



Peninsula Metropolitan Park District

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

REGULAR MEETING AGENDA

May 03, 2022, 6:00 PM

Gig Harbor Civic Center - Council Chambers 3510 Grandview Street, Gig Harbor, WA 98335

Call to Order

Commissioner Roll Call:

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

ITEM 1 President's Report

ITEM 2 Executive Director's Report

ITEM 3 Special Presentations

- 3a. [March 2022 Financial Report](#)
- 3b. Recreation Services Presentation

ITEM 4 Board Committee Reports

- 4a. CIP Committee
- 4b. Finance and Administration Committee
- 4c. Recreation Services Committee
- 4d. Stewardship Committee
- 4e. External Committee Reports

ITEM 5 Public Comments:

This is the time set aside for the public to provide their comments to the Board on matters related to PenMet Parks. Each person may speak up to three (3) minutes, but only once during the citizen comment period. Anyone who provides public comment must comply with Policy P10-106 providing for the Rules of Decorum for Board Meetings. A copy of the policy is available at each meeting and at www.penmetparks.org

ITEM 6 Minutes

- 6a. [Approval of Minutes of the April 19, 2022 Study Session](#)
- 6b. [Approval of Minutes of the April 19, 2022 Regular Meeting](#)

ITEM 7 Consent Agenda



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- 7a. [Resolution C2022-008 Approval of Vouchers](#)
- 7b. [Resolution C2022-011: To Ratify the Executive Director's Approval of a Contract for Emergency Electrical Repairs at the Community Recreation Center](#)

ITEM 8 Unfinished Business: None

ITEM 9 New Business

- 9.1 **Purchasing Resolutions Requiring One Reading for Adoption**
- 9.2 **Single Reading Resolutions Requiring One Reading for Adoption**
- 9.3 **Two Reading Resolutions Requiring Two Readings for Adoption**

ITEM 10 Comments by Board

ITEM 11 Next Board Meetings

May 17, 2022, Study Session at 5:00 pm and Regular Meeting at 6:00 pm at the Gig Harbor Civic Center - Council Chambers 3510 Grandview Street, Gig Harbor, WA 98335

ITEM 12 Adjournment

BOARD OF PARK COMMISSIONERS MEETING PROCEDURES

The Board of Park Commissioners encourages the public to attend its Board meetings. All persons who attend Board meetings must comply with Board Policy P10-106 providing for the Rules of Decorum at Board Meetings. This Policy is to preserve order and decorum and discourage conduct that disrupts, disturbs, or otherwise impedes the orderly conduct of Board meetings. A copy of the policy is available at each meeting and at www.penmetparks.org.



2022 MARCH FINANCIAL STATUS REVIEW

SHERMAN ENSTROM

DIRECTOR OF FINANCE AND ADMINISTRATION

MAY 3, 2022

General Fund Revenue

General Fund Revenue	2022 YTD Budget	March Actual	March Actual YTD	Variance	% Earned YTD
Concessions Lease Facilities	900				
Facility Rental Fee	86,856	3,766	14,582	72,274	16.79%
Housing Rentals/Leases	42,172	4,065	10,037	32,135	23.80%
Investment Interest	45,000	6,215	10,042	34,958	22.32%
Leasehold Excise Tax	6,213	522	2,800	3,413	45.07%
Long Term Golf Course Lease	57,000		8,115	48,885	14.24%
Real and Personal Property Tax	7,825,858	423,471	635,597	7,190,261	8.12%
Real Estate Excise Tax (REET)	120,000			120,000	0.00%
Sales Tax	510,000	40,990	134,872	375,128	26.45%
State Leasehold Receipts	-	5,304		-	
Total General Fund Revenue	8,693,999	484,333	816,045	7,877,054	9.39%

General Fund Operating Expenses By Department

General Fund Operating Expenses By Department	2022 YTD Budget	March Actual	March Actual YTD	Variance	% Spent YTD
Legislative	184,133	5,964	20,112	164,021	10.92%
Executive	483,540	23,166	63,033	420,507	13.04%
Finance & Administration	1,097,334	84,481	201,862	895,472	18.40%
Recreation Services	271,125	9,904	29,110	242,015	10.74%
Maintenance & Operations	1,267,326	86,455	204,991	1,062,335	16.18%
Park Services	529,155	29,421	83,256	445,899	15.73%
Total General Fund Expenses	3,832,613	239,391	602,364	3,230,249	15.72%

Recreation Revolving Fund

Recreation Revolving Fund Revenues	2022 YTD Budget	March Actual	March Actual YTD	Variance	% Earned YTD
Donations	1,300		675	625	51.92%
Events Fees	25,208		1,352	23,856	5.36%
Facility Rental Fees	75,888	209	1,424	74,464	1.88%
Park & Field Rental Fees	34,178	12,953	20,460	13,718	59.86%
Program Fees - Adaptive Rec	7,845	716	1,127	6,718	14.37%
Program Fees - Adult Programs	14,170	4,179	15,436	(1,266)	108.93%
Program Fees - Camps	124,695	8,826	8,859	115,836	7.10%
Program Fees - Sports & Fitness	313,653	25,259	14,351	299,302	4.58%
Program Fees - Youth Programs	85,664	18,883	25,000	60,664	29.18%
Sponsorship	7,300	-	-	7,300	0.00%
Total Recreation Revolving Fund Revenues	689,901	71,025	88,684	601,217	12.85%
Recreation Revolving Fund Expenses	2022 YTD Budget	March Actual	March Actual YTD	Variance	% Spent YTD
Direct Program Cost	1,027,158	54,224	226,390	800,768	22.04%
Total Recreation Revolving Fund Expenses	1,027,158	54,224	226,390	800,768	22.04%

Endowment Fund

Restricted/Unrestricted Endowment Fund Revenues	2022 YTD Budget	March Actual	March Actual YTD	Variance	% Earned YTD
Interest Revenue	600		67	533	11.20%
Total Restricted/Unrestricted Endowment Fund Revenues	600	-	67	533	11.20%
Restricted/Unrestricted Endowment Fund Expenses	2022 YTD Budget	March Actual	March Actual YTD	Variance	% Spent YTD
Endowment (Investment Fee)	15		3	12	20.00%
Total Restricted/Unrestricted Endowment Fund Expenses	15	-	3	12	20.00%

Equipment Fund

Equipment Replacement Fund Expenses	2022 YTD Budget	March Actual	March Actual YTD	Variance	% Spent YTD
Equipment Replacement	83,275			83,275	
Total Equipment Replacement Fund Expenses	83,275			83,275	

Debt Service Fund

Debt Service Fund Expenses	2022 YTD Budget	March Actual	March Actual YTD	Variance	% Spent YTD
Debt Services	952,058			952,058	
Total Debt Service Fund Expenses	952,058			952,058	

QUESTIONS & ANSWERS





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DRAFT - STUDY SESSION MINUTES

April 19, 2022, 5:00 PM

Gig Harbor Civic Center - Council Chambers 3510 Grandview Street, Gig Harbor, WA 98335

Call to Order Time: 5:06

Commissioner Roll Call:

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

Quorum – Yes

ITEM 1 Board Discussion

1a. Training: Public Records Act, OPMA changes, and retention requirements

PowerPoint Presentation by Ogden Murphy Wallace P.L.L.C Associate Attorney, Andrew Tsoming

ITEM 13 Adjournment Time: 5:50 PM

BOARD OF PARK COMMISSIONERS MEETING PROCEDURES

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Approved By the Board on _____

Steve Nixon, Board President

Maryellen “Missy” Hill, Board Clerk

Attest: Ally Bujacich



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DRAFT REGULAR MEETING MINUTES

April 19, 2022, 6:00 PM

Gig Harbor Civic Center - Council Chambers 3510 Grandview Street, Gig Harbor, WA 98335

Call to Order 6:00 PM

Commissioner Roll Call:

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

Quorum – Yes

ITEM 1 President's Report: None

ITEM 2 Executive Director's Report

Updates:

1. April 9, 2022 Parks Appreciation Day Recap
2. Parks Services Updates:
 - a. DeMolay Sandspit: Hazardous Tree Removal and Replanting complete
 - b. Community Recreation Center (CRC): Emergency Electrical Panel Replacement underway
 - c. Fox Island Fishing Pier: Exterior restroom painting complete
 - d. Sehmel Turf Project update: old turf has been removed, parking closure area has decreased
 - e. Hales Pass Project update: Fuel tank mitigation plan, Roof complete, electrical complete, restoring cedar wrapped tongue and groove wall.
 - f. CRC: Phase 1 for office remodel will go out for bid next week, Phase 2 will not require an amendment, final design phase has started.

Board Questions/Comment: 1) What happens now until the new turf at Sehmel is installed in Mid-May? Staff Answer: Drainage improvements, electrical upgrades, and prep work for concrete sidewalks and plaza. 2) Please reshare the comment about the schedule being advanced at the CRC? Staff Answer: Pierce County was complimentary with the design revisions, and public outreach that PenMet Parks has done. They will not be requiring any amendments to existing use, which allows BRS to move on to the final design. Advances schedule 3-4 months.



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ITEM 3 Special Presentations

3a. Spring Egg Hunt Event Report

PowerPoint Presentation by Executive Director Bujacich

April 16, 2022

- Over 12,000 eggs hunted, roughly 2,000 in attendance, 1,100 kids participated, 50 families registered for a low sensory hour
- Kiwanis served almost 400 hotdog meals and collected over 700 lbs. of food
- Registration and Event data breakdown

Board Questions/Comment: 1) should we put a cap on how many eggs participants can collect? Can we consider egg options that are not plastic, but biodegradable? Staff Answer: Definitely, that is great feedback. 2) Kudos to staff on the Low Sensory Hour 3) Food Donation was 700 lbs., our community is so generous, and the kids were proud to donate. Food Benefited Key Center Community Foodbank which is currently in great need. 4) Incredible effort for food drive and it will become regular with the community to participate.

ITEM 4 Board Committee Reports

4a. CIP Committee

The CIP Committee has not met since the last meeting.

4b. Finance and Administration Committee

Met 4/12/2022

- Discussed CPA Professional Services Agreement that will be voted on. Committee Supports Resolution.
- Automation of payroll system

4c. Recreation Services Committee

The Rec Services Committee has not met since the last meeting.

4d. Stewardship Committee

Met 4/7/2022

- Reviewed Capital Campaign the scope of work

4e. External Committee Reports

Tacoma Narrows Airport Commission Meeting

- X-Wing Presentation, aircraft without a pilot
- No tiedowns available, no hangers available
- Aviation Show 8/13 & 8/14
- Commissioner Grimmer and Commissioner Hill are on the Community Relations Committee.

ITEM 5 Public Comments: None

ITEM 6 Minutes



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6a. Approval of Minutes of the April 5, 2022 Study Session

6b. Approval of Minutes of the April 5, 2022 Regular Meeting

Motion was moved to adopt as presented;
 Motion was seconded;
 Roll Call Vote: Motion approved unanimously, motion carries.

ITEM 7 Consent Agenda

7a. Resolution C2022-008: Approval of Vouchers

7b. Resolution C2022-009: Accept SEEK Fund

Motion was moved to adopt as presented;
 Motion was seconded;
 Roll Call Vote: Motion approved unanimously, motion carries.

ITEM 8 Unfinished Business: None

ITEM 9 New Business

9.1 Purchasing Resolutions Requiring One Reading for Adoption:

9.1a Resolution P2022-007: Authorizing the Executive Director to Sign the First Amendment to the Professional Services Agreement with Teresa D Johnson CPA

Motion was moved;
 Motion was seconded;
 Commissioner Babich to call on Executive Director, Bujacich for staff presentation by Director of Finance and Administration, Sherman Enstrom Overview of Amendment Scope of Work. Amendment is recommended by the Finance and Administration Committee, as stated earlier in meeting updates.
 Roll Call Vote: Motion approved unanimously, motion carries.

9.2 Single Reading Resolutions Requiring One Reading for Adoption: None

9.3 Two Reading Resolutions Requiring Two Readings for Adoption: None

ITEM 10 Comments by Board: None

ITEM 11 Election of President

President Babich:

The Board of Park Commissioners has two officers, the Board President and the Board Clerk, which are nominated and elected from its members. At the April 6, 2022 Regular Board meeting, I asked my fellow commissioners to consider nominating and electing a new Board President at the April 19 meeting.



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A Board member may nominate himself or herself for any officer position. The Board shall elect its officers by a majority vote after the nominations have been closed. Nominations are now open for 2022 Board President

Commissioner Nixon is nominated.

Are there any other nominations? Seeing none, nominations for the 2022 Board President are now closed.

All commissioners voted “aye”

Commissioner Nixon has received a majority of the votes and is elected as 2022 Board President and shall immediately take office.

The Clerk position is vacant. I will now accept nominations for the 2022 Board Clerk.

Commissioner Hill is nominated

Are there any other nominations? Seeing/hearing none, nominations for the 2022 Board Clerk are now closed.

All commissioners voted “aye”

Commissioner Hill has received a majority of the votes and is elected as 2022 Board Clerk.

Proclamation in recognition of Amanda Babich for her service as Board President.

ITEM 12 Next Board Meeting

May 3, 2022 Study Session at 5:00 pm and Regular Meeting at 6:00 pm at the Gig Harbor Civic Center - Council Chambers 3510 Grandview Street, Gig Harbor, WA 98335

ITEM 13 Adjournment 6:57 PM

BOARD OF PARK COMMISSIONERS MEETING PROCEDURES

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Approved By the Board on _____

Steve Nixon, Board President

Maryellen “Missy” Hill, Board Clerk

Attest: Ally Bujacich



Peninsula Metropolitan Park District

RESOLUTION NO. C2022-010

APPROVING VOUCHERS FROM APRIL 2022

WHEREAS, the Peninsula Metropolitan Park District Board of Park Commissioners approved the 2022 operating budget in Resolution R2021-032 and the 2022 capital budget in Resolution R2021-029 on November 16, 2021; and

WHEREAS, expenditures are within the current resource projections at the fund level; and

WHEREAS, the Executive Director or his or her designee has certified that the materials have been furnished, the services rendered, or the labor performed as described, and that each claim represents a just, due, and unpaid obligation against the District;

NOW THEREFORE BE IT

RESOLVED by the Board of Park Commissioners of the Peninsula Metropolitan Park District that vouchers in the amounts and for the period indicated on Attachment "A" be approved for payment.

The foregoing resolution was adopted at a regular meeting of the Board of Park Commissioners of the Peninsula Metropolitan Park District held on May 3, 2022.

Approved By the Board on _____

Steve Nixon, Board President

Maryellen "Missy" Hill, Board Clerk

Attest: Ally Bujacich

Attachment A to Resolution C2022-010

For the period beginning 04/11/2022 and ending 04/11/2022

Voucher # 220402001 through # 220402012 are approved for payment in the amount of \$39,348.85.

and

For the period beginning 04/19/2022 and ending 04/19/2022

Voucher #220404001 through # 220404009 are approved for payment in the amount of \$34,205.00.

and

For the period beginning 04/26/2022 and ending 04/26/2022

Voucher #220405001 through # 220405013 are approved for payment in the amount of \$55,430.90.



Peninsula Metropolitan Park District

RESOLUTION NO. C2022-011

RATIFYING THE EXECUTIVE DIRECTOR’S APPROVAL OF A CONTRACT FOR EMERGENCY ELECTRICAL REPAIRS AT CRC

WHEREAS, on April 11, 2022, a complete failure of the 480-volt electrical panel occurred, interrupting power to the facility; and

WHEREAS, Peninsula Light was called and responded promptly, separating all power feeds to the building; and

WHEREAS, subsequent investigations identified the source of the damage to have originated within the building, leading to staff immediately obtaining contract services to make repairs in efforts to restore power and security surveillance to the building; and

WHEREAS, in accordance with Purchasing Policy P40-102 Section 7.1, staff utilized the emergency purchase process to hire a qualified electrician to make repairs; and

WHEREAS, Purchasing Policy P40-102 Section 7.1 authorizes the Executive Director or her designee, to award public works projects under \$15,000 provided that the PenMet Parks Board of Park Commissioners shall ratify the Executive Director’s approval at the next scheduled PenMet Parks Board of Park Commissioners’ meeting by means of the consent agenda; and

WHEREAS, the District’s attorney has reviewed the contract; NOW THEREFORE BE IT

RESOLVED, by the Board of Park Commissioners that the Executive Director’s award of the public works contract for Emergency Repairs for the CRC Electrical Panel with Boone Electric for an amount not to exceed \$10,000, which does not include Washington State sales tax, is hereby ratified.

The foregoing resolution was adopted at a regular meeting of the Board of Park Commissioners of the Peninsula Metropolitan Park District held on May 3, 2022.

Steve Nixon, Board President

Maryellen “Missy” Hill, Board Clerk

Attest: Ally Bujacich