fulfilled the match requirement?

The match should be documented using the attached Secured Match Log. The log may be used throughout the grant period to document services rendered or materials and cash donated. The project coordinator should sign the log, and all receipts should be attached when the final report is submitted.

What happens if the project takes longer than 24 months?

A grant applicant may request an extension from the District by communicating in writing the reasons and expected duration for the extension. Final reimbursement is still dependent on acceptance of the final report.

What acknowledging signage is required for the project completion?

All projects must include approved signage or labeling with references to PenMet Parks acknowledging the PEG Grant Program and receive prior approval from PenMet Parks.

What if the project includes promotional materials?

All promotional materials related to the project must include appropriate references to PenMet Parks acknowledging the PEG Grant Program and receive prior approval from PenMet Parks.



Park Enhancement Grant Historical Promotion

Historical list of applicant organizations

- Scouts (several troops)
- Rotary
- Master Gardeners
- GH Sand Volleyball
- Healthy Communities
- EnviroCorps
- Harbor Heights PTA
- Kopachuck PTA
- FICRA
- Baseball Teams
- KGHP/PSD
- Maritime Playzone Committee
- Washington Water Trails
- Artondale PTA
- PAA
- Uptown Animal Hospital
- GHHS & PHS Boosters
- Voyager PTA

Presentations that include PEG Information

- Jul, 2015 GH Leadership
- Mar, 2015 Super Business
- Sep, 2014 Sound Vista (Tubby's Area)
- Aug, 2013 Rotary
- Feb, 2013 Chamber of Commerce
- Apr, 2012 GH Welcome Club
- Apr, 2012 Rotary
- Aug, 2011 Chamber of Commerce
- May, 2011 FICRA
- Feb, 2011 FICRA
- Oct, 2010 Kiwanis

Other Historical Promotions

- PSD Flyers
- Rec Guides
- Website
- Regular Agenda Items

Additional

- Added to District Properties Status Doc
- Develop new promo block for Rec Guide
- Enhance website page
- Develop handout/brochure



Peninsula Metropolitan Park District

10123 78th Ave NW, Gig Harbor, WA 98332

"Today We Touch Tomorrow"

Office: 253-858-3400 Fax: 253-858-3401

E-mail: Info@PenMetParks.org

DISTRICT COMMISSION MEMO

To: District Commission

From: Eric Guenther, Planning & Special Projects Manager

Date: December 3, 2019

Subject: **Resolution 2019-024, Voyager PTA, PEG Grant to fund a playground structure at Voyager Elementary School**

Background/Analysis

This Park Enhancement Grant (PEG) Program application is submitted by Kendalyn Harris on behalf of the Voyager PTA, requesting PEG funding assistance for a playground structure at Voyager Elementary School.

Staff received and reviewed the following PEG application with additional details attached:

- \$15,000 – Kendalyn Harris, Voyager PTA, playground structure at Voyager Elementary School

The PEG program for 2019 currently contains \$20,192.59 available for matching grants after reductions for approved grants. The previous 2019 award of \$15,000 for Sand Volleyball Courts has been returned. There is sufficient funding in the PEG program to fund this application.

The balance remaining in the 2019 PEG grant program should the Board approve this project will be \$5,192.59.

The PEG Program involves reimbursement grants, whereby grantees acquire materials and then submit receipts to the District for reimbursement along with documentation of match. Provisions in the grant program allow for PenMet purchasing authority to be used for acquiring materials that meet the specifications of the grant application. These purchases also require documentation of grant match.

Recommendation

Staff recommends that the Commission approve Resolution 2019-024, a PEG Grant application submitted by Kendalyn Harris on behalf of the Voyager PTA, requesting PEG funding assistance for a playground structure at Voyager Elementary School.

Policy Implications/Support

1. The Board included the Park Enhancement Grant (PEG) Program in Capital Improvement Program as part of the adopted 2019 Annual Budget.
2. The Board approved the PEG Grant Process and Procedures at the May 21, 2007 Commission Meeting.
3. The Board reviewed and approved an update to the PEG Grant Process and Procedures at the December 3, 2019 Commission Meeting.
4. The Commissioners reviewed the amended application during the period of November 27-December 3, 2019.

Motion

I move to approve Resolution 2019-024, to award a PEG Grant to the Voyager PTA for a playground structure at Voyager Elementary School in the amount of \$15,000.

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.

Attachment:

PEG Application



Peninsula Metropolitan Park District

RESOLUTION NO. R2019-024

A RESOLUTION OF PENMET PARKS TO AWARD 2019 PEG GRANT

WHEREAS, the Peninsula Metropolitan Park District (PenMet Parks) manages and operates public park facilities with goals to:

- Provide park and recreation opportunities for our constituents through partnerships,
- Develop and maintain high quality facilities,
- Prudently manage District funds by maximizing the use of tax revenues by using other resources such as...volunteers; and

WHEREAS, the Board included the Park Enhancement Grant (PEG) Program in the Capital Improvement Program as part of the adopted 2019 Annual Budget; and

WHEREAS, the PEG Program Process and Procedures were approved by the Board in May 2007, and amended in December 2019; NOW, THEREFORE BE IT

RESOLVED by the Board of Park Commissioners of the Peninsula Metropolitan Park District (PenMet Parks) to award a 2019 PEG Grant to:

- Kendalyn Harris and Voyager PTA, to fund a playground structure at Voyager Elementary School in the amount of \$15,000.

The foregoing resolution was adopted at a regular meeting of the Board of Park Commissioners of the Peninsula Metropolitan Park District held on December 3, 2019.

Maryellen Hill, President

Amanda Babich, Clerk

Peninsula Metropolitan Park District Commission

Attest



Park Enhancement Grant Program



APPLICATION / REIMBURSEMENT REQUEST

Applicant Contact Information	
Project Name: Voyager Playground Structure	Date: 11/12/19
Organization: Voyager PTA	
Contact Person: Kendalyn Harris	
Mailing Address: 5615 Kopachuck Dr NW, Gig Harbor, WA 98335	
Email Address: Voyagerpta.president@gmail.com	
Day Phone:	Even Phone:
Cell Phone: 253-549-9417	

Project Description	Total Project Cost
Briefly Describe Project and Distinct Elements of Project	
Overview: Purchase of a new playground structure for Voyager Elementary;	_____
Donated Materials, Services, Labor, Cash (Total 5.4):	70,387.43
Purchased Materials, Equipment, Rentals (Total 5.5): Expenditures: \$ 85,387.43 less Cash Donations: \$ 70,387.43	15,000.00
(Total 5.6) Project Total:	85,387.43
(Up to 50% of Project Total; Cannot exceed Donation Value (5.4), or Purchased Portion (5.5) of Project Total) Grant Funds Requested:	15,000.00
(For reimbursement submissions only, provide details in Question 5) <input type="checkbox"/> 50% or <input type="checkbox"/> 100% Reimbursement Requested:	

Year	Grant Program History (List past grant program applications and/or grants received)	Project Total	Amount Requested	Amount Received
	None			

Grant Payee Information (List organization or person grant check should be paid to)	
Grant Check Payee: Voyager PTA	
Mailing Address: 5615 Kopachuck Dr. NW, Gig Harbor, WA 98335	
Email Address: Voyagerpta.president@gmail.com	
Day Phone:	Even Phone:
Cell Phone: 253-549-9417	

Please respond to the following questions or attach your responses to this application form (if necessary).

Project Name: Voyager Playground Structure – Phase 1 Project Total: \$40,986.44

1. Project(s) Information

- a. Describe the project fully, and explain what this project will accomplish for the community (This will be the basis of the narrative for Final Report and subsequent media releases).

Voyager Elementary PTA is fundraising to purchase a new play structure for the school playground in two phases. This structure will be in addition to the current play structures. An additional structure is needed to help accommodate the increasing enrollment at Voyager. Currently, the school is at 620 students for K – 5th grade. The last play structure purchased in 2014, at which time the school enrollment was 490 students. The addition of a new structure will help with overcrowding at the current structures during recess time.

The Voyager playground also is used by soccer and baseball programs who use the school's fields for practices. The playground structures are open to the public during these times, as well as during all non-school hours, including summer months.

This funding will be applied to Phase One (approximately \$41,000). Phase Two is estimated at \$44,000.

See attached drawings at the end.

- b. What is the location and ownership of the site? (owner must give final approval of completed project)

Voyager Elementary is located at 5615 Kopachuck Dr. NW in Gig Harbor. The property is owned by the Peninsula School District. See e-mail attached at the end.

- c. Who will be responsible for the project management and any sub-elements of the project?

The PSD Facilities Department will be responsible for coordinating all installation logistics and vendors. See e-mail attached at the end.

- d. Contact the appropriate permitting agency (City or County) to determine project requirements for (provide documentation from the agency, especially if the answer is "none" or "N/A")

Permitting? Pierce County through Peninsula School District

Engineering? Allplay/Playcraft

- e. What will you require from PenMet Parks to start and complete the project? Funding

- f. Does the project meet ADA requirements? (explain all answers, especially if "no" or "N/A")

Yes, see attached at the end.

- g. Will there be any public access or use restrictions?

The Voyager Playground is open to the public during non-school hours, including all weekends, holidays, and the summer months.

- h. How will community volunteers participate and how were they involved in the selection of this project?

The purchase of a new playground structure has been discussed for several years by the Voyager staff and families. Unfortunately, due to the recently increased enrollment counts the project was put on hold to focus on other emergent needs. Our Voyager students will be choosing the color theme of the structure by a vote later this fall.

- i. List other organizations involved in the project.

Peninsula School District has been involved during the design phase to ensure all design aspects met district standards and will oversee the installation of the structure.

2. Ongoing Maintenance

- a. What are the on-going maintenance requirements of this project?

Maintaining the playground grounds and routine checks on the structure's overall stability.

- b. Who will perform the maintenance, and what will be your on-going contribution to this maintenance?

PSD Facilities Department will oversee all maintenance and upkeep for the structure

3. Other Issues

- a. Provide a location map, site map, and any other pertinent drawings for the project. (Include "As-Built" drawings with Final Report)

- b. Provide documentation of property owner pre-approval.

See attached e-mail from PSD (attached).

- c. Provide documentation that significant user groups have been consulted.

Contacted PenMet Parks Recreation, Gig Harbor Little League, and Harbor Soccer Club to inform them and solicit any feedback.

- d. Are there any other conditional funds involved in this project such as state or federal grant funds?

No

- e. For recreation projects, describe the on-going plan for this recreation activity and provide a budget projection for at least 3 years?

N/A

4. Workplan

List in chronological order the major, but specific, steps or key activities you will take to complete your project. Next to the activity, identify who will be responsible, and list the date (month/year) you estimate it will be completed.

Activity	Responsible Person/Group	Completion Date
Fundraising for purchase	Voyager PTA	ongoing
Approval by Peninsula School Board	PSD Board & VPTA	12/2019
Permitting through DOH (WA State Dept. of Health)	PSD Facilities	
Purchase of structure	VPTA, PSD & Allplay Systems	
Clearing of land	PSD Facilities	
Installation of Structure	PSD Facilities & Allplay Systems	

5. Project Budget

① Description of Item	② Source for Cost (Vendor)	③a Quantity	③b Unit Cost	Community Match		⑥ Total Cost (④+⑤)
				④ Donated Materials, Cash & Labor	⑤* Your Cash Expended	
Custom R-5 Structure, 5-12 yrs	Playcraft	1.00	24,363.00		24,363.00	24,363.00
Plastic Timber Borders	Borderscape	37.00	40.00	0.00	1,480.00	1,480.00
Steel stakes (included above)	Borderscapes			0.00	0.00	0.00
Engineered Wood fiber (woodcarpet)	Zeager	68.00	38.50		2,618.00	2,618.00
KCDA Discount 10% (contract 15-315)		1.00	2,846.10		-2,846.10	-2,846.10
Freight Structure		1.00	1,200.00		1,200.00	1,200.00
Freight Wood Fiber		1.00	769.00		769.00	769.00
Installation per KCDA-Deluxe	R&R	1.00	9,325.68		9,325.68	9,325.68
Fabric/Border/chip installation		1.00	1,076.00		1,076.00	1,076.00
Performance Bond 3% (PSD doesn't require)	ALLPLAY	1.00			0.00	0.00
						0.00
						0.00
						0.00
Sales Tax 7.0%			0.079		3,000.86	3,000.86
Phase Two		1.00	44,400.99		44,400.99	44,400.99
Cash Donations:						
	PTA	1	70,387.43	70,387.43	-70,387.43	0.00
TOTALS:					\$ 15,000.00	\$ 85,387.43
				\$70,387.43		
50% of Project Total						\$ 42,693.72
Grant Amount Requested: Least of Col. 4 or 5 or 50% Col. 6						\$ 15,000.00
Previous Reimbursement						
Reimbursement Amount Requested: 50% or 100% ***						\$ 15,000.00

* Grant request cannot exceed Column 4 or Column 5 total or 50% of Column 6 total.

** Record donated cash as a positive donation in column 4 and a negative (used to purchase materials) in column 5. Include cash donation amount in project total, column 6. See example below.

Phase One



Complete Project (Phases One & Two)



From: "GILLESPIE, PATRICK J" <gillespie@psd401.net>
Subject: Re: Voyager Playground
Date: September 25, 2019 at 4:38:37 PM PDT
To: Voyager PTA President <voyagerpta.president@gmail.com>
Cc: "Rimmele, Katja" <rimmek@psd401.net>, "danielle@allplaysystems.com" <danielle@allplaysystems.com>, "OTIS, JEFFREY R" <otisi@psd401.net>

At this time I think we can move forward with the design I was shown. Danielle is working up cost estimates for phase 1 and phase 2. Next steps to move this forward, once your group is ready are as follows:

- Fill out donation form, will send it to you when you are ready.
- Due to the amount that would be donated it will need to be approved by our school board. Usually a formality, however I can not speak for our board.
- After the school board approves the donation PSD will submit for a permit with DOH. Permit process takes approximately 2 to 6 weeks.
- Once DOH approves the permit, PSD will issue a purchase order to the vendor.
- Usually 6 to 8 weeks later we will schedule delivery and install.

This is just meant to let you know what to expect as we move forward. The hard part is done with getting a play toy picked and location for it. The list above we will deal with as each step comes up.

Thank you for all the hard work you do for Voyager and it's students.

Sincerely,

Patrick Gillespie
Director of Facilities
Peninsula School District
253-530-3811

From: <danielle@allplaysystems.com>
Subject: RE: Voyager Play Structure
Date: October 30, 2019 at 11:41:12 AM PDT
To: "Voyager PTA President" <voyagerpta.president@gmail.com>

They are compliant for ADA access, but they are not as inclusive as a solid surface like tile or poured-in-place. I have attached a copy of the certification letter for the Woodcarpet we included in your quote.

Let me know what other questions I can answer.

Danielle



Danielle Patterson, CPSI
360.808.5925



PA: 1-800-346-8524 / KY: 1-800-296-9227

To whom it may concern:

The purpose of this letter is to provide assurance that the playground surfacing products that Zeager manufactures meet current United States and Canadian playground surfacing guidelines established by the U.S. Consumer Products Safety Commission, the Americans with Disabilities Act, the American Society for Testing and Materials, and the Canadian Standards Association.

Woodzaper® engineered wood fiber, foam wear mats, and Dunalain® resilient drain have been tested to comply to the following:

- CAN/CSA Standard Z614-14 – Children’s play spaces and equipment.
- ASTM F1292 – Impact Attenuation for surfacing materials.
- ASTM F2075 – For sieve analysis, tramp metal, and hazardous metals.
- ASTM F1951 – Determination of Accessibility of Surface Systems.

Woodzaper® is a natural and does not contain any harmful chemicals or wood preservatives. It is manufactured from fresh wood chips that come from local lumber mills or land clearing operations, not from post-consumer wood such as pallets that could contain spilled chemicals or preservatives.

Attached to this letter are certificates from the International Play Equipment Manufacturers Assn. (IPEMA) showing compliance to F1292 and F2075. Customized certificates will be mailed to you upon receipt of first purchase order.

Jeff Minkovich

Zeager Bros., Inc.

IPEMA Certificate of Compliance



In the interest of public playground safety, IPEMA provides a third party certification service whereby TUV America, Inc. verifies a manufacturer's compliance to the ASTM F1252 Standard Specification for impact attenuation of existing and new sets within the use zone of Playground Equipment. The manufacturer listed below has received written verification from TUV America, Inc. that the products listed are in compliance with the requirements of ASTM F1252. Notice of this Certificate is available upon your request. This certificate only applies to product purchased from Zeager Inc. or its affiliated dealers.

MANUFACTURER:
 Zeager Bros. Inc.
 4000 East Hanoverg Pike.
 Mechanicsville, PA 17057 United States

Product #	Product line	Description
CSW 8154	Wood Carpet®	Engineered wood fiber
12W 120120	Wood Carpet®	Engl wood wood fiber

INTERNATIONAL
 PLAY EQUIPMENT
 MANUFACTURERS
 ASSOCIATION

MEMBER

FOR BID USE ONLY.

This certificate is only for verification that Zeager Woodcarpet is certified by the International Play Equipment Manufacturer's Assoc. A dated certificate will be sent to you once you have purchased product for your play area. Go to www.zeager.com



1 of 1 You may verify this certificate by visiting IPEMA's website at <http://www.ipema.org>

IPEMA Certificate of Compliance



In the interest of public playground safety, IPEMA provides a third-party certification service whereby TÜV America, Inc. verifies a manufacturer's performance to the ASTM F2075 Standard Specification for engineered wood fiber for use as a Playground Safety Surface Under and Around Playground Equipment. The manufacturer listed below has received written verification from TÜV America, Inc. that the products listed below conform with the requirements of ASTM F2075. Notice of the Certificate is available upon request. This certificate only applies to product purchased from Zeager Inc. or its affiliated dealers.

MANUFACTURER:
 Zeager Inc., Inc.
 4000 East Hanoverburg Pike,
 Newkirk, PA 17057 Jettie Blubaugh

Product #	Product line	Description
CSW 8-151	Wood Carpet®	Engineered wood fiber
12W 121121	Wood Carpet®	Engineered wood fiber

FOR BID USE ONLY.
 This certificate is only for verification that Zeager Woodcarpet is certified by the International Play Equipment Manufacturer's Assoc. A dated certificate will be sent to you once you have purchased product for your play area. Go to www.zeager.com

ASTM F2075 requires you add this and other pieces of the complete set of requirements for use in this area. Mercury & A confirms that the products meet above and other requirements for engineered wood fiber.



1 of 1 You may verify this certificate by visiting IPEMA's website at <http://www.ipema.org>



Site photograph
Front three trees and tires will be removed



Location of play structure



Peninsula Metropolitan Park District

10123 78th Ave NW, Gig Harbor, WA 98332
Office: 253-858-3400 Fax: 253-858-3401
E-mail: Info@PenMetParks.org

"Today We Touch Tomorrow"

DISTRICT COMMISSION MEMO

To: District Commission
From: Glenn Akramoff, Executive Director
Date: December 3, 2019
Subject: **Adoption of Resolution R2019-015 Declaring Certain Real Estate Surplus and Approving the Exchange of Properties**

Background

The Peninsula Recreation Area (PRA) is composed of the former Boys and Girls Club property and the Gig Harbor High School (GHHS) Track property and was originally owned by Pierce County. In 2002, Pierce County executed a lease with the Peninsula School District (PSD) to allow use of the western portion of the property as an athletic field and track. Pierce County subsequently transferred ownership of the PRA to PenMet Parks, and in 2011 PenMet and PSD entered into a similar lease.

During PenMet's surplusing and sale of the Boys & Girls Club (BGC) portion of the PRA in 2015, the BGC prepared a short plat that created separate legal lots, one for the BGC Property (Lot 1) and another lot for the Peninsula School District's GHHS Track facilities (Lot 2, 9.2 acres, Park District Property), which the City of Gig Harbor approved.

PenMet Parks continues to lease the GHHS Track property to the Peninsula School District for use as a track and field and related athletic events.

In the process of building an elementary school on the former BGC site (purchased by PSD in 2019), PSD finds it advantageous to have ownership of the adjacent GHHS Track property.

In 2011, PenMet entered into an agreement to lease from PSD the property now known as the Rotary Bark Park (RBP, 94.9 acres, School District Property), for the purpose of providing an off-leash area (OLA) and forest trails as requested by the community.

In addressing the desire for PenMet and PSD to own the properties they are currently using and leasing from each other, the two government entities entered into a Purchase and Sale Agreement (attached, approved September 17, 2019, Resolution R2019-012) to transfer and exchange real property pursuant to chapter 39.33 RCW.

The exchange will include 74.9 acres of the RBP property with PSD retaining ownership of 20 acres at the north-east corner.

Additional documents related to this transfer and exchange include:

- Easement for Ingress, Egress, and Utilities enabling PenMet access to the 74.9 acres of the RBP property across the 20 acres of retained PSD property.
- Joint Use Agreement enabling PenMet to partner with PSD in the use of potential future facilities on the 20 acres of retained PSD property.
- The existing leases will terminate at the end of the year.
- Appraisal Report by Kidder Matthews.
- Review Appraisal by GPA Valuation

These documents were reviewed by the attorneys for both the Peninsula Metropolitan Park District and the Peninsula School District.

Recommendation

Staff recommends that the Commission conduct a final reading and approve the attached Resolution R2019-015 declaring certain real estate commonly known as the GHHS Track Property (Lot 2), the land located west of 8502 Skansi Ave., Gig Harbor, Washington, Pierce County Tax Parcel No. 0221067001, surplus for District park and recreation purposes, and transfer and exchange the above real property for a portion of certain real property owned by the Peninsula School District with a site address of 10202 Bujacich Rd N.W., Gig Harbor, WA (Pierce County Tax Parcel No. 0122363023) which is subject to a boundary line adjustment or lot segregation, and other good and valuable consideration, and direct staff to complete and execute the necessary documents to effect the transfer and exchange of the properties.

Policy Implications/Support

Pursuant to RCW 35.61.132, a metropolitan park district may sell real property if the Commission unanimously declares the property surplus for park or other recreational purposes. The property may then be sold through a public bidding process to the highest and best bidder.

The Notice of Public Hearing was published through the Peninsula Gateway, appearing online from November 21 forward, in the Gateway Meetings section, in the Gateway printed version Legals section, and on the PenMet website since November 18.

Motion

I move to approve Resolution R2019-015 Declaring Certain Real Estate Surplus and to approve the transfer and exchange of real property as set forth in the attached documents, and to authorize the Interim Executive Director to sign related documents including but not limited to the Easement for Ingress, Egress, and Utilities, and the Joint Use Agreement.

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

Attachments:

- Purchase and Sale Agreement
- Easement for Ingress, Egress, and Utilities
- Joint Use Agreement
- Appraisal (Kidder Mathews)
- Review Appraisal (GPA Valuation)
- Public Hearing Notice



Peninsula Metropolitan Park District

RESOLUTION NO. R2019-015

A RESOLUTION OF THE PENINSULA METROPOLITAN PARK DISTRICT DECLARING CERTAIN REAL PROPERTY SURPLUS FOR DISTRICT PARK OR OTHER RECREATIONAL PURPOSES, ACCEPTING THE EXCHANGE PROPERTY FROM PENINSULA SCHOOL DISTRICT, APPROVING EASEMENTS AND JOINT USE AGREEMENT

WHEREAS, the Peninsula Metropolitan Park District (PenMet Parks) Board of Park Commissioners owns the property commonly known as the Gig Harbor High School Track (Park District Property), that portion of the land located west of 8502 Skansi Ave., Gig Harbor, Washington (Pierce County Tax Parcel No. 0221067001) and legally described as follows:

Lot 2 of the Gig Harbor Short Plat recorded under Pierce County Auditor File No. 201412305002 (Pierce County Tax Parcel No. 0221067001)
The property is depicted on the attached Exhibit A as Lot 2.

WHEREAS, the property is subject to an annual Lease for Athletic Fields with the Peninsula School District and generates annual rent in the amount of \$10.00; and

WHEREAS, PenMet Parks (District) published in the Peninsula Gateway a Notice of Public Hearing pursuant to RCW 39.33.020 to determine if the described property is surplus and no longer needed for District parks and recreation purposes pursuant to RCW 35.61.132; and

WHEREAS, the District, pursuant to RCW 39.33.020, held a public hearing on December 3, 2019, and determined the property serves no present or future park or other recreational purpose or function for the District and is surplus property; and

WHEREAS, the property will be transferred to the Peninsula School District, primarily for its continued use as a recreation and sports field for the School District; and

WHEREAS, in exchange, PenMet Parks would receive, pursuant to chapter 39.33 RCW, that portion of certain real property owned by the Peninsula School District with a site address of 10202 Bujacich Rd N.W., Gig Harbor, WA (Pierce County Tax Parcel No. 0122363023, School District Property) which is subject to a boundary line adjustment or lot segregation, and other good and valuable consideration, as reflected in the Property Exchange Agreement approved pursuant to Resolution R2019-012; now, therefore be it

RESOLVED by unanimous vote of the Board of Park Commissioners of the Peninsula Metropolitan Park District, that the property legally described above and depicted in Exhibit A is declared surplus for District park or other recreational purposes; and it is further

RESOLVED that the Board of Park Commissioners of the Peninsula Metropolitan Park District hereby accepts the Peninsula School District Exchange Property identified above and depicted in Exhibit B; and it is further

RESOLVED that the staff is directed to complete the necessary documents to effect the sale and exchange of the properties with the Peninsula School District including, but not limited to, the Easement for Ingress, Egress, and Utilities, and the Joint Use Agreement in substantially the form attached as Exhibits C & D.

The foregoing resolution was adopted at a regular meeting of Board of Park Commissioners of the Peninsula Metropolitan Park District held on December 3, 2019.

Maryellen Hill, President

Amanda Babich, Clerk

Attest

**Exhibit A
Park District Property**

PARK DISTRICT PROPERTY LEGAL DESCRIPTION

LOT 2, CITY OF GIG HARBOR SHORT PLAT, RECORDED DECEMBER 30, 2014 UNDER RECORDING NO. 201412305002, RECORDS OF PIERCE COUNTY, WASHINGTON.

CONTAINING 400700 SQUARE FEET, OR 9.20 ACRES.

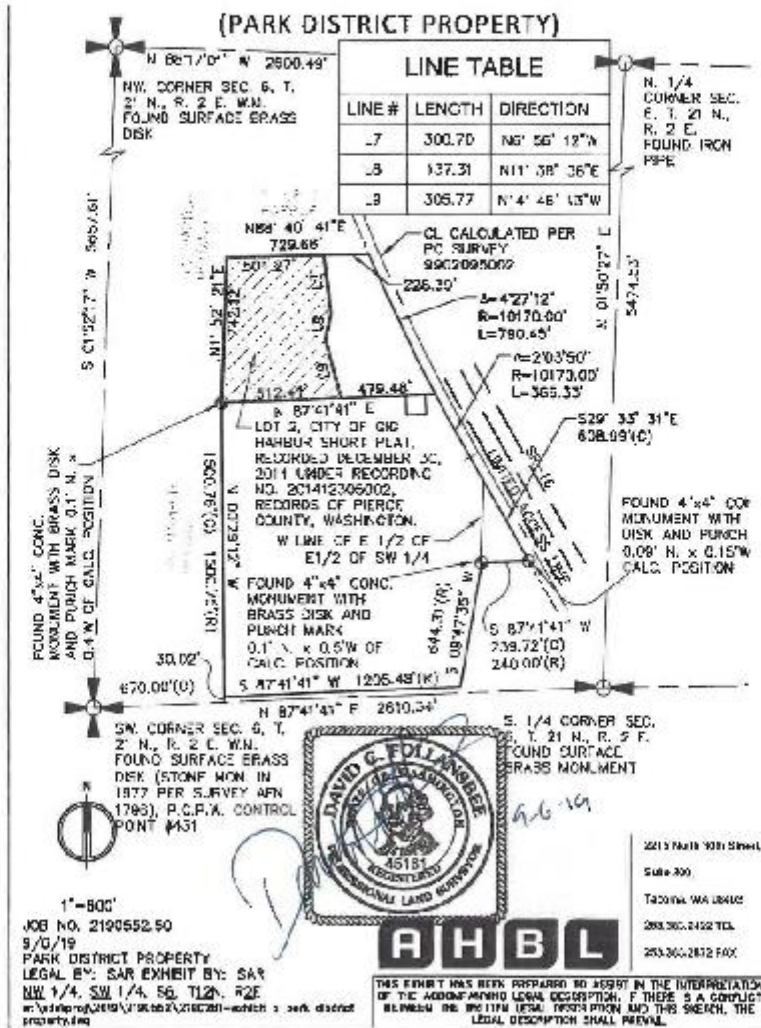


Exhibit B-1
School District Property

SCHOOL DISTRICT PROPERTY CONVEYANCE LEGAL DESCRIPTION

THAT PORTION OF THE SOUTH HALF OF THE SOUTHWEST QUARTER, THE SOUTH HALF OF THE NORTHEAST QUARTER OF THE SOUTHWEST QUARTER AND THE SOUTHWEST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 36, TOWNSHIP 22 NORTH, RANGE 1 EAST, W.M., IN PIERCE COUNTY, WASHINGTON, LYING WESTERLY AND SOUTHERLY OF THE CENTERLINE OF BUIACICH ROAD AS SHOWN ON THAT PLAT FILED UNDER APPLICATION NO. CR-3146, AS SUPPLEMENTED, WITH THE OFFICE OF THE COMMISSIONER OF PUBLIC LANDS, OLYMPIA, WASHINGTON;

EXCEPT THAT PORTION OF THE SOUTHWEST QUARTER OF THE SOUTHEAST QUARTER OF SAID SECTION 36 LYING EASTERLY OF THE THREAD OF THE WEST FORK OF MCCORMICK CREEK, ALSO KNOWN AS LORENZA CREEK;

AND EXCEPT THAT PORTION LYING EAST AND NORTHERLY OF THE FOLLOWING DESCRIBED LINE:

BEGINNING AT THE SOUTHWEST CORNER OF THE NORTHEAST QUARTER OF THE SOUTHWEST QUARTER OF SAID SECTION;
THENCE ALONG THE WEST-CENTER SIXTEENTH LINE, SOUTH 02°16'54" WEST, 279.05 FEET TO A LINE BEING 279.00 FEET SOUTH AND PARALLEL WITH THE NORTH LINE OF SAID SOUTH HALF OF THE SOUTHWEST QUARTER;
THENCE ALONG SAID 279.00 FEET SOUTH AND PARALLEL LINE, SOUTH 87°35'49" EAST, 581.41 FEET;
THENCE LEAVING SAID 279.00 FEET SOUTH AND PARALLEL LINE, NORTH 30°18'36" EAST, 526.47 FEET;
THENCE SOUTH 80°58'25" EAST, 246.46 FEET MORE OR LESS TO THE WESTERLY RIGHT-OF-WAY MARGIN OF BUIACICH ROAD AS SHOWN ON A RECORD OF SURVEY, RECORDS OF PIERCE COUNTY, WASHINGTON, RECORDED UNDER AUDITOR'S FILE NUMBER 200903205002, AND TERMINUS OF SAID DESCRIBED LINE.

CONTAINING 3,262,696 SQUARE FEET, OR 74.90 ACRES.



Exhibit B-2
School District Property

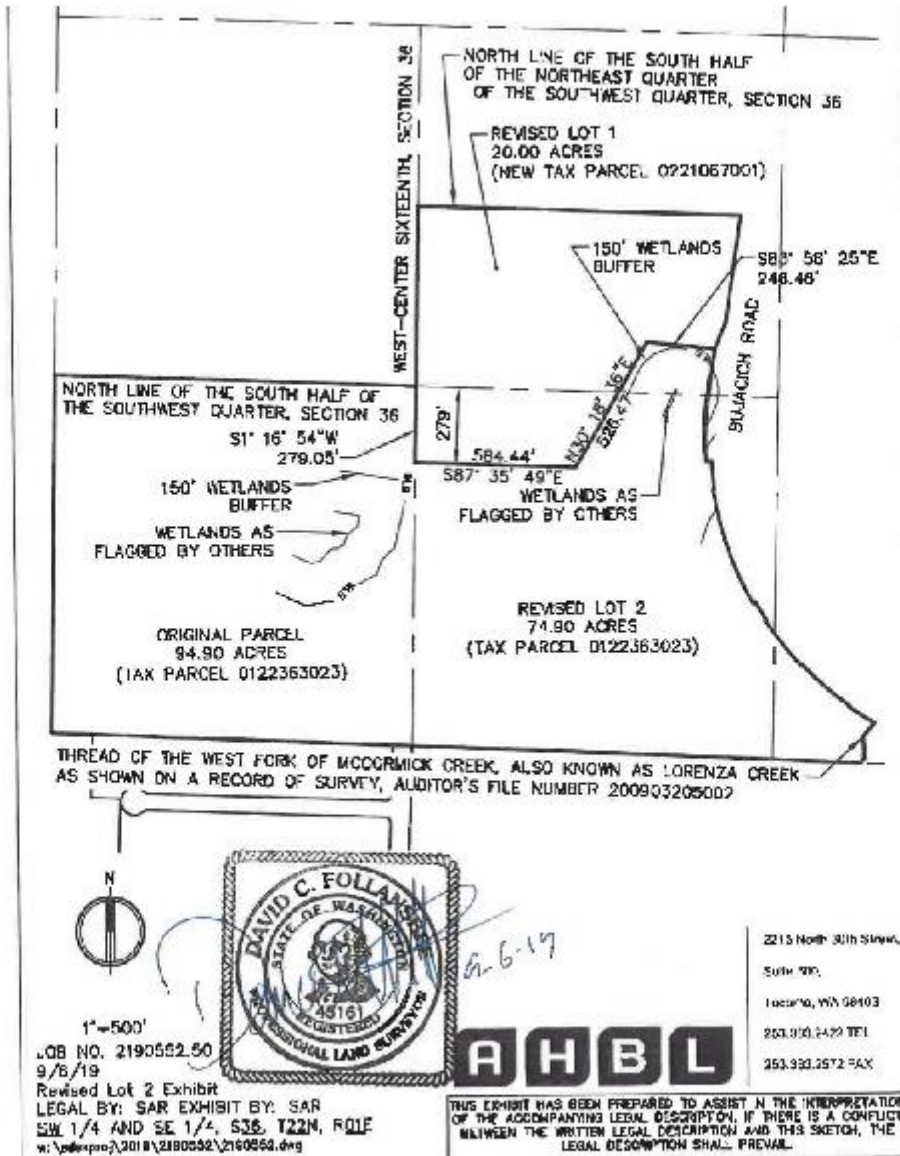


Exhibit C
Easement for Ingress, Egress, and Utilities

Attached separately

Exhibit D
Joint Use Agreement

Attached separately

WHEN RECORDED RETURN TO:

Peninsula School District
14015 62nd Ave NW
Gig Harbor, WA 98332
Attn:

DOCUMENT
TITLE: EASEMENT AGREEMENT

GRANOR: PENINSULA SCHOOL DISTRICT NO. 401

GRANTEE: PENINSULA METROPOLITAN PARK DISTRICT

ABBREVIATED LEGAL DESCRIPTION: [...] Full Legal Description in Exhibit C

ASSESSOR'S PROPERTY TAX
PARCEL ACCOUNT NUMBER(S): A portion of 0122363023

18025-0809/45022740.4

EASEMENT AGREEMENT

THIS INGRESS, EGRESS AND UTILITY EASEMENT AGREEMENT (this "*Agreement*") is made this _____ day of _____, 2019 (the "*Effective Date*") by and between the PENINSULA SCHOOL DISTRICT NO. 401, a Washington municipal corporation ("*Grantor*"), and the PENINSULA METROPOLITAN PARK DISTRICT, a Washington municipal corporation ("*Grantee*").

RECITALS

A. **WHEREAS**, Grantor and Grantee entered into that certain Property Exchange Agreement dated September 18, 2019 ("*Property Exchange Agreement*"), pursuant to which Grantor retained the property more particularly described in Exhibit A attached hereto and incorporated by this reference ("*Grantor Property*"), and conveyed to Grantee the real property described in Exhibit B attached hereto and incorporated by this reference ("*Grantee Property*").

B. **WHEREAS**, in connection with the Property Exchange Agreement, Grantor desires to grant certain easement rights regarding the Grantor Property,

AGREEMENT

For good and valuable consideration, the receipt of which is hereby acknowledged, Grantor and Grantee agree as follows:

1. **Grant of Easement.** Grantor hereby grants to Grantee a perpetual, non-exclusive 30-foot wide easement (the "*Easement*") over, under and across the Grantor Property for non-motorized and PenMet Parks maintenance vehicle ingress and egress to and from the Grantee Property and for utilities (including but not limited to a sanitary sewerline) over the area legally described in Exhibit C and depicted in Exhibit D, each attached hereto and incorporated by this reference (the "*Easement Area*"). The Easement is granted without warranty and subject to all matters of record.

2. **Restrictions, Reservations and Covenants.**

a. **No Obstruction.** No fence, wall, hedge, vehicle, or other obstruction shall be placed on the Easement Area.

b. **Repair and Maintenance.** Grantee shall, at its sole cost and expense, maintain the Easement Area in good, safe and clean condition.

c. **Required Prior Notice and Approval of Plans and Specifications.** Prior to any design, permitting, construction, alterations, replacement or removal of improvements relating to the Easement Area, (i) Grantee shall give Grantor written notice thereof at least thirty (30) days prior to the scheduled commencement of such activity and

19-25-283B/45922740.1

(ii) provide copies of all relevant plans and specifications for the alterations or improvements. Grantee shall not commence any alterations or improvements prior to obtaining Grantor's prior written consent. Grantor shall have the right to approve or disapprove, in its reasonable discretion, such plans and specifications.

d. Restoration of Easement Area. Grantor shall promptly restore any damage to the Grantor Property and/or the Easement Area caused by Grantee or any of its employees, contractors, subcontractors, agents and other representatives (collectively, the "Grantee Parties"). Additionally, if the Grantor Property and/or the Easement Area is disturbed by or as a result of the construction, connection, installation, operation, maintenance, removal, repair, replacement of any alterations or improvements or use of the Easement Area by any Grantee Parties, Grantee shall promptly repair and restore the Easement Area to substantially the same condition in which it existed at the commencement of such activity or use.

c. Relocation of Easement. Grantor shall have the right, at Grantor's sole cost and expense and upon giving no less than six (6) months' advance written notice to Grantee, to relocate the Easement Area and the improvements therein to an alternative location designated by Grantor and reasonably acceptable to Grantee; provided that the location of the relocated easement area must allow for substantially similar ingress to, egress from and utility access to the Grantee Property as existed prior to such relocation. Following such relocation of the Easement Area and improvements therein, Grantor and Grantee shall execute and record (at Grantor's cost) an amendment to this Agreement including a revised legal description and depiction to reflect the relocation of the Easement Area.

f. Indemnification. Grantee shall indemnify, defend and hold harmless Grantor from and against any and all claims, actions, suits, losses, expenses (including reasonable attorneys' fees), and damages which may accrue or be suffered by any persons or property to the extent arising from or relating to the activities of Grantee pursuant to the Easement, except to the extent caused or contributed to by the gross negligence or willful misconduct of Grantor.

3. **Compatible Uses; Expansion of Scope.**

a. Reservation of Rights. Grantor expressly reserves the right to engage in any use of, and to reconfigure, the Easement Area in such a way, that does not unreasonably interfere with Grantee's use thereof for the purposes permitted by this Agreement.

b. Expansion of Scope. In agreeing to grant the Easement, Grantor has taken into account (and relied upon) the expected use of the Easement Area by guests and invitees of Grantee based on the current state of facts pertaining to the Grantor Property as of the Effective Date, including without limitation the size and configuration of the improvements and uses currently existing and occurring on the Grantor Property. If Grantee desires to develop the Grantee Property, construct additional improvements, change the use occurring on Grantee Property, or take any other action, and as a result the

18125-0809/145922740.4

volume of pedestrian traffic materially increases or the type of traffic changes such that wear and tear on the Easement Area materially increases (the occurrence of any of the foregoing, a "Material Change"): (i) Grantee shall give Grantor advance notice of the Material Change and cooperate in good faith to accommodate any reasonable requests from Grantor related thereto; (ii) the Material Change shall not unreasonably restrict or interfere with Grantor's then-current use of the Easement Area or Grantor Property; (iii) Grantee, at Grantee's sole cost and expense, shall install any traffic control or safety devices or improvements required by applicable governmental authorities within the Easement Area; and (iv) Grantee shall cooperate in good faith with Grantor during all phases of the Material Change, including site design and permitting, if applicable, and shall agree to commercially reasonable mitigation measures if requested by Grantor. Notwithstanding the foregoing, in the event a Material Change would, in Grantor's reasonable determination, unreasonably burden the Easement Area or Grantor's use thereof, Grantee shall not have the right to increase or change the type of use of the Easement Area in connection with such Material Change and such increased or changed traffic shall be channeled elsewhere.

4. Miscellaneous.

a. Benefits and Burdens Shall Run with Land. The rights and obligations described in this Agreement are intended to touch and concern the Grantor Property. The burdens and benefits of Grantor and Grantee under this Agreement shall run with the Grantor Property and Grantee Property and inure to the benefit of and be binding on Grantor's and Grantee's respective successors in title. No rights in or to the general public are specifically created by this Agreement, the Easement does not constitute a gift or dedication of any portion of the Grantor Property, and the grant of the Easement is strictly limited to the purposes expressly stated herein.

b. Emergency. In the event of an emergency, Grantor shall have the right to make necessary repairs to any improvements located within the Easement Area to protect the Grantor Property and Grantee shall promptly reimburse Grantor for all reasonable costs and expenses related to such repairs. Nothing herein shall be construed to impose upon Grantor any duty of repair of any improvements installed by Grantee.

c. Attorneys' Fees. In the event of litigation to enforce or interpret this Agreement, the substantially prevailing party shall be entitled to recover its reasonable attorneys' fees and costs (including in bankruptcy and on appeal) from the other party.

d. Amendment. This grant shall not be modified, amended or canceled except by written instrument signed by the Grantor and Grantee or their successors or assigns.

e. Other Costs. Each party shall bear one-half of all costs and expenses associated with recording of this instrument with the Pierce County recording office.

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f. Notices. Unless otherwise provided herein, notices required to be in writing under this Agreement shall be given as follows:

If to Grantor: Peninsula School District
14015 62nd Ave NW
Gig Harbor, WA 98332

If to Grantee: Peninsula Metropolitan Park District
PO Box 425
10123 78th Avenue NW
Gig Harbor, WA, 98335

Notices shall be deemed effective, if mailed, upon the second day following deposit thereof in the United States Mail, postage prepaid, certified or registered mail, return receipt requested, or upon delivery thereof if otherwise given. Either party may change the address to which notices may be given by giving notice as above provided.

[signatures on following page]

19:25-D809:145922740.4

IN WITNESS WHEREOF, Grantor and Grantee have executed this Agreement as of the Effective Date.

GRANTOR:

Peninsula School District No. 401,
a Washington municipal corporation

By: _____
Name:

Its: _____

Date: _____

GRANTEE:

Peninsula Metropolitan Park District,
a Washington municipal corporation

By: _____
Name:

Its: _____

Date: _____

18125-0838145822740.4

STATE OF WASHINGTON)
) ss.
COUNTY OF _____)

This record was acknowledged before me on _____, 2019, by _____ as _____ of Peninsula School District No. 401.



(Use this space for notarial stamp/seal)

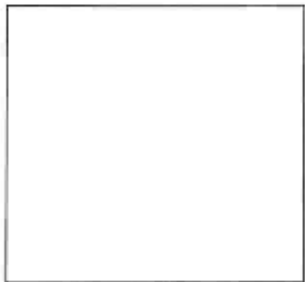
(Signature of notary public)

(Title of office)

My commission expires: _____

STATE OF WASHINGTON)
) ss.
COUNTY OF _____)

This record was acknowledged before me on _____, 2019, by _____ as _____ of Peninsula Metropolitan Park District.



(Use this space for notarial stamp/seal)

(Signature of notary public)

(Title of office)

My commission expires: _____

19175-10930-04892-2741.4

**EXHIBIT A
GRANTOR PROPERTY**

THAT PORTION OF THE SOUTH HALF OF THE SOUTHWEST QUARTER, THE SOUTH HALF OF THE NORTHEAST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 36, TOWNSHIP 22 NORTH, RANGE 1 EAST, W.M., IN PIERCE COUNTY, WASHINGTON, LYING WESTERLY AND SOUTHERLY OF THE CENTERLINE OF BUJACICH ROAD AS SHOWN ON THAT PLAT FILED UNDER APPLICATION NO. CR-3245, AS SUPPLEMENTED, WITH THE OFFICE OF THE COMMISSIONER OF PUBLIC LANDS, OLYMPIA, WASHINGTON;

LYING EAST AND NORTHERLY OF THE FOLLOWING DESCRIBED LINE:

BEGINNING AT THE SOUTHWEST CORNER OF THE NORTHEAST QUARTER OF THE SOUTHWEST QUARTER OF SAID SECTION;

THENCE ALONG THE WEST-CENTER SIXTEENTH LINE, SOUTH $01^{\circ}16'54''$ WEST, 279.05 FEET TO A LINE BEING 279.00 FEET SOUTH AND PARALLEL WITH THE NORTH LINE OF SAID SOUTH HALF OF THE SOUTHWEST QUARTER;

THENCE ALONG SAID 279.00 FEET SOUTH AND PARALLEL LINE, SOUTH $67^{\circ}35'49''$ EAST, 584.44 FEET;

THENCE LEAVING SAID 279.00 FEET SOUTH AND PARALLEL LINE, NORTH $30^{\circ}18'36''$ EAST, 526.47 FEET;

THENCE SOUTH $83^{\circ}58'25''$ EAST, 246.46 FEET MORE OR LESS TO THE WESTERLY RIGHT-OF-WAY MARGIN OF BUJACICH ROAD AS SHOWN ON A RECORD OF SURVEY, RECORDS OF PIERCE COUNTY, WASHINGTON, RECORDED UNDER AUDITOR'S FILE NUMBER 200903205002, AND TERMINUS OF SAID DESCRIBED LINE.

CONTAINING 871,207 SQUARE FEET, OR 20.00 ACRES.



**EXHIBIT B
GRANTEE PROPERTY**

THAT PORTION OF THE SOUTH HALF OF THE SOUTHWEST QUARTER, THE SOUTH HALF OF THE NORTHEAST QUARTER OF THE SOUTHWEST QUARTER AND THE SOUTHWEST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 36, TOWNSHIP 22 NORTH, RANGE 1 EAST, W.M., IN PIERCE COUNTY, WASHINGTON, LYING WESTERLY AND SOUTHERLY OF THE CENTERLINE OF BUJAC CH ROAD AS SHOWN ON THAT PLAT FILED UNDER APPLICATION NO. CR-3145, AS SUPPLEMENTED, WITH THE OFFICE OF THE COMMISSIONER OF PUBLIC LANDS, OLYMPIA, WASHINGTON;
EXCEPT THAT PORTION OF THE SOUTHWEST QUARTER OF THE SOUTHEAST QUARTER OF SAID SECTION 36 LYING EASTERLY OF THE THREAD OF THE WEST FORK OF MCCORMICK CREEK, ALSO KNOWN AS LORENZA CREEK;

AND EXCEPT THAT PORTION LYING EAST AND NORTHERLY OF THE FOLLOWING DESCRIBED LINE:

BEGINNING AT THE SOUTHWEST CORNER OF THE NORTHEAST QUARTER OF THE SOUTHWEST QUARTER OF SAID SECTION;
THENCE ALONG THE WEST-CENTER SIXTEENTH LINE, SOUTH $01^{\circ}16'54''$ WEST, 279.05 FEET TO A LINE BEING 279.00 FEET SOUTH AND PARALLEL WITH THE NORTH LINE OF SAID SOUTH HALF OF THE SOUTHWEST QUARTER;
THENCE ALONG SAID 279.00 FEET SOUTH AND PARALLEL LINE, SOUTH $87^{\circ}33'49''$ EAST, 584.44 FEET;
THENCE LEAVING SAID 279.00 FEET SOUTH AND PARALLEL LINE, NORTH $30^{\circ}18'36''$ EAST, 526.47 FEET;
THENCE SOUTH $83^{\circ}58'25''$ EAST, 246.46 FEET MORE OR LESS TO THE WESTERLY RIGHT-OF-WAY MARGIN OF BUJAC CH ROAD AS SHOWN ON A RECORD OF SURVEY, RECORDS OF PIERCE COUNTY, WASHINGTON, RECORDED UNDER AUDITOR'S FILE NUMBER 200903205002, AND TERMINUS OF SAID DESCRIBED LINE.

CONTAINING 3,262,696 SQUARE FEET, OR 74.90 ACRES.



EXHIBIT "C"

INGRESS & EGRESS LEGAL DESCRIPTION

THAT PORTION OF THE SOUTH HALF OF THE SOUTHWEST QUARTER, THE SOUTH HALF OF THE NORTHEAST QUARTER OF THE SOUTHWEST QUARTER AND THE SOUTHWEST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 36, TOWNSHIP 22 NORTH, RANGE 1 EAST, W.M., IN PIERCE COUNTY, WASHINGTON, LYING WESTERLY AND SOUTHERLY OF THE CENTERLINE OF BUJACICH ROAD AS SHOWN ON THAT PLAT FILED UNDER APPLICATION NO. CR-3145, AS SUPPLEMENTED, WITH THE OFFICE OF THE COMMISSIONER OF PUBLIC LANDS, OLYMPIA, WASHINGTON; EXCEPT THAT PORTION OF THE SOUTHWEST QUARTER OF THE SOUTHEAST QUARTER OF SAID SECTION 36 LYING EASTERLY OF THE THREAD OF THE WEST FORK OF MCCORMICK CREEK, ALSO KNOWN AS LORENZA CREEK; THAT PORTION BEING A 30.00 FOOT STRIP OF LAND, LYING 15.00 FEET EACH SIDE OF THE FOLLOWING DESCRIBED CENTERLINE:

COMMENCING AT THE INTERSECTION OF THE NORTH LINE OF SOUTH HALF OF THE NORTHEAST QUARTER OF THE SOUTHWEST QUARTER OF SAID SECTION AND THE WESTERLY RIGHT-OF-WAY MARGIN OF BUJACICH ROAD, SAID INTERSECTION BEING THE NORTHEAST CORNER OF THE PROPERTY SHOWN ON A RECORD OF SURVEY, RECORDS OF PIERCE COUNTY, WASHINGTON, RECORDED UNDER AUDITOR'S FILE NUMBER 200903205002;

THENCE ALONG SAID NORTH LINE OF SAID SOUTH HALF AND THE NORTH LINE OF SAID PROPERTY, NORTH 87°42'53" WEST, 85.32 FEET TO THE INTERSECTION WITH A VARIABLE WIDTH DIRT PATH AND POINT OF BEGINNING OF SAID DESCRIBED CENTERLINE;

THENCE LEAVING SAID NORTH LINES AND GENERALLY FOLLOWING SAID DIRT PATH, SOUTH 09°34'53" WEST, 30.49 FEET TO THE INTERSECTION WITH A DIRT PATH FROM THE EAST AND A POINT HEREAFTER KNOWN AS POINT "A".

THENCE CONTINUING TO GENERALLY FOLLOW SAID DIRT PATH THE FOLLOWING TWO (2) COURSES:

SOUTH 57°00'25" WEST, 149.71 FEET;

SOUTH 10°00'56" WEST, 327.50 FEET;

THENCE LEAVING SAID DIRT PATH, SOUTH 30°18'36" WEST, 474.78 FEET TO A LINE LYING 279 FEET SOUTH AND PARALLEL WITH THE NORTH LINE OF THE SOUTH HALF OF THE SOUTHWEST QUARTER OF SAID SECTION AND POINT OF TERMINUS OF SAID DESCRIBED CENTERLINE;

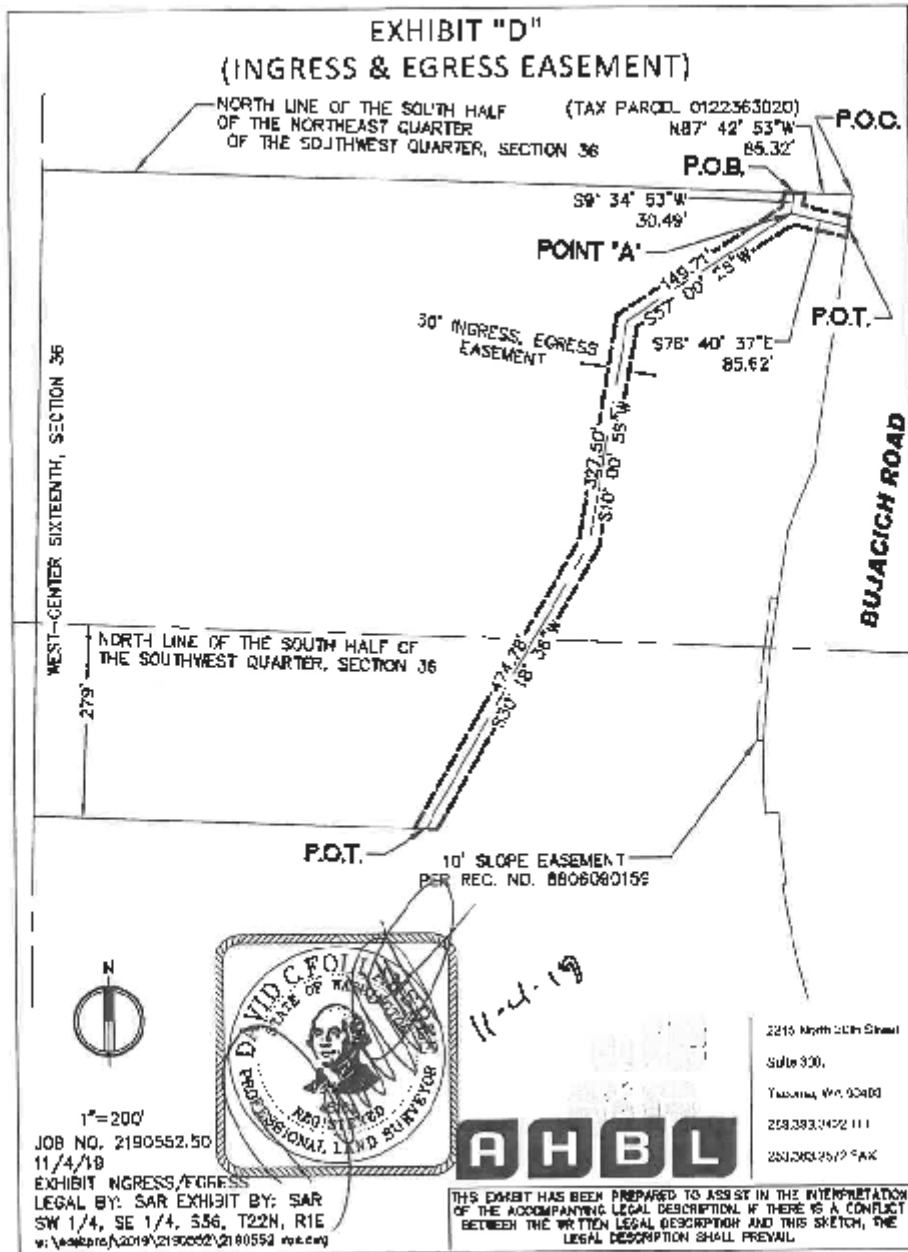
AND A 30.00 WIDE STRIP OF LAND, LYING 15.00 FEET EACH SIDE OF THE FOLLOWING DESCRIBED CENTERLINE, BEGINNING AT AFORESAID POINT "A";

THENCE GENERALLY FOLLOWING SAID PATH FROM THE EAST, SOUTH 75°40'37" EAST, 85.62 FEET MORE OR LESS TO THE WESTERLY RIGHT-OF-WAY MARGIN OF BUJACICH ROAD AS SHOWN ON SAID RECORD OF SURVEY AND POINT OF TERMINUS OF THIS 30.00 FOOT STRIP OF LAND.

THE SIDELINES OF WHICH ARE TO BE LENGTHENED OR SHORTENED TO CREATE A FULL AND CONTINUOUS STRIP OF LAND FROM SAID NORTH LINE OF SOUTH HALF OF THE NORTHEAST QUARTER OF THE SOUTHWEST QUARTER AND SAID LINE LYING 279 FEET SOUTH AND PARALLEL WITH THE NORTH LINE OF THE SOUTH HALF OF THE SOUTHWEST QUARTER AND SAID WESTERLY RIGHT-OF-WAY MARGIN.

CONTAINING 35,673 SQUARE FEET, OR 0.82 ACRES MORE OR LESS.





After recording, return to:

Peninsula School District
14015 62nd Ave NE
Gig Harbor, WA 98332
Attn:

DOCUMENT
TITLE: JOINT USE AGREEMENT

GRANTOR: PENINSULA SCHOOL DISTRICT NO. 401
PENINSULA METROPOLITAN PARK DISTRICT

GRANTEE: PENINSULA SCHOOL DISTRICT NO. 401
PENINSULA METROPOLITAN PARK DISTRICT

ABBREVIATED
LEGAL DESCRIPTION: [...]

ASSESSOR'S PROPERTY TAX
PARCEL ACCOUNT NUMBER(S): A portion of 0122363023

JOINT USE AGREEMENT

This Joint Use Agreement ("*Agreement*") is made as of _____, 2019 by and between the PENINSULA SCHOOL DISTRICT NO. 401 ("*School District*"), and the PENINSULA METROPOLITAN PARK DISTRICT ("*Park District*"), both of which are municipal corporations under the laws of the State of Washington (each individually, a "*Party*" and collectively, the "*Parties*").

RECITALS

WHEREAS, the Parties previously entered into that certain Property Exchange Agreement dated September 18, 2019 ("*Property Exchange Agreement*"), pursuant to which the School District conveyed a portion of the real property located at 10202 Bujacich Road NW, Gig Harbor, WA 09332, more particularly described on Exhibit A, attached hereto and incorporated by the reference ("*School District Property*") to the Park District, and the Park District conveyed the real property located at Skansie Avenue, Gig Harbor, WA 98332, more particularly described in Exhibit B, attached hereto and incorporated by this reference ("*Park District Property*") to the School District.

WHEREAS, pursuant to the Property Exchange Agreement, the School District has retained ownership of a portion of the real property located at 10202 Bujacich Road NW, Gig Harbor, WA 09332, more particularly described on Exhibit C, attached hereto and incorporated by this reference ("*Remaining School District Property*").

WHEREAS, pursuant to Resolution No. ____-____, the Peninsula School Board of Directors declared that the Remaining School District Property, and any improvements thereon, is not currently needed for school purposes and that said property is surplus property.

WHEREAS, in connection with the Property Exchange Agreement, the Parties desire to grant certain use and rights regarding the Remaining School District Property.

AGREEMENT

NOW, THEREFORE, with the intention to be legally bound and in consideration of the covenants and mutual agreements contained herein, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereby agree as follows:

1. Right to Lease. The Park District shall have the right to lease the Remaining School District Property from the School District, pursuant to Chapter 28A.335 RCW, and on mutually acceptable terms, provided, however, that the School District shall have no obligation to lease the Remaining School District Property to the Park District if the School District decides (i) to develop the Remaining School District Property, (ii) to transfer, assign, or otherwise dispose of the Remaining School District Property, (iii) that the Remaining School District Property is no longer surplus property, or (iv) that the Remaining School District Property is needed for any other School District purpose. Any lease entered into under this Section 1 shall provide (among other terms to be agreed upon by the parties) that the lease may be terminated by the School

- 2 -

19125-0809/14918446.4

District, upon reasonable notice, upon the occurrence of any of the foregoing events (i) through (iv).

2. Right of First Offer. The School District grants to the Park District a Right of First Offer ("*Right of First Offer*") as follows:

(a) If the School District decides to sell the Remaining School District Property, the School District shall offer the Remaining School District Property to the Park District at a price that is the School District's reasonable estimate of market value ("*Initial Offer Price*") and upon such other commercially reasonable terms as are set forth in the offer, such as earnest money deposit amount and inspection contingency, if any ("*Initial Offer Terms*"). The Park District shall have the first option to purchase the Remaining School District Property by giving written notice to the School District of its intention to purchase within thirty (30) days of the School District's offer to the Park District on such Initial Offer Terms.

(b) In the event the Park District does not give notice of its intention to exercise said right to purchase within said period, the Right of First Offer will lapse, and the School District may proceed with the sale of the Remaining School District Property to any third party on such terms as it elects.

3. Right of First Refusal. The School District grants to the Park District a Right of First Refusal ("*Right of First Refusal*") as follows:

(a) If the School District receives an offer to purchase the Remaining School District Property and the School District desires to accept such offer, the School District shall give the Park District notice in writing of such offer, setting forth the amount of the proposed purchase price and all other terms and conditions of such offer, and the Park District shall have the first option to purchase the Remaining School District Property at the same price and on the same terms and conditions of such offer by giving written notice to the School District of its intention to purchase within ten (10) business days of the Park District's receipt of the School District's notice.

(b) In the event the Park District does not give notice of its intention to exercise its right to purchase within such period, the Right of First Refusal will lapse, and the School District may proceed to accept the prior offer on the terms proposed or sell the Remaining School District Property to any third party on such terms as it elects.

4. Right to Co-locate. If the School District constructs improvements upon the Remaining School District Property for the purpose of maintaining, repairing, or storing vehicles or equipment ("*Maintenance Improvements*"), the Park District shall have the right to co-locate within the Maintenance Improvements, provided, however, that the Parties shall enter into an interlocal agreement, pursuant to Chapter 39.34 RCW and RCW 39.33.060, and on mutually acceptable terms, providing for, among other things, the responsibilities of each Party to pay their proportionate share for the design, construction, use and co-location of the Maintenance Improvements.

5. Trails. If the School District elects to develop the Remaining School District Property and such development would require relocation of any trails located on the Remaining

School District Property that serve the Park District Property and are open to the public, the School District shall give the Park District at least three (3) months' written notice prior to such development and shall use commercially reasonable efforts (but at no cost or expense to the School District) to provide for relocation of such trails on the Remaining School District Property in locations acceptable to the School District in its reasonable discretion. The School District shall make good faith efforts to involve the Park District in any such relocation process.

6. General Terms.

(a) The Parties intend and agree on behalf of themselves and on behalf of their heirs, successors and assigns that this Agreement shall be a covenant running with the land until such time as the School District sells or ground leases all or a portion of the Remaining School District Property, at which time this Agreement shall automatically terminate upon the effective date of such conveyance or the granting of a leasehold interest.

(b) This Agreement contains the entire agreement between the parties relating to the rights herein granted and the obligations herein assumed. Any oral presentations or modifications concerning this instrument shall be of no force or effect except in a subsequent modification in writing, signed by both parties.

(c) If for any reason any portion of this Agreement or any agreement contained herein is held to be invalid or unenforceable, the holding of invalidity or unenforceability of that portion shall not affect any other portion of this instrument or agreement and the remaining portions of the Agreement shall remain in full force and effect.

(d) None of the terms or provisions of this Agreement shall be deemed to create a partnership or joint venture between or among the Parties or between the successors in interest of any of the Parties and no Party shall have the right to act as an agent for another Party unless expressly authorized to do so by separate written instrument.

(e) Nothing herein contained shall be deemed to be a gift or dedication of any portion of each Party's property to the general public or for any public use or purpose whatsoever unless specifically provided herein. Except as herein specifically provided, no rights, privileges or immunities of any Party hereto shall inure to the benefit of any third party, nor shall any third party be deemed to be a beneficiary of any of the provisions contained herein.

(f) This Agreement may be signed in counterparts, which together constitute a fully signed agreement. To facilitate execution of this Agreement, transmission by electronic mail of any signed original document shall be the same as delivery of an original.

[signatures on next page]

The Parties have executed this Agreement on date written below.

SCHOOL DISTRICT:

Peninsula School District No. 401,
a Washington municipal corporation

By: _____

Name: _____

Its: _____

Date: _____

PARK DISTRICT:

Peninsula Metropolitan Park District,
a Washington municipal corporation

By: _____

Name: _____

Its: _____

Date: _____

19125-0809/147918446.4

STATE OF WASHINGTON)
) ss.
COUNTY OF _____)

This record was acknowledged before me on _____, 2019, by
_____ as _____ of Peninsula School District No. 401.



(Signature of notary public)

(Title of office)

My commission expires: _____

(Use this space for notarial stamp/seal)

STATE OF WASHINGTON)
) ss.
COUNTY OF _____)

This record was acknowledged before me on _____, 2019, by
_____ as _____ of Peninsula Metropolitan Park District.



(Signature of notary public)

(Title of office)

My commission expires: _____

(Use this space for notarial stamp/seal)

EXHIBIT "A"

SCHOOL DISTRICT PROPERTY CONVEYANCE LEGAL DESCRIPTION

THAT PORTION OF THE SOUTH HALF OF THE SOUTHWEST QUARTER, THE SOUTH HALF OF THE NORTHEAST QUARTER OF THE SOUTHWEST QUARTER AND THE SOUTHWEST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 36, TOWNSHIP 22 NORTH, RANGE 1 EAST, W.M., IN PIERCE COUNTY, WASHINGTON, LYING WESTERLY AND SOUTHERLY OF THE CENTERLINE OF BUJACICH ROAD AS SHOWN ON THAT PLAT FILED UNDER APPLICATION NO. CR-8145, AS SUPPLEMENTED, WITH THE OFFICE OF THE COMMISSIONER OF PUBLIC LANDS, OLYMPIA, WASHINGTON; EXCEPT THAT PORTION OF THE SOUTHWEST QUARTER OF THE SOUTHEAST QUARTER OF SAID SECTION 36 LYING EASTERLY OF THE THREAD OF THE WEST FORK OF MCCORMICK CREEK, ALSO KNOWN AS LORENZA CREEK; AND EXCEPT THAT PORTION LYING EAST AND NORTHERLY OF THE FOLLOWING DESCRIBED LINE:
LINE:
BEGINNING AT THE SOUTHWEST CORNER OF THE NORTHEAST QUARTER OF THE SOUTHWEST QUARTER OF SAID SECTION;
THENCE ALONG THE WEST-CENTER SIXTEENTH LINE, SOUTH 01°16'54" WEST, 279.05 FEET TO A LINE BEING 279.00 FEET SOUTH AND PARALLEL WITH THE NORTH LINE OF SAID SOUTH HALF OF THE SOUTHWEST QUARTER;
THENCE ALONG SAID 279.00 FEET SOUTH AND PARALLEL LINE, SOUTH 87°35'49" EAST, 584.44 FEET;
THENCE LEAVING SAID 279.00 FEET SOUTH AND PARALLEL LINE, NORTH 30°18'36" EAST, 526.47 FEET;
THENCE SOUTH 83°58'25" EAST, 246.48 FEET MORE OR LESS TO THE WESTERLY RIGHT-OF-WAY MARGIN OF BUJACICH ROAD AS SHOWN ON A RECORD OF SURVEY, RECORDS OF PIERCE COUNTY, WASHINGTON, RECORDED UNDER AUDITOR'S FILE NUMBER 200903295002, AND TERMINUS OF SAID DESCRIBED LINE.

CONTAINING 3,262,696 SQUARE FEET, OR 74.90 ACRES.

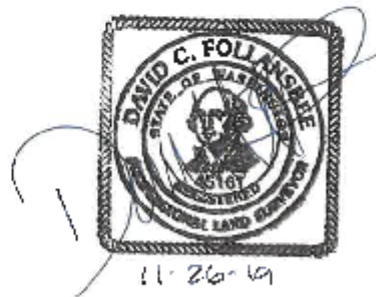
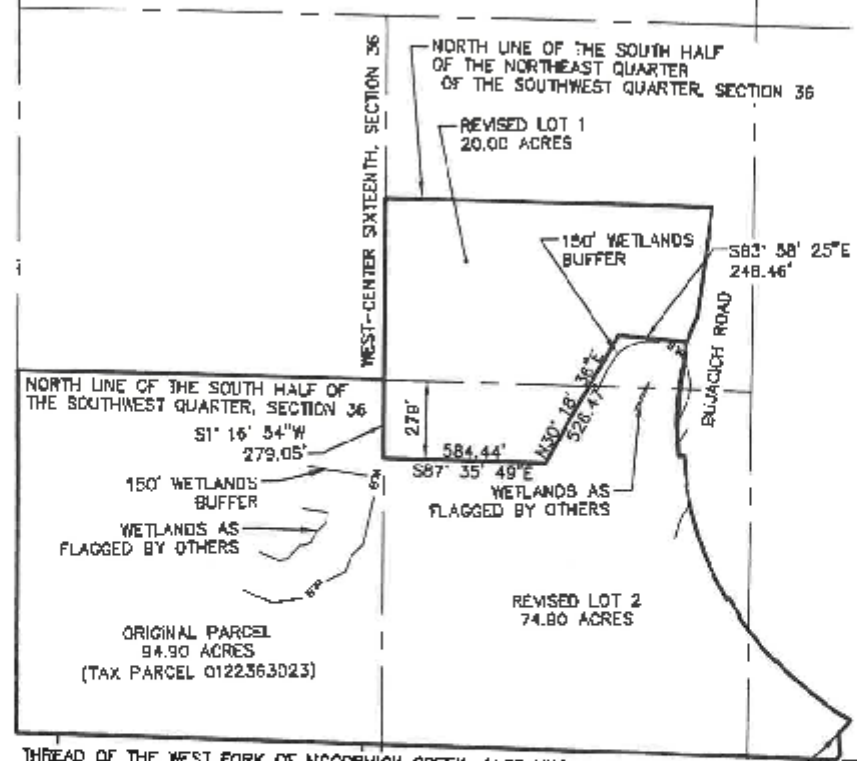


EXHIBIT "A"
(SCHOOL DISTRICT PROPERTY CONVEYANCE)



THREAD OF THE WEST FORK OF MCCORMICK CREEK, ALSO KNOWN AS LORENZA CREEK AS SHOWN ON A RECORD OF SURVEY, AUDITOR'S FILE NUMBER 200903205002



1"=500'

JOB NO. 2190552.50
9/8/19

Revised Lot 2 Exhibit
LEGAL BY: SAR EXHIBIT BY: SAR
SW 1/4 AND SE 1/4, S36, T22N, R01E
w:\pds\prof\2019\2190552\2190552.dwg



2215 North 30th Street,
Suite 200
Tacoma, WA 98403
253-383-2422 TEL
253-385-2572 FAX

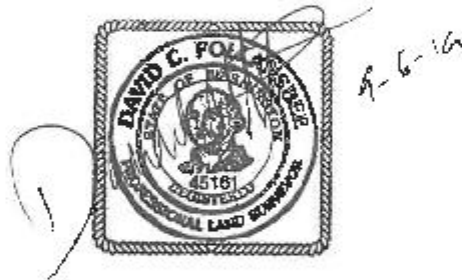
THIS EXHIBIT HAS BEEN PREPARED TO ASSIST IN THE INTERPRETATION OF THE ACCOMPANYING LEGAL DESCRIPTION. IF THERE IS A CONFLICT BETWEEN THE WRITTEN LEGAL DESCRIPTION AND THIS SKETCH, THE LEGAL DESCRIPTION SHALL PREVAIL.

EXHIBIT "B"

PARK DISTRICT PROPERTY LEGAL DISCRPTION

LOT 2, CITY OF GIG HARBOR SHORT PLAT, RECORDED DECEMBER 30, 2014 UNDER RECORDING NO. 201412305002, RECORDS OF PIRCE COUNTY, WASHINGTON.

CONTAINING 400700 SQUARE FEET, OR 9.20 ACRES.



**EXHIBIT C
REMAINING SCHOOL DISTRICT PROPERTY**

THAT PORTION OF THE SOUTH HALF OF THE SOUTHWEST QUARTER, THE SOUTH HALF OF THE NORTHEAST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 36, TOWNSHIP 22 NORTH, RANGE 1 EAST, W.M., IN PIERCE COUNTY, WASHINGTON, LYING WESTERLY AND SOUTHERLY OF THE CENTERLINE OF BUJACICH ROAD AS SHOWN ON THAT PLAT FILED UNDER APPLICATION NO. CR-3145, AS SUPPLEMENTED, WITH THE OFFICE OF THE COMMISSIONER OF PUBLIC LANDS, OLYMPIA, WASHINGTON;

LYING EAST AND NORTHERLY OF THE FOLLOWING DESCRIBED LINE:

BEGINNING AT THE SOUTHWEST CORNER OF THE NORTHEAST QUARTER OF THE SOUTHWEST QUARTER OF SAID SECTION;

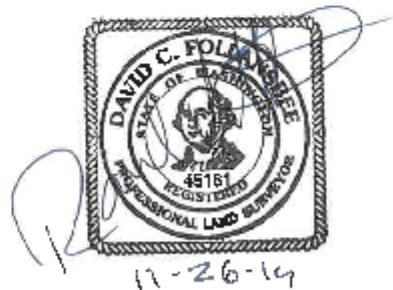
THENCE ALONG THE WEST-CENTER SIXTEENTH LINE, SOUTH $01^{\circ}16'54''$ WEST, 279.05 FEET TO A LINE BEING 279.00 FEET SOUTH AND PARALLEL WITH THE NORTH LINE OF SAID SOUTH HALF OF THE SOUTHWEST QUARTER;

THENCE ALONG SAID 279.00 FEET SOUTH AND PARALLEL LINE, SOUTH $87^{\circ}35'49''$ EAST, 584.44 FEET;

THENCE LEAVING SAID 279.00 FEET SOUTH AND PARALLEL LINE, NORTH $30^{\circ}18'36''$ EAST, 526.47 FEET;

THENCE SOUTH $83^{\circ}58'25''$ EAST, 246.46 FEET MORE OR LESS TO THE WESTERLY RIGHT-OF-WAY MARGIN OF BUJACICH ROAD AS SHOWN ON A RECORD OF SURVEY, RECORDS OF PIERCE COUNTY, WASHINGTON, RECORDED UNDER AUDITOR'S FILE NUMBER 200903205002, AND TERMINUS OF SAID DESCRIBED LINE.

CONTAINING 871,207 SQUARE FEET, OR 20.00 ACRES.





Peninsula Metropolitan Park District

P.O. Box 425 Gig Harbor, WA 98335

Office: 253-858-3400 Fax: 253-858-3401

E-mail: Info@PenMetParks.org

DISTRICT COMMISSION MEMO

To: Peninsula Metropolitan Park District Board of Commissioners

From: Glenn Akramoff, Interim Executive Director
Elaine Sorensen, Deputy Executive Director – Finance & Personnel

Date: December 3, 2019

Subject: Resolution R2019-025

Background/Analysis

At their meeting to be held on October 15, 2019 the Board reviewed and discussed several decision cards to be included in the 2020 Preliminary Annual Budget. At that meeting a decision card was approved for a reoccurring amount of \$96,914 to adjust salaries pending an independent salary survey prepared by NW Management Consulting LLC.

Mr. Ross J. Audrey delivered the results of the survey to Glenn Akramoff, Interim Executive Director and Elaine Sorensen, Deputy Executive Director on November 21, 2019. The comparisons on this survey are based on 2019 salaries and are shown as top of the range (step 10) averages.

The overall average for the 17 position lags the other Districts and agencies by an average of 14%.

Attached is the compensation study and a revised Pay and Classification Plan to be included in the 2020 Annual Budget. The Pay and Classification Plan proposed includes 95% of the recommended step 10 amounts with a 2.5% COLA for 2020.

The cost of the recommended salary adjustments is \$124,867. There will be no impact to the 2020 budget due to the decision card that was passed for \$96,914 and the recruitment timeline for the Construction Project Manager. The Construction Project Manager position is projected to be hired in April of 2020. The three-month recruitment period will result in savings of approximately \$32,745 which will more than fully fund the proposed Pay and Classification Plan.

Recommendation

Staff recommends that the Board of Park Commissioners review the attached Compensation Study prepared by NW Management Consulting, LLC and approve R2019-025 Amending the 2020 Budget - Pay and Classification Plan effective January 1, 2020.

Policy Implications/Support

Staff conducted a full budget presentation and discussion on October 15, 2019 of the capital fund budget and staff decision cards.

On November 19, 2019 the Board adopted the Preliminary 2020 annual budget which included a \$96,914 decision card for the adjustment of salaries to a competitive level pending salary survey results.

Motion

I move to approve Resolution R2019-025 Amending the 2020 Budget – Pay and Classification Plan.

Staff Contact

Should you have any questions or comments please contact Glenn at 253.858.3408 or via e-mail at GAkramoff@PenMetParks.org or Elaine at 253.858.3400 or via e-mail at ESorensen@PenMetParks.org.



Peninsula Metropolitan Park District

RESOLUTION NO. R2019-025

A RESOLUTION OF PENMET PARKS AMENDING THE 2020 BUDGET - PAY AND CLASSIFICATION PLAN

WHEREAS, the Peninsula Metropolitan Park District (PenMet Parks) Board of Park Commissioners may by resolution amend its 2020 budget; and

WHEREAS, the PenMet Parks Board of Commissioners must establish authorized positions, pay ranges, and benefits on an annual basis; and

WHEREAS, the PenMet Parks Board of Park Commissioners approved the 2020 General Fund budget of \$7,504,929 on November 19, 2019 including a \$96,914 decision card for the adjustment of salaries to a competitive level pending an independent salary survey and

WHEREAS; the independent salary survey study prepared by NW Management Consulting, LLC shows that the overall average for 17 positions lags the other Districts and agencies by an average of 14%

WHEREAS, the PenMet Parks Board of Park Commissioners desires to adopt an updated Pay and Classification Plan to attract and retain employees necessary for providing high quality services and wants to be competitive with the public and private sectors; and

WHEREAS the PenMet Parks Board of Commissioners desires this amended Pay and Classification Plan to be effective January 1, 2020; and

WHEREAS, the PenMet Parks Comprehensive Financial Management Policy requires a resolution of the Board to amend the General Fund budget; NOW, THEREFORE BE IT

RESOLVED by the Board of Park Commissioners of the Peninsula Metropolitan Park District that the 2020 budget is hereby amended to authorize the attached Pay and Compensation Plan Appendix A.

The foregoing resolution was adopted at a regular meeting of the Board of Park Commissioners of the Peninsula Metropolitan Park District held on December 3, 2019.

President

Clerk

Peninsula Metropolitan Park District Commission

Attest

NW MANAGEMENT CONSULTING, LLC

- COMPENSATION
- HUMAN RESOURCES

November 22, 2019

Glenn Akramoff, Interim Executive Director
 Elaine Sorensen, Deputy Executive Director
 PenMet Parks
 5717 Wollochet Drive, Bldg 3
 Gig Harbor, Washington 98335

COMPENSATION STUDY HIGHLIGHTS	
• Districts:	Si View, Metro Parks, BIPRD, Tualatin
• Agencies:	PSD, Gig Harbor, Pierce County, Puyallup
• Survey:	Data Current as of September 30, 2019
• Salary Level:	PMP Lags others by about -13%
• Positions:	Lagging by more than -10%: 9 (53%)
	Exceeding by more than 10%: 2 (12%)
	Within ±10%: 6 (35%)
• Salary Structure and Benefits	shown on pages 10-11
• Position Survey Comparisons	shown on pages 12-18

The purpose of the PenMet Parks Compensation Study is to provide PMP with an “outsiders” review of its compensation programs. It’s to be a second set of eyes. The study is to provide a market-based framework for the Board and management team that is about PMP and reflects current practices and labor markets. The survey is of 17 positions, and, at this point, includes inputs from 8 other agencies.

Highlights of Survey Findings

This is PMP’s first salary survey in memory. What we are trying to do is survey matching without email job capsules or on-site visits. What we want to focus on are organization charts and job descriptions, and, to a minimum, supplementary emails and phone calls.

Comparisons are to top step salaries to reflect actual distributions. For entry level positions, such as the Seasonal Grounds, a third year comparison is shown. The focus is on positions and structures. Study methods avoid job titles, personalities, ethnicity, age, gender or other prohibited matters. Hourly comparisons are based on 2019 and are shown as averages (simple means) to facilitate communications. Narratives and explanations are shown in head notes to each chart. Survey data collection remains in progress.

The variance formula is “PMP - Survey ÷ PMP.” Negative indicates PMP lags the others; positive indicates PMP is the same or exceeds. Survey findings are considered reliable to within about ± 5 % so there is no measurable difference for comparisons within about ± 5%.

- General Salary Level: The overall average for the 17 positions with at least three matches shows PMP lags the others by -13%.
- Position Variances: PMP lags by more than -10%: 9 (53%); Exceeds by more than 10%: 2 (12%); Within ± 10%: 6 (35%).

Salary structure and benefit comparisons show PMP is generally consistent with the other Districts and agencies.

End results should continue to enhance competitiveness, customer services and sustainability.

Sincerely,
Ross J. Ardrey
 Ross J.
 President

**2019 PMP COMPENSATION STUDY
PRELIMINARY DRAFT
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SURVEY AND PMP TREND LINES	8
SURVEY JOB MATCH AND SALARY RANGE TOP STEP COMPARISONS - VARIANCE ORDER	9
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This is a preliminary draft for a report on the 2019 PMP Compensation Study. It provides summary information on the salary and benefit survey and is intended to function as framework for discussions regarding survey findings and next steps.

2019 PMP COMPENSATION STUDY - PRELIMINARY SUMMARY

Ross J. Ardrey, Consultant, NW Management Consulting LLC, 2720 Hoyt Ave. #11, Everett, WA 98201
 • Office: (425) 252-4234 • Cell/Mobile: (206) 818-4234 • Email: ross.ardrey@gmail.com

INTRODUCTION

Survey comparisons reflect Peninsula and other Puget Sound areas and are based on employee, supervisors and Board suggestions for comparables. Comparables for parks, cities, counties and Peninsula Schools were reviewed and approved by the Board. Parks, cities, counties and other agencies are shown in the following table along with the survey status.

<u>Districts and Other Agencies</u>	<u>Preliminary Survey Resources</u>	<u>Survey Status</u>
• Si View MPRD, North Bend	Scott Loos, Fin & HR Mgr; Also Minutes, Org Charts	In Progress
• Metro Parks, Tacoma	Trisha Yaden, HR Adm; Also Web, Org Charts, CBA	In Progress
• Bainbridge Island MPRD	Amy Swenson, Fin Ofc/HR; Also Minutes, Org Charts	In Progress
• THPRD - Tualatin Hills PRD	Web Postings, Minutes, Job Descriptions	In Progress
• Peninsula Schools - PSD 410	Web Postings, Minutes, Job Descriptions, CBA	In Progress
• City of Gig Harbor	Kameil Borders, HR Mgr; Also JDs, Web, Charts, CBA	In Progress
• Pierce County	Web Postings, Minutes, Job Descriptions, CBA	In Progress
• City of Puyallup	Web Postings, Minutes, Job Descriptions, CBA	In Progress

SURVEY HIGHLIGHTS

The purpose of this compensation study is to provide PMP with an “outsiders” review of its salary and benefit programs. It’s to be a second set of eyes. The study is to provide a market-based framework for the Board and management team that is about PMP and reflects current practices and labor markets. The survey is of 17 positions. Highlights of the survey findings:

- General Salary Levels: PMP lags other Districts and Agencies by approximately 13%
- Position Variances: PMP Lags More than -10%: 9; Exceeds More than 10%: 2; Within ± 10%: 6
- Position Variances are spread through departments and salary levels

SUGGESTED NEXT STEPS

This is a preliminary summary of the 2019 PMP Compensation Study. It is designed to expand PMP’s understanding of current labor market and compensation practices. The consultant will need to continue development of survey findings. A key question is should PMP, at this time, seek to be the same as the others, or, say 90% or 95% of the others? Also important to consider are possible range placement modifications to reflect survey findings and organization developments. End results should enhance competitiveness, customer services and sustainability.

The summary begins with comparisons regarding survey participants on page 4 followed by survey job match and salary comparisons on pages 5 to 9. Salary structure and benefit data are on pages 10 and 11. Appendixes with position survey comparisons are shown on pages 12 to 18.

PMP SURVEY COMPARISON DATA

LOCATION, ORGANIZATION, SERVICES, GOVERNANCE, ACRES, PARKS, BUDGET, INCOME, STAFF AND PROXIMITY

COMPARISON FACTORS	SI VIEW MPRD	METRO MPRD	BAIN ISL MPRD	THRPD PRD	PSD 410 SCHOOLS	GIG HRB CITY	PIERCE COUNTY	PUYALLP CITY	SUMMARY Comparisons	PMP MPRD
<u>County Location, Organization, Services, Location and Governance</u>										
County	King	Pierce	Kitsap	Wash	Pierce	Pierce	Pierce	Pierce	Pierce: 5 Other: 3	Pierce
Organization	Special Prp Dst	Special Prp Dst	Special Prp Dst	Special Prp Dst	Special Prp Dst	City	County	City	Districts: 5 Cities, County: 3	Special Prp District
Services	Metro Parks	Metro Parks	Metro Parks	Metro Parks	School Services	City Services	County Services	City Services	P&R: 4 Other: 4	Metro Park District
Founded	2003	1907	1965	1955		1946	1852	1890	1852-2003	2004
Location	North Bend	Tacoma	Bain- bridge	Beaver- ton	Gig Harbor	Gig Harbor	Tacoma	Puyallp	Gig Hrb: 2 Other: 6	Gig Harbor
Governance	Elected Board	Elected Board	Elected Board	Elected Board	Elected Board	Elected Council	Elected Council	Elected Council	Board: 5 Council: 3	Elected Board
<u>Parks, Budgets, Per Cap Income, Staff and PMP Proximity</u>										
Park Acres	900	2,673	1,500	2,406	203	132	5,271		Avg: 1,869	595
Number of Parks		73		99	15		44	18	Avg: 50	90
Budget (Ops Rev)	5.0	128.0	8.8	63.0	139.0		24.0		Avg: 61	61
Budget (Cap)	1.3	54.0	1.9	13.3	4.2		16.0		Avg: 15	15
Per Capita Income		27,446 Pierce County			27,446 Pierce County	36,467 Gig Harbor	27,446 Pierce County		Avg: 30,460	27,446 Pierce County
Staff (Total)	17	301	39	186	1,000	105	260	300	Avg: 276	20
Staff (Parks)	17	79	39	186	7			21	Avg: 58	20
Miles to PMP	58	14	48	163	6	5	13	21	Avg: 41	0

SURVEY JOB MATCH AND TOP STEP COMPARISONS - DEPARTMENT ORDER

Narrative: Positions on Left -- Park Districts and other Comparisons in Middle -- Survey and PMP Summaries and Variances on the Right
Comparisons Show Job Match and Salary Range Top Step/Seasonal Rates -- \$/Hour (2080 Hour Year) -- Summary Shows Average (Simple Mean)

Position Comparisons Are Based on Job Functions and Avoid Consideration of Titles or Ethnicity, Age, Gender or other Prohibited Matters

Where Position Functions Are Split Between Two Jobs, Matches Are Shown with a Slash "/" and Salary Maxs Are Averaged

Salary Surveys Are Considered Reliable to Within About ± 5 %, i.e., No Measurable Difference for Comparisons Within About ± 5%

Variance Formula: PMP - Survey ÷ PMP -- Comparisons Are Current as of September 30, 2019 -- Positions Listed in Descending Survey Order

<u>Positions</u>		<u>Parks Districts, Other Agencies - Job and Salary Comparisons</u>														<u>Summary and Variances - 2019</u>					
POSITIONS	SI VIEW	METRO		BAIN ISL		THPRD		PSD 410		GIG HRB		PIERCE		PUYLLP		SUMMARY		PMP		VARIANCE	
DEPT ORDER	Job Top	Job Top	Job Top	Job Top	Job Top	Job Top	Job Top	Job Top	Job Top	Job Top	Job Top	Job Top	Job Top	Job Top	Jobs	Avg	Job	Top	\$	%	
<u>Maintenance Department (5)</u>																					
Parks and Ops Mgr	Ops Mgr 52.71	Pks Mgr 58.74	Div Dir 52.83					Spr Mut 46.64	Spt 50.86	PR Mgr 49.15	Pk Spr 46.70				7	51.09	PO Mgr 38.71	-12.38	-32%		
Lead Grounds Specialist		Ld MT 36.35	SptF MT 41.85	Ath Fac TC 38.86					Fld Spr 43.78	PM Ld 38.26	Ld Wrk 36.94				6	39.34	Ld GS 31.82	-7.51	-24%		
Grounds Specialist	Mnt Tec 34.25	Mnt Wrk 27.62	FM Tec 35.01	Ath FT 32.11			Mnt Tec 27.53	Mnt Tec 34.55		Pk Spc 38.26	P&F Spc 34.92				8	33.03	GS Fcl 30.31	-2.72	-9%		
Facility Specialist	Mnt Tec 34.25	Ld BT 32.43	FM Tec 35.01				Mnt Tec 27.53			Fcl Tec 30.45	P&F Spc 34.92				6	32.43	Fcl Spc 30.31	-2.12	-7%		
Grounds Seasonal	Pk M I 15.37	Mnt A 2 13.10	MS PT 15.32	Ath FT 2 13.71			Sns Grd 17.27	SW M+1 14.50		PM T I 30.45	Sns Wrk 18.38				8	17.26	Sns Lbr 16.89	-0.37	-2%		
<u>Recreation Department (5)</u>																					
Recreation Manager	Rac Mgr 48.70	Rac Mgr 54.41	Div Dir 52.83							Rac S/S 40.74	Rac Mgr 42.31				5	47.80	Rac Mgr 38.71	-9.09	-23%		
Special Events Coordinator	Rac Crd 33.43	Rac Crd 38.67	RP Crd 33.71							Rac Crd 35.90	RM/RS 39.90				5	36.32	SE Crd 34.22	-2.10	-6%		
Recreation Specialist	Rac Spc 22.21	Rac Spc 23.75	RP S 2 28.78							Rac Spc 33.20	Rac Crd 37.48				5	29.08	Rac S pc 30.30	1.22	4%		
Facts Coord/ Rec Schd		Rnt Srv 30.30	RP S 1 25.28				ES OM 22.61				Rac Int 23.27				4	25.36	FC/ Scd 29.32	3.95	13%		
Recreation Assistant		Rac Tec 18.00	RS/ MT 26.38							OA II 27.65	Rac Atd 16.05				4	22.02	Rac Tec 29.32	7.30	25%		

SURVEY JOB MATCH AND TOP STEP COMPARISONS - DEPARTMENT ORDER (CONTINUED)

Narrative: Positions on Left -- Park Districts and other Comparisons in Middle -- Survey and PMP Summaries and Variances on the Right. Comparisons Show Job Match and Salary Range Top Step/Seasonal Rates -- \$/Hour (2080 Hour Year) -- Summary Shows Average (Simple Mean)

Position Comparisons Are Based on Job Functions and Avoid Consideration of Titles or Ethnicity, Age, Gender or other Prohibited Matters

Where Position Functions Are Split Between Two Jobs, Matches Are Shown with a Slash "/" and Salary Maxs Are Averaged

Salary Surveys Are Considered Reliable to Within About ± 5 %, i.e., No Measurable Difference for Comparisons Within About ± 5%

Variance Formula: PMP - Survey ÷ PMP -- Comparisons Are Current as of September 30, 2019 -- Positions Listed in Descending Survey Order

Findings: Standard for Number of Matches: At Least Three Matches Necessary for Credible Comparisons -- Matches from 3 to 8; Avg at 5

Position Variances: PMP Lags More than -10%: 9 (Green); Exceeds More than 10%: 2 (Red); Within ± 10%: 6 (Black)

<u>Positions</u>		<u>Parks Districts, Other Agencies - Job and Salary Comparisons</u>												<u>Summary and Variances - 2019</u>							
POSITIONS	SI VIEW	METRO		BAIN ISL		THPRD		PSD 410		GIG HRB		PIERCE		PUYLLP		SUMMARY		PMP		VARIANCE	
DEPT ORDER	Job Top	Job Top	Job Top	Job Top	Job Top	Job Top	Job Top	Job Top	Job Top	Job Top	Job Top	Job Top	Job Top	Jobs	Avg	Job Top	Top	\$	%		
<u>Capital Department (3)</u>																					
Construction Prj Manager		CP Cas Mgr	59.99	Div Dir	52.83					Sr Eng	53.70	Cas PM II	52.35	4	54.72	CP Mgr	51.19	-3.53	-7%		
Capital Prog Manager		CAP PM	57.13	Sr Ptn	48.61					AE/PE	49.54	Cur Prg Crd	43.35	4	49.66	Cap DM	44.91	-4.75	-11%		
Facts Png Spc Prjs Mgr		Grt PA	44.72							AE/Sp	49.54	Cur Crd	38.26	3	44.17	FP Spc	38.71	-5.46	-14%		
<u>Finance/HR/Executive (4)</u>																					
Dep ED, Fin/HR Manager	Fin HR	48.70	Bsn AM	59.99	Ad Div Dir	52.83		Dir Fin	67.01	Fin Dir	67.64			5	59.23	Dep ED	44.60	-14.63	-33%		
Marketing Specialist			MC Prk	38.67	Mk Spc	30.44				TC Dir	51.52			3	40.21	Mk Spc	30.31	-9.90	-33%		
Administrative Assistant	Ad SS	26.55						Exc Ast	38.42	Ex Ast	38.07			4	35.12	Ad Ast	27.48	-7.64	-28%		
HR Assistant			PA	30.30			AO Tec	29.20				HR AS	38.26	4	34.26	HR Ast	28.17	-6.09	-22%		
AVERAGES FOR PMP POSITIONS WITH AT LEAST THREE MATCHES (PMP-SURVEY÷PMP)														5	38.30		33.84	-4.46	-13%		

SURVEY JOB MATCH AND TOP STEP COMPARISONS - SURVEY ORDER

Narrative: Comparisons Show Positions Listed in Survey Order - Data Current as of September 30, 2019

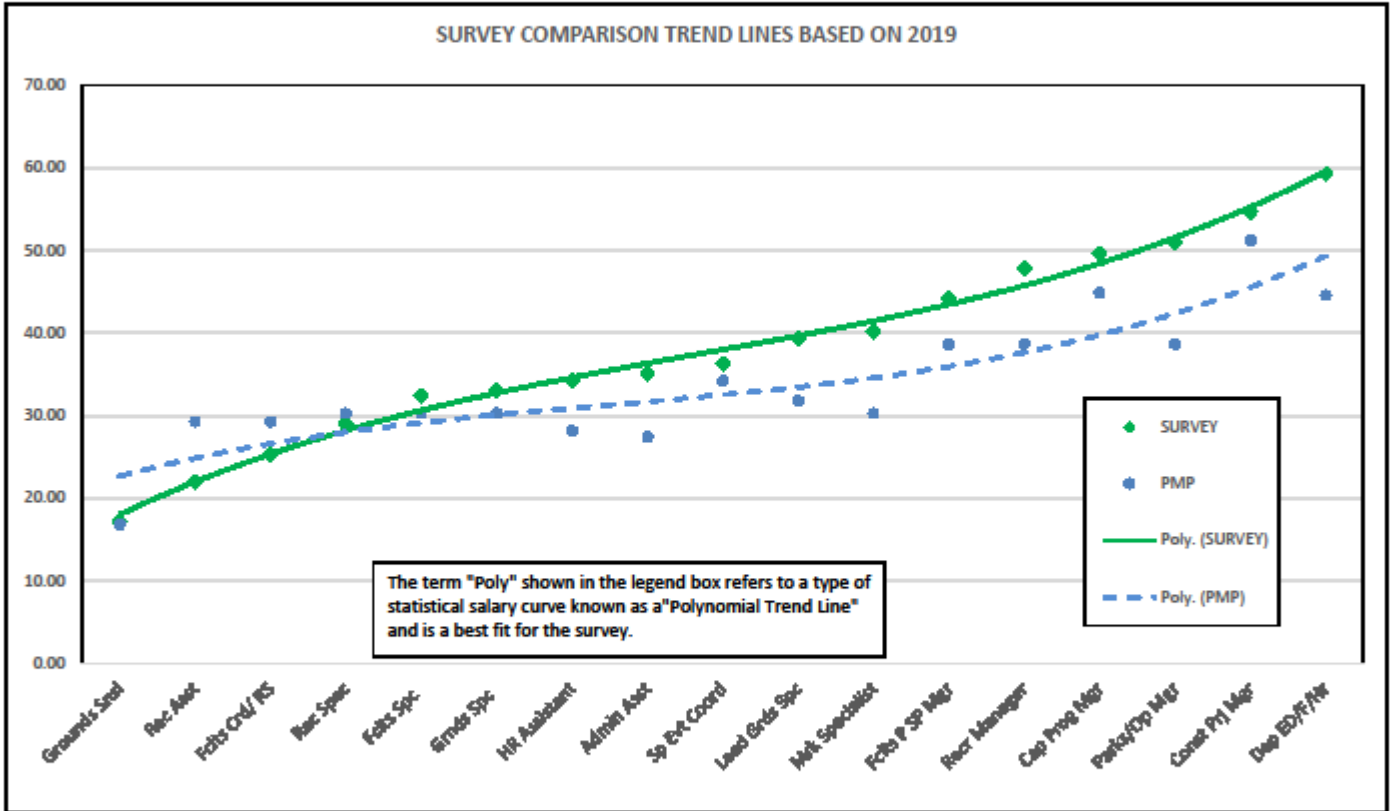
Findings: Position Variance Spread through Departments and from Lower to Upper Salary Levels

Position Variances: PMP Lags More than -10%: 9 (Green); Exceeds More than 10%: 2 (Red); Within ± 10%: 6 (Black)

POSITIONS SRVY ORDER	SI VIEW		METRO		BAIN ISL		THPRD		PSD 410		GIG HRB		PIERCE		PUYLLP		SUMMARY		PMP		VARIANCE	
	Job	Top	Job	Top	Job	Top	Job	Top	Job	Top	Job	Top	Job	Top	Job	Top	Jobs	Avg	Job	Top	\$	%
Dep ED, Fin/ HR Manager	Fin HR	48.70	Bsn AM	59.99	Ad Div	52.83			Dir Fin	67.01	Fin Dir	67.64					5	59.23	Dep ED	44.60	-14.63	-33%
Construction Prj Manager			CP Cus	59.99	Div Dir	52.83					Sr Eng	53.70	Cas PM	52.35			4	54.72	CP Mgr	51.19	-3.53	-7%
Parks and Ops Mer	Ops Mgr	52.71	Pks Mgr	58.74	Div Dir	52.83			Spr Mnt	46.64	Spt	50.86	PR Mgr	49.15	Pk Spr	46.70	7	51.09	PO Mgr	38.71	-12.38	-32%
Capital Prog Manager			CAP PM	57.13	Sr Pln	48.61					AE/P E	49.54	Cut Prg	43.35			4	49.66	Cap DM	44.91	-4.75	-11%
Recreation Manager	Rac Mgr	48.70	Rac Mgr	54.41	Dir	52.83							Rac S/S	40.74	Rac Mgr	42.31	5	47.80	Rac Mgr	38.71	-9.09	-23%
Facils Plng Spc Bris Mer			Gr PA	44.72							AE/S P	49.54	Car Crd	38.26			3	44.17	FP Spc	38.71	-5.46	-14%
Marketing Specialist			MC Prk	38.67	Mrk Spc	30.44					TC Dir	51.52					3	40.21	Mrk Spc	30.31	-9.90	-33%
Lead Grounds Specialist			Ld MT	36.35	Spt/F MT	41.85	Ath Fac	38.86			Fld Spr	43.78	PM Ld	38.26	Ld Wrk	36.94	6	39.34	Ld GS	31.82	-7.51	-24%
Special Events Coordinator	Rac Crd	33.43	Rac Crd	38.67	RP Crd	33.71							Rac Crd	35.90	RM/ RS	39.90	5	36.32	SE Crd	34.22	-2.10	-6%
Administrative Assistant	Ad SS	26.55							Exc Ast	38.42	Ex Ast	38.07			EA/ AA	37.44	4	35.12	Ad Ast	27.48	-7.64	-28%
HR Assistant			PA	30.30			AO Tec	29.20					HR AS	38.26	HR Gen	39.29	4	34.26	HR Ast	28.17	-6.09	-22%
Grounds Specialist	Mnt Tec	34.25	Mnt Wrk	27.62	FM Tec	35.01	Ath FT	32.11	Mnt Tec	27.53	Mnt Tec	34.55	Prk Spc	38.26	P&F Spc	34.92	8	33.03	GS Ecl	30.31	-2.72	-9%
Facility Specialist	Mnt Tec	34.25	Ld BT	32.43	FM Tec	35.01			Mnt Tec	27.53			Fcl Tec	30.45	P&F Spc	34.92	6	32.43	Fcl Spc	30.31	-2.12	-7%
Recreation Specialist	Rac Spc	22.21	Rac Spc	23.75	RP S 2	28.78							Rac Spc	33.20	Rac Crd	37.48	5	29.08	Rac Spc	30.30	1.22	4%
Facils Coord/ Rec Schd			Rut Srv	30.30	RP S 1	25.28		ES OM	22.61				Rac Int		Rac Int	23.27	4	25.36	FC/S cd	29.32	3.95	13%
Recreation Assistant			Rac Tec	18.00	RS/ MT	26.38							OA II	27.65	Rac Attl	16.05	4	22.02	Rac Tec	29.32	7.30	25%
Grounds Seasonal	Prk MI	15.37	Mnt A 2	13.10	MS PT	15.32	Ath FT 2	13.71	Sns Grd	17.27	SW M+1	14.50	PM TI	30.45	Sns Wrk	18.38	8	17.26	Sns I hr	16.89	-0.37	-2%
AVERAGES FOR PMP POSITIONS WITH AT LEAST THREE MATCHES (PMP-SURVEY÷PMP)																	5	38.30		33.84	-4.46	-13%

PMP AND SALARY SURVEY TREND LINES

Trend Lines Show Positions on Horizontal Axis in Ascending Order and Salary Comparisons on the Vertical Axis in \$/Hour



SURVEY JOB MATCH AND RANGE TOP STEP COMPARISONS - VARIANCE ORDER

Narrative: Comparisons Show Positions Listed in Variance Order - Data Current as of September 30, 2019

Findings: Position Variance Spread through Departments and from Lower to Upper Salary Levels

Position Variances: PMP Lags More than -10%: 9 (Green); Exceeds More than 10%: 2 (Red); Within ± 10%: 6 (Black)

POSITIONS VAR ORDER	SI VIEW		METRO		BAIN ISL		THPRD		PSD 410		GIG HRB		PIERCE		PUYLLP		SUMMARY		PMP		VARIANCE	
	Job	Top	Job	Top	Job	Top	Job	Top	Job	Top	Job	Top	Job	Top	Job	Top	Jobs	Avg	Job	Top	\$	%
Dep ED, Fin/ HR Manager	Fin	48.70	Bsn	59.99	Ad	52.83			Dir	67.01	Fin	67.64					5	59.23	Dep ED	44.60	-14.63	-33%
Marketing Specialist	HR		MC	38.67	Mrk	30.44					TC	51.52					3	40.21	Mrk Spc	30.31	-9.90	-33%
Parks and Ops Mgr	Ops	52.71	Pks	58.74	Div	52.83			Spr	46.64	Spt	50.86	PR	49.15	Prk	46.70	7	51.09	PO Mgr	38.71	-12.38	-32%
Administrative Assistant	Ad	26.55							Exc	38.42	Ex	38.07			EA/ AA	37.44	4	35.12	Ad Aut	27.48	-7.64	-28%
Lead Grounds Specialist			Ld	36.35	Spt/F	41.85	Ath	38.86			Fld	43.78	PM	38.26	Ld	36.94	6	39.34	Ld	31.82	-7.51	-24%
Recreation Manager	Rac	48.70	Rac	54.41	Div	52.83					Spr		Rac	40.74	Rac	42.31	5	47.80	Rac Mgr	38.71	-9.09	-23%
HR Assistant	Mgr		PA	30.30				AO	29.20				HR	38.26	HR	39.29	4	34.26	HR Aut	28.17	-6.09	-22%
Facility Png Spc Pris Mgr			Grt	44.72							AE/S	49.54	Car	38.26			3	44.17	FP	38.71	-5.46	-14%
Capital Prog Manager			PA								P		Car				4	49.66	Cap DM	44.91	-4.75	-11%
Grounds Specialist	Mnt	34.25	Mnt	27.62	FM	35.01	Ath	32.11	Mnt	27.53	Mnt	34.55	Pk	38.26	P&F	34.92	8	33.03	GS	30.31	-2.72	-9%
Facility Specialist	Tec		Wrk		Tec		FT		Tec		Tec		Spc		Spc		6	32.43	Ecl	30.31	-2.12	-7%
Construction Prj Manager	Mnt	34.25	Ld	32.43	FM	35.01			Mnt	27.53			Fcl	30.45	P&F	34.92	6	32.43	Fcl	30.31	-2.12	-7%
Special Events Coordinator	Tec		BT		Tec				Tec				Tec		Spc		6	32.43	Snc			
Seasonal Recreation Specialist			CP	59.99	Div	52.83					Sr	53.70	Cus	52.35			4	54.72	CP Mgr	51.19	-3.53	-7%
Facility Coord/ Rec Schd	Rac	33.43	Rac	38.67	RP	33.71					Eng		PM				5	36.32	SE	34.22	-2.10	-6%
Recreation Assistant	Crd		Crd		Crd								Rac	35.90	RM/ RS	39.90	5	36.32	SE Crd	34.22	-2.10	-6%
	Prk	15.37	Mnt	13.10	MS	15.32	Ath	13.71	Sns	17.27	SW	14.50	PM	30.45	Sns	18.58	8	17.26	Sns	16.89	-0.37	-2%
	M1		A 2		PT		FT 2		Grd		M+1		TI		Wrk		8	17.26	I hr			
	Rac	22.21	Rac	23.75	RP S	28.78							Rac	33.20	Rac	37.48	5	29.08	RacS	30.30	1.22	4%
	Spc		Spc		2								Rac		Crd		5	29.08	pc			
			Rnt	30.30	RP S	25.28			ES	22.61					Rac	23.27	4	25.36	FC/S	29.32	3.95	13%
			Srv		1				OM						Int		4	25.36	cd	29.32	3.95	13%
			Rac	18.00	RS/	26.38							OA	27.65	Rac	16.05	4	22.02	Rac	29.32	7.30	25%
			Tec		MT								II		Atl		4	22.02	Tec	29.32	7.30	25%
AVERAGES FOR PMP POSITIONS WITH AT LEAST THREE MATCHES (PMP-SURVEY÷PMP)																	5	38.30		33.84	-4.46	-13%

SALARY STRUCTURE COMPARISONS

Narrative: First Column Shows Salary Structure Comparisons with Park Districts and Other Comparisons in Middle and Summary with PMP on Right

Range % Computed as Range Max-Range Min/ Range Min. Step % Computed as Range Top Step/Next Lower Step.

Blank Space Indicates Lack of Program Match Comparison -- Data Current as of September 30 2019

Findings: Structures Reflect Common Practices Varying in Range Size and Number of Steps

PMP Practices Consistent with others; Average Survey Range: 43%, PMP Range at 50%; Average Survey Step: 4%; PMP Steps at 4%

STRUCTURE COMPARISON	SI VIEW Program	METRO Program	BAIN ISL Program	THPRD Program	PSD 410 Program	GIG HRB Program	PIERCE Program	PUYLLP Program	SUMMARY Program	PMP Program	COMMENT Consultant
Steps	None	Steps	Steps		Steps	None	Steps	Steps	Steps: 6 Other: 2	Steps	Consistent
Range %	23%	36% - 50%	47%		7%	25%	26%	13%	43%	50%	
Steps number	0	7	13			0	10	4	8	11	Consistent
Step %	--	6%	6%		2%	--	3%	4%	4%	4%	Consistent
Union	None	Multiple	None		SEIU	Guild	Teamsters	Teamsters	Rep: 6 NR: 2	Non Rep	Varies

BENEFIT PROGRAM COMPARISONS

Narrative: Purpose of this Table Is To Show Full Time Employee Benefit Program Comparisons
Programs Are in the First Column -- Park Districts and other Comparisons in Middle with Summary and PMP on Right
Summary Shown on Second Column from Right Reflects Average for Park Districts and other Comparisons
Blank Space Indicates Lack of Program Match and Benefit Comparison -- Data Current as of September 30, 2019

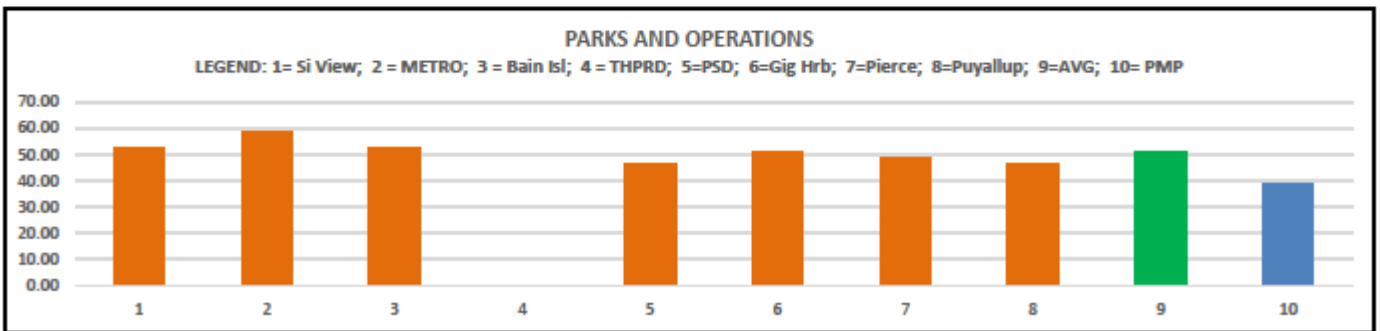
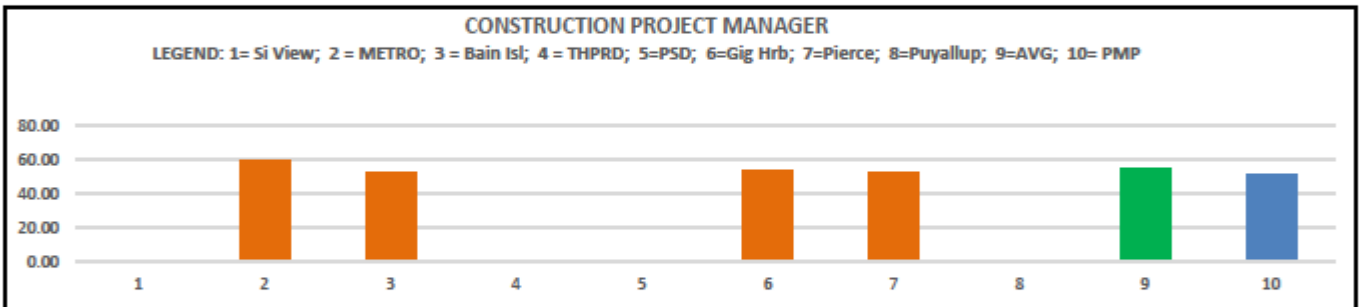
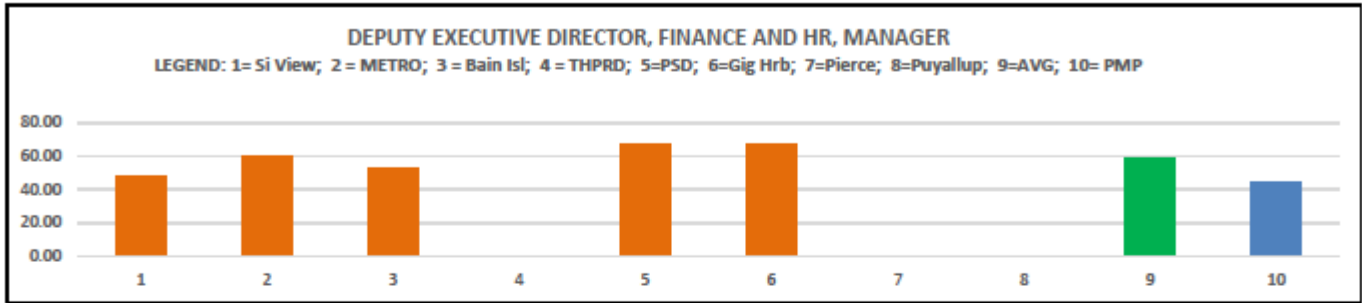
Findings: PMP Benefit Programs Generally Consistent with Other Districts and Comparisons for Insurances, Paid Leave, Retirement
PMP Appears to Lag for Life Insurance and Is About the Same as the Other Agencies for other Insurances, Paid Leave and Retirement

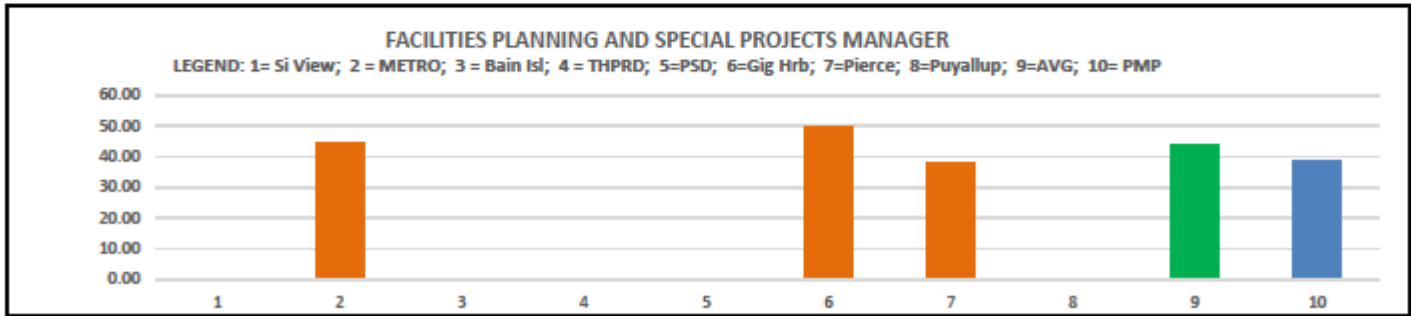
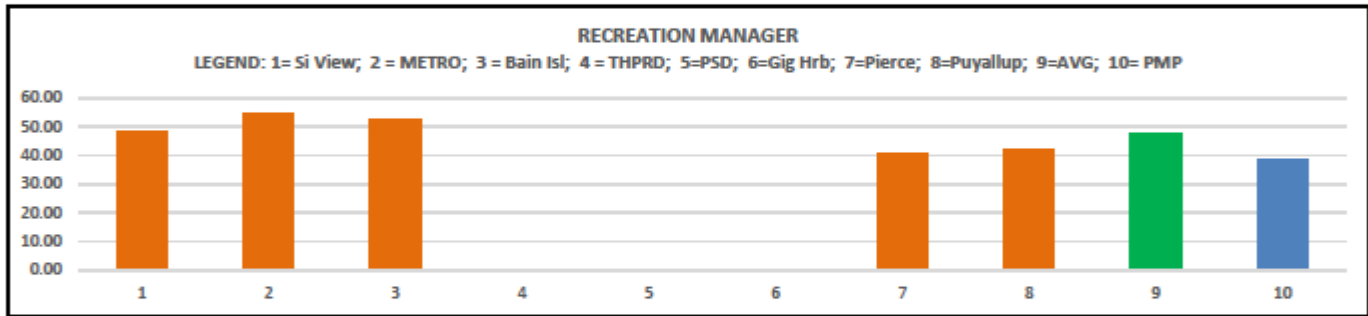
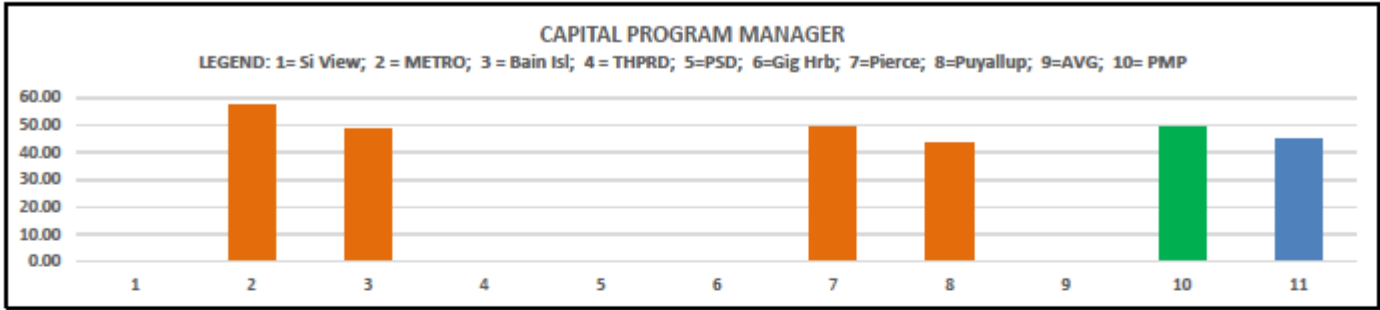
BENEFITS COMPARISON	SI VIEW Program	METRO Program	BAIN ISL Program	THPRD Program	PSD Program	GIG HRB Program	PIERCE Program	PUYLLP Program	SUMMARY Program	PMP Program	COMMENT Consultant
<u>Insurances:</u>											
MDV - Empl		90%			100%	100%	94%	100%	97%	90%	Consistent
MDV - Dep		90%			100%	95%	100%	100%	97%	90%	Consistent
Life Insurance		100%		100%	100%	100%	100%	100%	100%	100%	Consistent
LTD		90%		100%	100%	100%	100%	100%		100%	Insuf Data
AD&D		90%		100%	100%	100%	100%	100%	98%		Insuf Data
<u>Paid Leave:</u>											
Holidays+ Ftrs		12		12	12	12	13	12	12	12	Consistent
Vac/20 yrs		30		24	22	26	25	26	26	20	Lags
Sick Lv-Per yr		12		12	12	12	12	12	12	12	Consistent
Total (20 yr)		54		48	46	50	50	50	50	44	Lags
<u>Retirement - Other Adds</u>											
Retirement		PERS		PERS	PERS	PERS	PERS	PERS	PERS	PERS	Consistent
Lngvty (20 Yr)							\$1,200/Yr		Varies		Insuf Data
Def Cmp Match						No Match					
Cert Pay	Varies	Varies	Varies	Varies	Varies	Varies	Varies	Varies	Varies	Varies	Consistent
On-call; call-out									Varies		Consistent

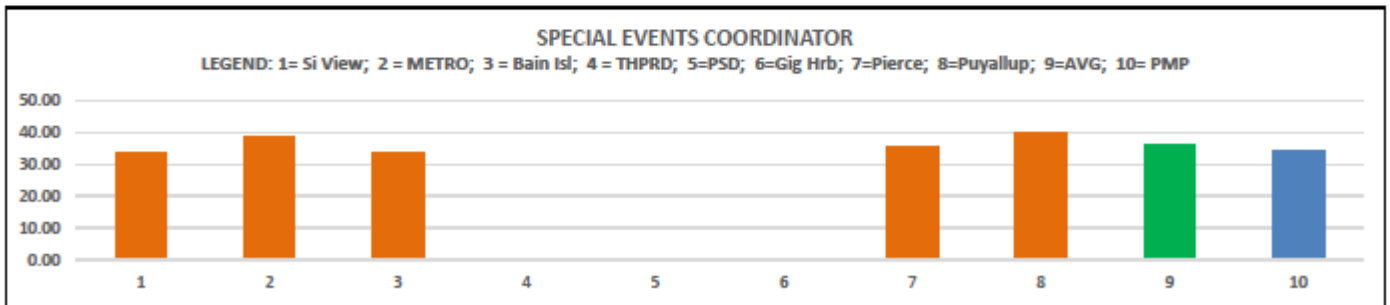
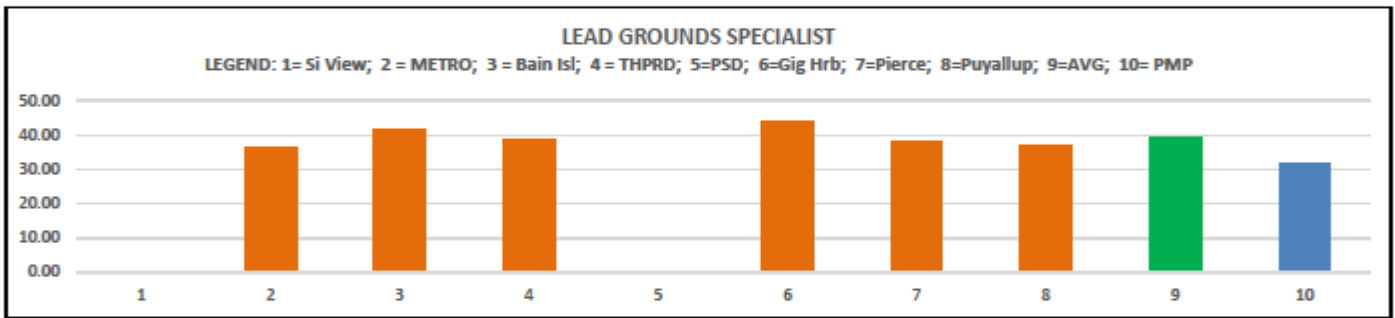
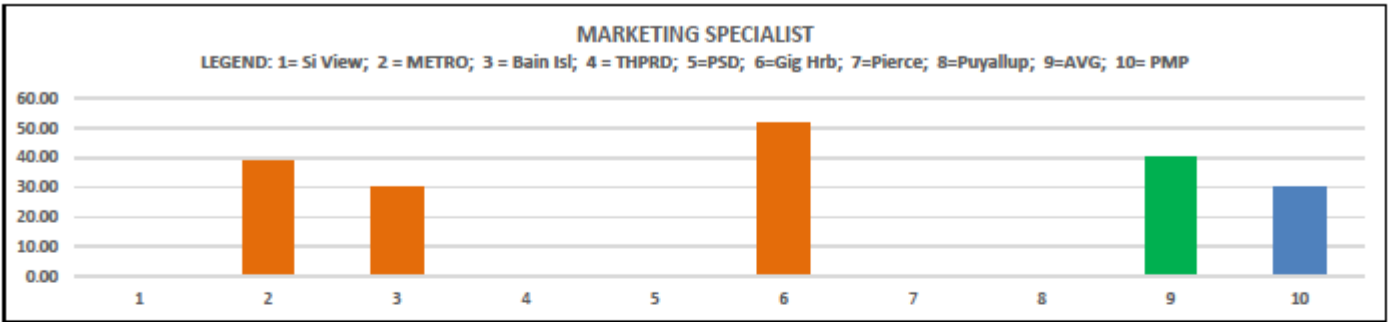
APPENDIX

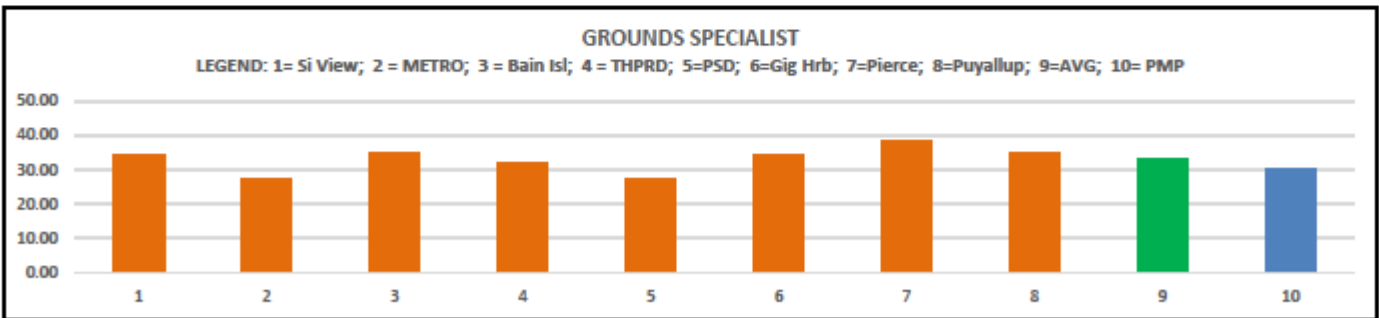
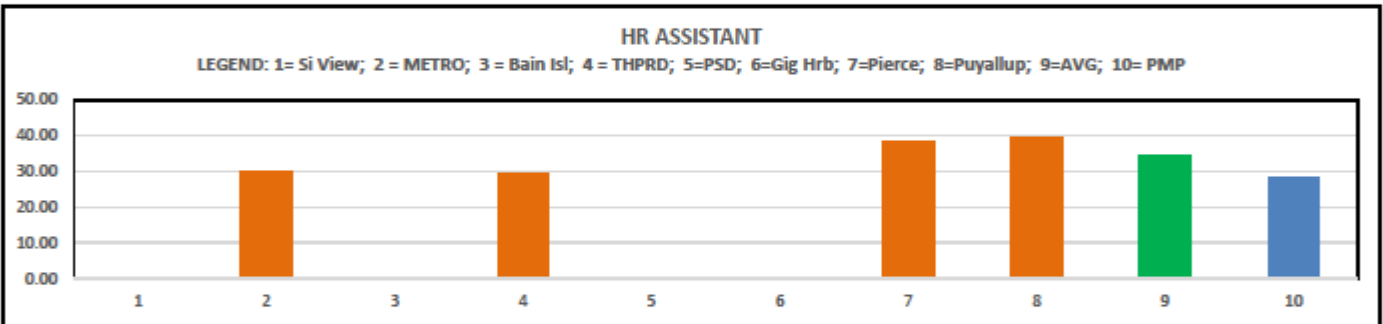
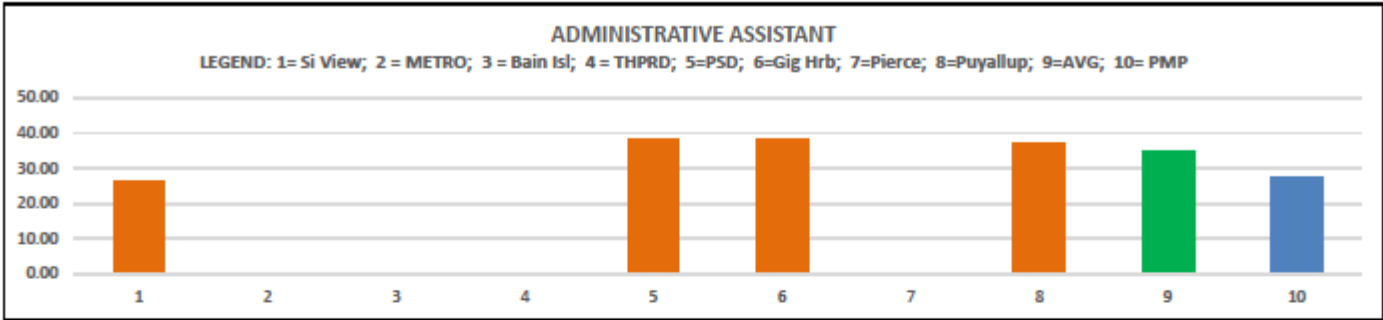
POSITION COMPARISONS

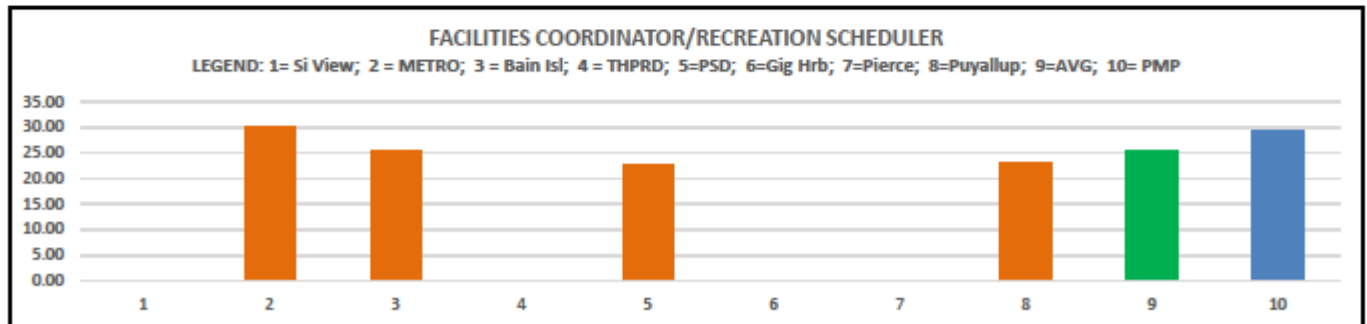
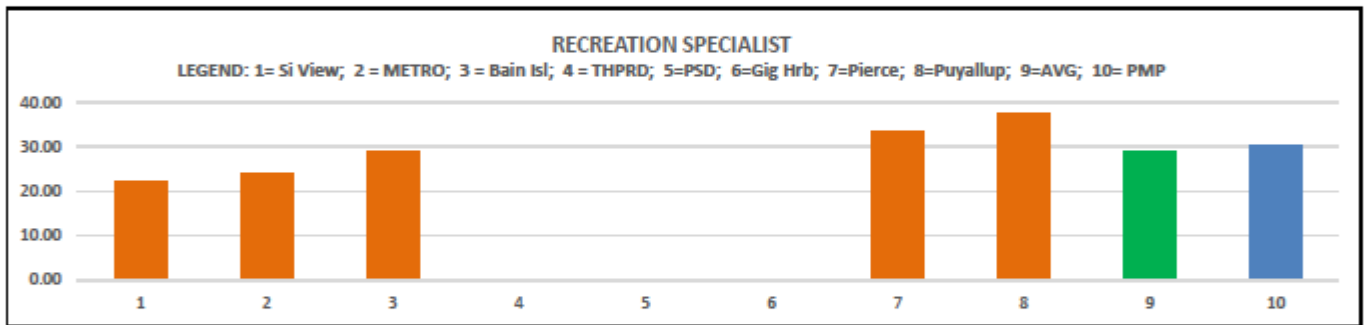
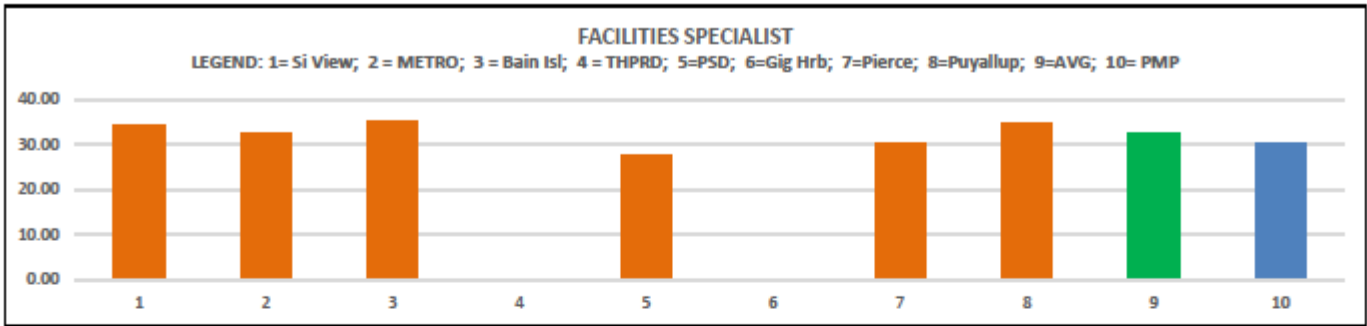
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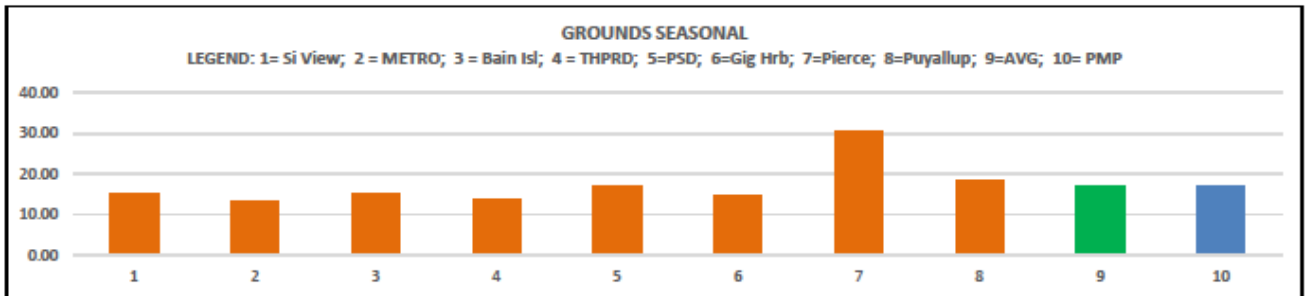
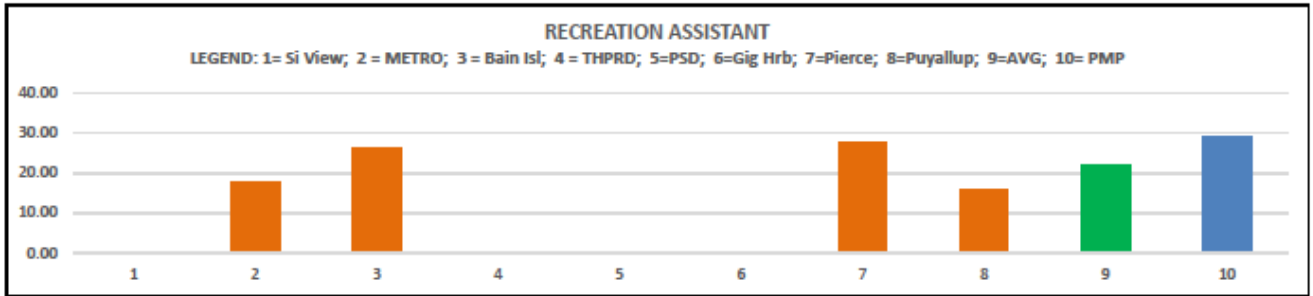














Peninsula Metropolitan Park District

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DISTRICT COMMISSION MEMO

To: Peninsula Metropolitan Park District Board of Commissioners
From: Glenn Akramoff, Interim Executive Director
Date: December 3, 2019
Subject: **Authorization of Job Description - Administrative Services Manager**

Background/Analysis

As part of the review of all staff positions that has occurred in 2019, the Finance and Human Resource Manager and Deputy Executive Director position was reviewed. The process included reviewing the job description, evaluation of the current duties and assessment of the organizations needs this position could fulfill to increase effectiveness and leadership. The position was also examined for the ability to expand to meet the growth of the organization over the next five years.

The results of the appraisal include the following:

- The current position is varied in its tasks and duties.
- The position supervises multiple staff.
- The position manages multiple crucial functions.
- The Administrative Assistant should report directly to this position
- The salary of the current position and the new title is the same.
- The position does very little Deputy Executive Director tasks and does not have the capacity to so due the multiple responsibilities.

The position would change from the Finance and Human Resource Manager and Deputy Executive Director to Administrative Services Manager. This title is more consistent with the activities and tasks that are in the job description (attached). The updated title is more consistent with the industry standard for this group of duties. This position will remain a vital part of the District's leadership team.

Timeline and Funding

The amended job description and title would take effect January 1, 2020, pending approval. There will be no financial impact of this position change. All salary and benefits will remain the same.

Recommendation

It is recommended the Board of Commissioners approve the amended position of Administrative Services Manager that replaces the Human resource, Finance Manager and Deputy Executive Director job title.

Policy Implications/Support

7. The Board of Commissioners must approve all updates to staff positions per District policy.
8. The new title better reflects the positions duties.
9. The salary and benefit package will remain the same.

Staff Contact

Should you have any questions or comments please contact Glenn Akramoff at the earliest opportunity should additional research be required to provide answers at the meeting: 253-858-3408 or via e-mail at gakramoff@PenMetParks.org.

Motion

I move to approve the amended job description and title of Administrative Services Manager.

PENINSULA METROPOLITAN PARK DISTRICT

Classification Description

Department: Finance and Human Resource	Title: Administrative Services Manager
Position Authorized by Commission: December 03, 2019	Reports to: Executive Director

Position Purpose

This position serves as the Acting Executive Director in the absence of the Executive Director. This position is responsible for providing all park district accounting, payroll, financial reporting, human resources, office management and records management activities, including handling, retention and destruction of official district records. This position is also responsible for the coordination of resources, projects, audits, policies, procedures, and monitors district-wide activities for compliance with applicable rules, laws and procedures.

Essential Responsibilities

1. Works with legal counsel and insurance agents on legal issues and insurance claims.
2. Enforces the personnel manual and conflict resolution procedures.
3. Implements policies and procedures set by the Executive Director and Board of Park Commissioners.
4. Oversees the human resources function, manages HR Assistant and volunteer office staff.
5. Supervises the Administrative Assistant.
6. Oversees the maintenance, retention, archiving and destruction of official records and ensures compliance in accordance with federal, state, and local statutes, codes, and ordinances.
7. Addresses complex issues with respect to Public Disclosure and Records Management. Oversees the handling of public disclosure requests, general information requests, and records management for the district.
8. Provides technical expertise on the Open Meetings Act, Commission rules, public disclosure, telecommunications, legal notices, records management, and other state and local regulations. Prepares legal notices in compliance with all state and local laws.
9. Conducts research and writes reports on various issues and regulations for the Executive Director.
10. Oversees mail services including pick-up, sorting, and delivery of mail and packages for the district.
11. Represents the district in regional and professional organizations, attends meetings and conferences as needed.
12. Prepares and coordinates completion of the district Comprehensive Annual Financial Report and financial statement schedules in accordance with governmental GAAP and applicable laws and standards.

Monitors all fiscal operations to help ensure the financial

13. Monitors all fiscal operations to help ensure the financial well-being of the district. Represents the district to the State Auditor's Office and other outside agencies.
14. Reviews district expenditures for compliance with district policy, ensures proper accounting coding, substantiating documentation and budget appropriation.
15. Maintains the general ledger including development and maintenance of the chart of accounts. Initiates and reviews journal entries determines proper account coding and provides technical assistance to district staff.
16. Prepares the annual budget, conducts detailed budget and accounting reconciliation and prepares status reports for various accounting funds, analyzes various sources of data and reconciles inconsistencies, monitors fiscal matters such as expenditures, carryovers, appropriations and other financial operating issues.
17. Supports and explains new finance-based policy and procedures on a district-wide basis.
18. Maintains the fiscal records for grant funded projects to comply with auditing standards and requirements. Coordinates the grant reimbursement process with granting agencies and insures compliance with grant contracts.
19. Conducts review of accounting procedures, operating procedures and internal control procedures and makes necessary updates and changes accordingly.
20. Manages semi-monthly payroll in coordination with the payroll services contract for the district including verification of and data entry for employee hours and personnel actions, and reconciliation of direct bank deposit transactions.
21. Maintains advance travel funds, reviews requests for consistency with adopted policies and procedures, reconciles funds, and processes vouchers to replenish funds.

Peripheral Responsibilities

1. Oversees the function of Administrative Assistant and preparation of meeting minutes for the district Commission regular and special meetings and study sessions.
2. Assists the Executive Director with the management and development of district Commission meeting agendas and meeting packets to ensure district procedures have been followed, legal notice and publication requirements have been met and quasi-judicial correspondence and agenda items have been clearly identified for appropriate handling and processing. Reviews actions taken by the district Commission, and direct notifications to federal, state, and local authorities.
3. Prepares reports, graphs and charts for presentation to district management regarding financial issues.
4. Prepares and reconciles assigned benefit reports and remittances within established guidelines.

Skills and Abilities

1. Knowledge of human resources, thorough knowledge of governmental fund accounting and financial reporting standards, as well as demonstrated oral and written communication abilities.
2. Ability to explain complex financial information and operating functions verbally and in writing.
3. Skill in the use of automated financial systems, including QuickBooks and report writing programs.
4. Advance skill and experience in the use of automated spreadsheet programs, related graphics, and office automation software.
5. Knowledge of applicable laws and legislation related to public records retention and management, public meetings, public disclosure and legal notices.
6. Ability to maintain confidences and routinely handle sensitive materials.
7. Ability to anticipate and solve administrative and operational problems.
8. Ability to establish and maintain effective working relationships.
9. Ability to prioritize tasks, elicit cooperation and resolve conflicts.

Working Conditions

Work is performed in an office environment. Prolonged periods of time may be spent sitting and working at a computer terminal, use telephones, and other electronic and mechanical office equipment.

Minimum Qualifications

Bachelor's degree required, preferably in Accounting, Business Administration or Public Administration (or related field) plus a minimum of ten years of increasingly responsible management and work experience in the public sector. Excellent leadership and strong management skills, effective oral and communication skills, attention to detail, and the ability to work in partnership with all areas of the district is essential. Previous work experience in public sector Parks and Recreation Administration highly desired.



Peninsula Metropolitan Park District

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

DISTRICT COMMISSION MEMO

To: Peninsula Metropolitan Park District Board of Commissioners

From: Michael Schick, Recreation Manager

Date: December 3, 2019

Subject: **Authorization of Job Description – Special Event Coordinator**

Background/Analysis

Looking at the current Recreation Team jobs and duties this position change will allow to each division to have someone to oversee each major aspect of the Recreation Department. This position will oversee all Special Events, craft more partnerships/sponsorships along with promoting Health and Wellness at all events.

The results of the appraisal include the following:

- The current position is varied in its tasked and duties.
- The position oversees all contractors and multiple part-time staff.
- The salary of the current position will reflect the 2019 survey findings.

The position would change from the Recreation Specialist to Special Event Coordinator. This title is more consistent with the actives and tasks that are in the job description (attached). The updated title is more consistent with the industry standard for this group of duties. This position will remain a vital part of the Recreation team.

Timeline and Funding

The amended job description and title would take effect January 1, 2020, pending approval. There will be some financial impact of this position change. Salary will be reflective of the 2019 survey, and benefits will remain the same.

Recommendation

It is recommended the Board of Commissioners approve the amended position of Special Event Coordinator that now clearly defines the job titles of the Recreation Staff and their duties.

Policy Implications/Support

1. The Board of Commissioners must approve all updates to staff positions per District policy.

2. The new title better reflects the positions duties.
3. The salary and benefit package will reflect the 2019 survey for pay scale.

Staff Contact

Should you have any questions or comments please contact Michael Schick at the earliest opportunity should additional research be required to provide answers at the meeting: 253-649-0349 or via e-mail at mschick@PenMetParks.org.

Motion

I move to approve the amended job description and title of Special Event Coordinator.

PENINSULA METROPOLITAN PARK DISTRICT

Classification Description

Department: Recreation	Title: Special Event Coordinator
Approved by Commission:	Reports To: Recreation Manager

Position Purpose

Responsible for planning, coordinating and implementing Park District community events in the Peninsula area. Facilitate placemaking initiatives to foster the connection between greater peninsula business owners and the park district. Work requires limited supervision and the use of independent judgment.

Duties may include, but are not limited to, the following:

Essential Responsibilities

- Coordinates and facilitates special events for the parks, including themes, concepts, and objectives in relation to organizational goals and board initiatives.
- Foster a placemaking environment by encouraging collaboration between park departments and community business owners.
- Facilitate various sponsorship opportunities.
- Researches and recommends opportunities for special events and community partnerships with outside organizations.
- Serves as a liaison between park departments, business owners, and vendors in the coordination of special events.
- Assists the Marketing Department in developing materials and managing advertisements for a variety of events.
- Coordinates the work activities of employees and volunteers at events.
- Participates in the development of the budget for special events.
- Participates in the negotiation of event contracts and service agreements.
- Evaluates effectiveness and costs of events along with providing reports and outcomes of events to parks board.
- Performs other duties as assigned (TAC, Summer Camps, etc).

Skills and Abilities

- Knowledge of design principles;
- Knowledge of municipal government operations;

- Knowledge of event planning methods and principles;
 - Skilled in prioritizing, organizing, and managing multiple simultaneous projects;
- Special Event Coordinator
- Skilled in preparing clear and concise reports, including oral, written, and audio/visual presentations;
 - Skilled in applying independent judgment, personal discretion, and resourcefulness in interpreting and applying guidelines;
 - Skilled in developing marketing and advertisement materials;
 - Skilled in gathering and analyzing information and making recommendations based on findings and in support of organizational goals;
 - Skilled in operating a computer and related software applications;
 - Skilled in communicating effectively with a variety of individuals.

Minimum Qualifications

Bachelor's Degree in Public Administration, Community Development, Recreation, Public Relations, Educator, or related field. Two (2) years of experience in community programming or a related field, including one (1) year of supervisory experience and a valid Driver's License.

Preferred Qualifications

1. Certified Park & Recreation Professional through the National Recreation & Park Association;
2. Active membership and involvement in national and state park & recreation networks;
3. Professional experience in programming, development, and activation of high-use community programs.

Supervisory/Budget Responsibilities

- Supervisory responsibility over volunteer staff and oversee full-time staff at events
- Acting Recreation Manager when Manager is absent

Any equivalent combination of education, training, and experience that provides the requisite knowledge, skills, and abilities for this job, may be substituted for Minimum and Preferred Qualifications at the discretion of the hiring authority

Working Conditions

Work is performed in an office environment, off-site recreation facilities, and at outdoor locations. Prolonged periods of time may be spent sitting and working at a computer terminal, using telephones, and other electronic and mechanical office equipment. Work may also be performed outdoors and in inclement weather



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DISTRICT COMMISSION MEMO

To: District Commission

From: Eric Guenther, Planning & Special Projects Manager

Date: December 3, 2019

Subject: **Approve Agreement for Hales Pass Renovation Project Designer**

Background/Analysis

PenMet staff have identified certain general needs in the Arletta School House at Hales Pass Park including upgrades to electrical and plumbing systems, as well as upgrades for ADA access. To further define these needs and assess other potential needs for the building, PenMet issued a Request for Qualifications for a designer for an assessment of required renovations.

The project steps include:

- Selecting the most qualified project designer using an RFQ process
- Negotiating the contract scope (attached exhibit in contract) and amount (\$39,220)
- Developing the schematic design
- Estimating costs
- Selecting firm to design the final master plan
- Submitting permits
- Bidding the project
- Selecting the lowest responsible bidding contractor for the project
- Construction

Recommendation

Staff requests that the Commission approve Resolution R2019-023 authorizing the Interim Executive Director to sign the Professional Services Agreement with Driftmier Architects to perform an assessment and design renovations for the Arletta School House at Hales Pass Park.

Policy Implications/Support

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 potential upgrades to Hales Pass Park
3. At their regular meeting on August 6, 2019 the Board of Park Commissioners discussed the need for renovation work at Hales Pass.

Motion

I move to approve Resolution R2019-023 authorizing the Interim Executive Director to sign the Professional Services Agreement with Driftmier Architects PS to perform an assessment and design renovations for the Arletta School House at Hales Pass Park.

Should you have any questions or comments please contact me at the earliest opportunity should additional research be required to provide answers at the meeting: 253-858-3400x1222 or via e-mail at EGuenther@PenMetParks.org.

Peninsula Metropolitan Park District



PROFESSIONAL SERVICES AGREEMENT

THIS AGREEMENT is made and entered into this 4th day of December, 2019 by and between The PENINSULA METROPOLITAN PARK DISTRICT, a municipal corporation, hereinafter referred to as the "District", and The Driftmier Architects, PS, whose address is 7983 Leary Way NE, Redmond, WA 98052, hereinafter referred to as the "Consultant".

WITNESSETH:

WHEREAS, the Consultant represents it is qualified to perform services described in paragraph 2 herein and holds all necessary licenses and government permits therefore;

WHEREAS, the District desires to meet more fully the needs of citizens residing within its district for participation in and enjoyment of recreational and cultural programs which beneficially contribute to the well-being of its citizens;

NOW, THEREFORE, in consideration of the mutual promises and covenants herein contained, it is hereby agreed as follows:

1. Independent Contractor Status. The Consultant is considered an independent contractor who shall at all times perform its duties and responsibilities and carry out all services as an independent contractor and shall never represent or construe its status to be that of an agent or employee of the District, nor shall it be eligible for any employee benefits.

A. The Consultant represents and warrants that that any and all federal, state, and local mandatory deductions or other charges and taxes imposed by law and/or regulation upon the Consultant are current. The Consultant acknowledges that all such deductions, charges and taxes shall be the sole responsibility of the Consultant. If the District is assessed, liable or responsible in any manner for those deductions, charges or taxes, the Consultant agrees to indemnify and hold the District harmless from those costs, including attorney's fees.

B. The Consultant shall provide at its sole expense all materials, office space, telephone and utility services, and other necessities to perform fully and timely its duties and services under this Agreement, unless otherwise specified in writing.

C. The Consultant shall comply with all applicable federal, state and local laws, ordinances, rules and regulations, and shall assist the District in complying with those conditions concerning grants and other federal assistance under the laws of the County of Pierce, the State of Washington, the United States of America, or such other laws as are applicable to the Scope of Services under this Agreement. The Consultant shall at its sole expense, obtain and keep in force any necessary licenses, permits, and tax certificates.

D. The Consultant shall conduct its professional services under this Agreement with the same care and skill ordinarily used by members of the Consultant's profession under similar circumstances, at the same time and in the same locality.

E. Debarment Certification. The Consultant certifies that neither the Consultant nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in this contract by any federal or state department or agency. Further, the Consultant agrees not to enter into any arrangements or contracts related to completion of the work contemplated under this Agreement with any party that is on the "General Service Administration List of Parties Excluded from Federal Procurement or Non-procurement Programs" which can be found at:

www.sam.gov and www.ini.wa.gov/TradesLicensing/PrevWage/AwardingAgencies/default.asp

2. Scope of Services. The Consultant agrees to perform services as set forth in Exhibit A of this Agreement. All obligations and services of the Consultant undertaken pursuant to this Agreement shall be satisfactorily completed in accordance with the schedule identified in Exhibit A of this agreement.

3. Compensation and Method of Payment.

A. In consideration of the services to be provided by the Consultant, the District will pay not more than THIRTY-NINE THOUSAND TWO HUNDRED TWENTY DOLLARS (\$39,220.00). In the event that the Consultant fails to pay any assessed mandatory deductions including, but not limited to, industrial insurance, FICA, Employment Security, and federal withholding the Consultant authorizes the District to deduct and withhold or pay over to the appropriate governmental agencies those unpaid amounts upon request and direction by the appropriate governmental agency. Any such payment will be deducted from the Consultant's total compensation.

B. Payment to the Consultant will be made only upon receipt of the Consultant's original written invoice following performance of the services provided herein (or for the percentage completed) and during the District's ordinary billing cycle. The District's ordinary billing cycle is once per month.

C. Final payment will not be made until all services and any specified deliverables have been completed to the satisfaction of and accepted by the District, which may include acceptance by the Board of Park Commissioners.

D. All payments shall be subject to adjustment for any amounts, upon audit or otherwise, to have been improperly invoiced. In no event shall the total of the District's payment pursuant hereto exceed the contract price set forth in Paragraph 3.A. above. Any request for payment in excess of the contract amount shall automatically be rejected unless, prior to performing the service, the Consultant has obtained express written approval from the District for such services and written approval of the additional cost.

4. Publications. The Consultant shall obtain the District's approval prior to the publication of any of the results of services performed or to be performed pursuant hereto. Any publications that may be authorized shall acknowledge that the District provided financial support pursuant to this agreement as follows:

"FUNDED IN PART BY THE PENINSULA METROPOLITAN PARK DISTRICT"

5. Reporting. The Consultant, at such time and in such form as the District may require, shall furnish the District with periodic reports pertaining to the services and deliverables undertaken pursuant to this Agreement. The Consultant will make available to the District all work-related accounts and records for auditing, monitoring, or evaluation during normal business hours.

6. Ownership of Deliverables.

A. Ownership of the originals of the Consultant's deliverables as defined in the scope of services and provided by the consultant as a result of this Agreement, whether or not completed, shall be vested in the District. Any reuse of these materials by the District for projects or purposes other than those which fall within the scope of this Agreement or the project to which it relates, without written approval by the Consultant, will be at the sole risk of the District.

B. The District acknowledges the Consultant's deliverables as instruments of professional service. Nevertheless, the deliverables prepared under this Agreement shall become the property of the District upon completion of the services. The District agrees to hold harmless and indemnify the Consultant against all claims made against the Consultant for damage or injury, including defense costs, arising out of the District's reuse of Consultant's deliverables for a District project unless the District obtains the Consultant's written authorization for such use.

C. Methodology, materials, software, logic, and systems developed under this Agreement are the property of both the District and the Consultant, and may be used by the District and the Consultant as each sees fit, including the right to revise or publish the same without limitation and for use in similar projects, subject to the provisions of paragraph 6.B. above.

7. Termination.

A. The District may terminate the Consultant's performance of services under this Agreement through written notice to the Consultant, in whole, or from time to time in part, whenever the Consultant fails to perform in a timely manner and fully, faithfully, and in a safe and responsible manner, the services required herein, or whenever the fulfillment or accomplishment of the purpose of this Agreement has in the judgment of the District become impossible or impractical for whatever reason.

(1) If the cause of termination is by reason of the Consultant's breach of this Agreement, then termination shall not relieve the Consultant of liability to the District for damages sustained by the District, and the District may withhold any payments to the Consultant for the purpose of set-off until such time as the exact amount owing the Consultant is determined.

(2) If the cause of termination is not by reason of the Consultant's breach of this Agreement, then the District shall be liable only for payment of services performed or furnished prior to the effective date of termination. The Consultant will be paid an amount which bears the same ratio to the total compensation as the services actually performed bear to the total services of the Consultant covered by this Agreement, less payments of compensation previously made.

(3) Any and all notices affecting or relative to this Agreement shall be effective if in writing and delivered or mailed, postage and fees prepaid, to the respective party being notified at the address listed with the signature of this Agreement. The parties' addresses may be changed by the same method of notice.

B. The Consultant may terminate this Agreement if the Consultant provides written notice to the District of its material breach of the terms of this Agreement and, after seven (7) business days prior written notice, the District fails to cure such breach. The Consultant's

notice shall specify the nature of the breach and the steps necessary to cure the breach. If the breach cannot reasonably be cured within the 7 business day period, so long as the District is taking reasonable steps to cure the breach, it shall have additional time to do so and the Agreement shall not terminate. Upon termination, the Consultant shall be entitled to full compensation for services rendered up to the termination date in accordance with the payment schedule and for reasonable costs and expenses associated with closing out the project.

8. Indemnification.

A. The Consultant shall indemnify and hold harmless the District, its officials, officers, agents, employees, volunteers, and representatives, from, , any and all claims, demands, damages, suits at law or at equity, liabilities, losses, judgments, liens, expenses, and costs caused or alleged to be caused by the negligent and / or wrongful acts, errors, and/or omissions by the Consultant, its employees, agents, representatives or volunteers relative to or in connection with the Consultant's services covered hereunder, except for injuries and damages caused by the sole negligence of the District. In the event of recovery due to the aforementioned circumstances, the Consultant shall pay any judgment or lien arising therefrom, including any and all costs as part thereof.

B. Should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Consultant and the District, the Consultant's liability hereunder shall be only to the extent of the Consultant's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Consultant's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. THIS WAIVER HAS BEEN MUTUALLY NEGOTIATED BY THE PARTIES. The provisions of this section shall survive the expiration or termination of this Agreement.

9. Insurance. Consultant shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Consultant, its agents, representatives, employees or subcontractors. Consultant's maintenance of insurance, its scope of coverage and limits as required herein shall not be construed to limit the liability of the Consultant to the coverage provided by such insurance, or otherwise limit the District's recourse to any remedy available at law or in equity.

A. Minimum Scope of Insurance. Consultant shall obtain insurance of the types described below:

1. Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be written on Insurance Services Office (ISO) form CA 00 01 or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage.

2. Commercial General Liability insurance shall be written on ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, independent contractors and personal injury and advertising injury. The District shall be named as an insured under the Consultant's Commercial General Liability insurance policy with respect to the work performed for the District.

3. Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.

B. Minimum Amounts of Insurance. Consultant shall maintain the following insurance limits:

1. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.
2. Commercial General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence, \$1,000,000 general aggregate and a \$1,000,000 products- completed operations aggregate limit.

C. Other Insurance Provision. Consultant's Automobile Liability and Commercial General Liability policies are to contain, or be endorsed to contain that they shall be primary insurance with respect to the District. Any insurance maintained by the District shall be excess of Consultant's insurance and shall not contribute with it.

D. Consultant's Insurance for Other Losses. Consultant shall assume full responsibility for all loss or damage from any cause whatsoever to any materials, tools, Consultant's employee owned tools, machinery, equipment, or motor vehicles owned or rented by the Consultant, or the Consultant's agents, suppliers or subcontractors as well as to any temporary structures, scaffolding and protective fences.

E. Waiver of Subrogation. Consultant and the District waive all rights against each other, any of their subcontractors, sub-subcontractors, agents and employees, each of the other, for damages caused by fire or other perils to the extent covered by insurance obtained pursuant to the Insurance Requirements Section of this Agreement or other property insurance applicable to the work. The policies shall provide such waivers by endorsement or otherwise.

F. Acceptability of Insurers. Insurance is to be placed with insurers with a current A.M. Best rating of not less than A: VII.

G. Verification of Coverage. Consultant shall furnish to District original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the Automobile Liability and Commercial General Liability insurance of Consultant before commencement of any work.

H. Subcontractors. Consultant shall have sole responsibility for determining the insurance coverage and limits required to be obtained by subcontractors, which determination shall be made in accordance with reasonable and prudent business practices.

I. Notice of Cancellation. Consultant shall provide District and all additional insureds for this work with written notice of any policy cancellation, within two business days of their receipt of such notice.

J. Failure to Maintain Insurance. Failure on the part of Consultant to maintain the insurance as required shall constitute a material breach of contract, upon which District may, after giving five business days' notice to Consultant to correct the breach, immediately terminate the Agreement or, at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, with any sums so expended to be repaid to District on demand.

10. Non-Discrimination. Except to the extent permitted by bona fide occupation qualification, the Consultant agrees as follows:

A. The Consultant shall not discriminate against any employee or applicant for employment because of race, creed, color, national origin, marital status, sex, age, or the presence of any sensory, mental or physical handicap. The Consultant shall take affirmative action to ensure that applicants are employed and that employees are treated during employment without regard to their race, creed, color, national origin, marital status, sex, age, or the presence of any sensory, mental or physical handicap. Such action shall include, but not be limited to, the following: Recruitment, employment, upgrading, demotion or transfer, advertising, lay-off or termination, establishing rates of pay or other forms of compensation and selection for training.

B. The Consultant shall in all solicitation from employees or job orders for employees placed with any employment agency, union, or other firm or agency, state that all qualified applicants shall receive consideration for employment without regard to their race, creed, color, national origin, marital status, sex, age, or the presence of any sensory, mental or physical handicap. The words: "Equal Opportunity Employer" shall appear in all advertisements.

C. The Consultant shall include the intent of the foregoing provisions of the foregoing paragraphs (a) and (b) in every subcontract or purchase order for the goods or services which are subject matter of this Agreement.

D. In the event of noncompliance by the Consultant with any of the non-discrimination provisions of the Agreement, the District will have the right, at its option, to cancel the Agreement in whole or in part by written notice. If the Agreement is canceled after partial performance, the District will be obligated to pay only for that portion of the total work authorized under this Agreement that is satisfactorily completed.

11. Assignment and Subcontract. The independent Consultant shall not assign, subcontract, delegate, or transfer any interest or claim to or under this Agreement or for any of the compensation due it hereunder, in whole or in part, except as authorized in writing by the District.

12. Conflict of Interest. No officer, employee or agent of the District who exercises any function or responsibilities in connection with the planning and carrying out of the program to which this Agreement pertains shall have any personal financial interest, direct or indirect, in this Agreement. The Consultant shall comply with all federal, state and local conflict of interest laws, statutes and regulations as they shall apply to all parties and beneficiaries under this Agreement, as well as to officers, employees or agents of the District. The Consultant represents that the Consultant presently has no interest and shall not acquire any interest, direct or indirect, in the program to which this Agreement pertains which would conflict in any manner or degree with the performance of the Consultant's services and obligations hereunder. The Consultant further covenants that, in performance of this Agreement, no person having any such interest shall be employed.

13. Enforcement. If by reason of the default on the part of either party in the performance of any of the provisions of this Agreement and becomes necessary for the non-defaulting party to employ an attorney, the defaulting party agrees to pay all costs and legal expenses expended and/or incurred by the non-defaulting party.

14. Interpretation and Venue. Washington law will govern the interpretation of this Agreement. Any dispute as to the enforcement or interpretation of this Agreement shall be determined by arbitration in accordance with the arbitration laws of the State of Washington. The prevailing party in any arbitration arising under this contract shall be entitled to reasonable attorney's and expert witness fees. Pierce County shall be the venue of any arbitration.

15. Unenforceable Clauses. If one or more of the Agreement clauses is found to be unenforceable, illegal or contrary to public policy, the Agreement will remain in full force and effect except for the clauses that are unenforceable, illegal or contrary to public policy.

16. Entire Agreement. This Agreement constitutes the complete and final agreement of the parties, replaces and supersedes all oral and written proposals and agreements heretofore made on the subject matter, and may be modified only by a writing signed by both parties. Each party hereby acknowledges receipt of a copy of this Agreement executed by both parties.

IN WITNESS WHEREOF, the parties hereto have executed this document as of the day and year first above written.

PENINSULA METROPOLITAN PARK DISTRICT, a municipal corporation

CONSULTANT, The Driftmier Architects, PS

Glenn Akramoff, Interim Executive Director

(Signature)

APPROVED AS TO FORM

(Name, Printed)

Attorney For the Peninsula Metropolitan Park District

(Title)

(Address)

(City, State, Zip)

(Phone): _____

SSN: _____
(If self-employed)

Fed Tax No.: _____

L & I Acct. No.: _____

UBI No.: _____

Copy 1: Consultant (Original)
Copy 2: Contract Compliance (Original)

EXHIBIT A Scope of Services

EXHIBIT A – ARCHITECTURAL SCOPE OF WORK TO THE AGREEMENT BETWEEN PENINSULA METROPOLITAN PARK DISTRICT AND THE DRIFTMIER ARCHITECTS, PS

This scope of work includes a facility assessment for the Hales Pass Park Community Center and will provide schematic design and a cost estimate for the proposed construction work. The anticipated construction work includes building code, energy code, ADA, electrical, plumbing, structural and kitchen upgrades. There will also be an investigation into the existing septic drain field and utilities provided for the well relocation to be performed by others. Following this scope of work, it is anticipated that design work will continue into permit drawings under a separate scope. The current scope includes the following architectural tasks:

TASK I- FACILITY ASSESSMENT

1. **Site Visit**
With consultants, visit building to review exterior envelope including wall and roof surfaces, windows, doors and other fenestrations and review structural, mechanical, electrical, plumbing, well and septic systems.
It is expected that staff will be on site during the site visit to discuss the history of the buildings and known deficiencies.
2. **Existing Floor Plans**
From measurements taken on site, develop existing floor plans of the building.
3. **ADA & Life Safety Plans**
Document on existing floor plans the code deficiencies for ADA and life safety.
4. **Facility Assessment Report**
Consultants will prepare a report that will document the existing conditions and code deficiencies, and provide recommendations as to how to address the desired changes to the facility.
5. **Review & Revise**
Provide report to the District team for review and comment. Discuss updates to the report and additional information or inspections needed.

Deliverables: Floor Plans, Facility Assessment Report

TASK II- NEEDS ANALYSIS

6. **Initial Meeting**
While on site for the Facility Assessment, meet with District team to discuss their facility needs and operational goals.
7. **District Data**
Receive previous reports, operation manuals for the facility, list of storage and equipment, etc.
8. **Draft Statement of Needs**
Draft a Statement of Needs that provides an overview of the desired changes to the facility and the type of events to be held.

9. Review and Revise

Review the Statement of Needs with the District via teleconference and make revisions.

Deliverables: Statement of Needs

TASK III - SCHEMATIC DESIGN

10. Historic Commission Meeting

Attend a meeting for the Pierce County Landmarks & Historic Preservation Commission. Prepare a memo describing the proposed work and submit to the Commission.

11. Develop Options

Develop floor plans that address the needed changes to the facility identified in Tasks I & II. Plans will be notated with building system upgrades.

12. Review and Revise

Provide plans to District for review. Discuss changes via teleconference and make revisions.

13. Cost Estimate

From the approved plans, create a schematic design cost estimate.

14. Review & Revise

Receive feedback from the District and make revisions as necessary.

Deliverables: Schematic Plans, Cost Estimate

ADDITIONAL SERVICES

- Full modeling, including elevations and building sections will be performed in the next scope of work, once the full construction scope is known.
- Permit drawings will be included in the next scope of work.

ASSUMPTIONS

- Included meetings
 - Conference Calls: Unlimited
 - Task I & II: 1 Combined meeting to perform Facility Assessment and discuss the Needs Analysis.
 - Task III: 1 meeting with Historic Commission.
- Civil Scope and Fee include:
 - Surveying area surrounding building and adding utility information to the existing CAD survey.
 - District will call in the locates, as it is always more effective when the building owner makes the call.
 - Investigate the location of the existing septic field and document on the survey.
 - Provide a schematic narrative describing the future power and water connections for the relocated well.
 - Investigation into the relocation of the well is not included in this scope.

DISTRICT RESPONSIBILITIES

- Create a District project team to attend meetings with the Architect, review documents and make decisions
- Provide District data to Driftmier including: Previous reports, existing drawings, inventory lists
- Tour facilities with consultant team

EXHIBIT B - TIME & FEE ESTIMATE

PenMet Parks
Hales Pass Park Community Center Renovation

Date: 11/26/19
By: Lee Driftmier
Proj. No.: TBD

ARCHITECTURAL SERVICES TIME AND FEE ESTIMATE

Task	Description	Staff	Staff Hours	Rate \$/hr.	Fee
I	FACILITY ASSESSMENT & NEEDS ANALYSIS	Principal	30	\$150	\$4,500
		Proj. Arch.		\$140	50
		Proj. Mgr 2		\$115	50
		Sr. Designer		\$95	50
		Designer	40	\$80	\$3,200
		Subtotals	70		\$7,700
II	NEEDS ANALYSIS	Principal	4	\$150	\$600
		Proj. Arch.		\$140	50
		Proj. Mgr 2		\$115	50
		Sr. Designer		\$95	50
		Designer	4	\$80	\$320
		Subtotals	8		\$920
III	SCHEMATIC DESIGN	Principal	24	\$150	\$3,600
		Proj. Arch.		\$140	50
		Proj. Mgr 2		\$115	50
		Sr. Designer		\$95	50
		Designer	28	\$80	\$2,240
		Subtotals	52		\$5,840
SUBTOTAL ARCH. LABOR			130		\$14,460
REIMB. EXPENSE ESTIMATE			5%		\$725
SUBCONSULTANTS		\$21,850	Plus 10% Markup	\$2,185	\$24,035
Civil (CHS)		\$10,000			
MEP (Rensch)		\$3,000			
Structural (AUE)		\$5,050			
Cost Estimate Consultant (The Woolsey Company)		\$1,800			
TOTAL					\$39,220

NOTE: All hours and expenses are estimated, and may be increased or decreased within the total budget limit at the discretion of Driftmier's project manager. The Driftmier project manager may transfer budget from estimated expenses to labor and vice versa, as the project manager may determine as appropriate. Work will be billed on a time and expense basis, subject to the limit of the not-to-exceed Grand Total Design Fees.

EXHIBIT C - PROFESSIONAL FEE & BILLING SCHEDULE

A. Professional Fees

<u>Job Title</u>	
Principal Architect	\$ 150/hour
Project Architect	\$ 140/hour
Senior Project Manager	\$ 125/hour
Project Manager 2	\$ 115/hour
Project Manager 1	\$ 105/hour
Senior Designer	\$ 95/hour
Designer 2	\$ 85/hour
Designer 1	\$ 80/hour
Administrative Coordinator	\$ 90/hour

B. Job Incurred Expenses

The following expenses will be direct reimbursable items x 1.10:

1. Expenses incurred in reproduction of documents, necessary travel, subsistence and courier services.
2. Consultant fees such as civil, structural, mechanical, electrical, soils and solar engineers, surveyors, cost estimators, and specification writers, when not specifically included in the agreement.
3. Travel by private automobile at current IRS standard mileage rate.
4. Building permits and other fees paid to the local jurisdiction.

C. Our billing periods extend from the 26th of the month through the 25th of the following month. You may expect to receive your monthly statement on or about the first of each month. Interim special statement formats are available on request.

D. All statement amounts will be paid within 60 days.

E. Billing rates set forth above are fixed for 12 months from execution of agreement. After 12 months the rates shall be adjusted in accordance with the normal salary review practices of The Driftmier Architects, P.S. Client shall be notified at least 30 days prior to rate increases.



November 25, 2019

The Driftmier Architects, PS
Lee Driftmier
7983 Leary Way NE
Redmond, WA 98052

RE: MEP Proposal for the Existing Building Assessment for Hale Pass Park Community Center located in Gig Harbor, WA

Dear Lee:

I appreciate the opportunity to be a part of your team on this project. As you know, we have completed multiple MEP building evaluations like these with your office. You have provided me with the RFQ outline and subsequent emails from the job walk and your conversations with the client.

You have asked me to provide a proposal to survey the existing building and provide a building assessment report for the Mechanical, Electrical and Plumbing (MEP) systems. The building is a 1938, 2800 SF, 2-story building (main level with full basement and the client has already identified the plumbing and electrical systems need replaced. A new domestic water well is planned by others to serve the building. Mechanical should also be reviewed for the new small kitchen being planned and other changes.

MEP SCOPE OVERVIEW

My company will survey the existing site, coordinate with the facility personnel and provide a building assessment report related to the MEP systems. Changes needed to these systems will be reviewed and recommendations made. Noteworthy MEP scope will include:

HVAC: We will review the existing system including controls, ventilation, exhaust and overall heating/cooling capacity. Zoning of the existing systems will be confirmed so we can make recommendations for changes.

ELECTRICAL: The existing electrical systems (including lighting) will be reviewed and we will recommend changes/upgrades to update the systems and to meet future needs.

PLUMBING: The existing plumbing systems will be reviewed, and we will recommend changes/upgrades to update the systems and meet future needs. Below grade piping will not be reviewed since not easily viewable and since it is already known the system is old and needs replaced. Potential needs for grease retention will be recommended.

ENERGY: We will make recommendations where needed as it relates to energy code for the MEP systems. Any building envelope impacts related to the energy code are assumed to be by your office.

DELIVERABLE DOCUMENTS

We will provide a MEP Building Assessment Report indicating general system descriptions and recommendations related to the cost estimate.

ADDITIONAL SERVICES

The following items would be an additional service and I would be happy to provide you with a proposal and/or discuss these further if needed:

1. Cost estimates since provided by your estimator
2. Design beyond the general assessment and our recommendations. This includes any detailed calculations and calls to authorities having jurisdiction.
3. Sewer camera scoping.
4. 30-day power demand readings.

CLOSING

I look forward to teaming up with your company to make this a successful project. Please contact me if you have any questions.

Sincerely,



Chris Rensch, PE
Principal
Rensch Engineering, LLC
111 Ave. C Suite 104, Snohomish, WA 98290
360-863-6677

Fee Schedule

PROFESSIONAL FEES

I propose to complete the MEP scope outlined in this proposal for a fixed fee in the amount of \$5,000 including travel costs.

HOURLY RATES

Hourly rates are as follows:

Principle =	\$170	M&E Designer	= \$100	Project Manager =	\$110
PE Engineer =	\$135	Drafter	= \$95	M&E Engineer =	\$110
Admin	= \$60				

PAYMENT AND INVOICE TERMS

We will provide progress invoices at major milestones and every 30 days (whichever is less).

Payment will be expected per your contract with the client provided payment does not exceed 90 days from the date of invoice.

If you agree to the terms of this proposal, please sign and date below. Return a signed copy to my office and we'll proceed.

Approved By: _____

Signature: _____ Date: _____



13228 NE 20th Street, Suite 100, Bellevue, WA 98005-2049
 Phone (425) 614-0949 Fax (425) 614-0950
 Bellevue, WA | New York, NY

STRUCTURAL DESIGN FEE AGREEMENT

November 19, 2019

Mr. Lee Driftmier
The Driftmier Architects, PS
 7983 Leary Way, NE
 Redmond, WA 98052

Re: Structural Services for Peninsula Metropolitan Parks, Gig Harbor, WA
AUE No: P19661

Dear Mr. Driftmier:

This letter is intended as a standard agreement regarding fees on the above referenced projects. AUE proposes to provide the services noted below.

Building Evaluation: <ul style="list-style-type: none"> • Site visit to obtain as built conditions • Recommendations for Schematic Design: • Recommendations for bringing the structure up to current existing building standards for seismic and wind loading • Review of covered play area for similar conditions • AUE final product will be a report. Full calculations are not intended at this level. Markup of as built conditions will be provided • AUE will assist in producing a cost estimate; however, structural cost estimating is not provided by AUE 	\$ 4,800.00
Reimbursable Expenses 1.1xCost	NTE: \$250.00

Services beyond the above scope will be provided on an hourly basis.

AUE will provide the design services on a **Lump Sum** basis shown above. **Reimbursable expenses are at 1.10 x expenses.**

Insurance:

AUE carries errors and omissions insurance of \$3,000,000.00 and general liability insurance of \$3,000,000.00 Aggregate. We are confident that this coverage will be adequate for the project's need.

Please sign this letter in the space provided and return it to us for our files at your earliest convenience. Thank you very much for giving us the opportunity to serve you.

Sincerely
 AUE

Brian Unsderfer, SE, SECB
 Principal

Authorized Approver

Signature _____

Name _____

Date _____

PENINSULA METROPOLITAN PARK DISTRICT, HALE PASS COMMUNITY CENTER



DATE: November 21, 2019
A/E: The Driftmier Architects, P.S.
BY: Matthew M. Woolsey, The Woolsey Company, LLC
SPECIFICS: Renovations to Existing 2,800SF Historic Building, Related Site Work

ITEM	DESCRIPTION	TOTAL Hours
HALE PASS CC RENOVATIONS, SD ESTIMATE, UNIT COST DETAIL		
1	Scope Review &/Or Meetings	1
2	Scope and Itemize Project	9
3	Price Out Project, Unit Cost Detail	7
4	Review, Revise, Refine	1
	Hours	18
	Proposed Estimating Services Fee	\$1,800

www.WoolZee.com