



Peninsula Metropolitan Park District

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

REGULAR MEETING AGENDA

March 02, 2021, **6:00 PM**

ATTENTION: Park Board meetings are being held online via Zoom under Governor Inslee's public health proclamations regarding the COVID-19 virus. Members of the public are encouraged to join the study session and/or regular meeting by using the Meeting ID 876 9578 1144 Password: PenMet0302, or call in at +1 253-215-8782 Password: 4023546788. Meeting agendas can be accessed online at PenMetParks.org. Comments submitted via email will be read into the record during the meeting; the deadline to submit comments is 5 pm on March 1, 2021.

Call to Order

Commissioner Roll Call:

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

ITEM 1 Approval of Agenda

ITEM 2 Citizen Comments

Due to current circumstances surrounding the COVID-19 Pandemic, we will be accepting citizen comments via email at admin@penmetparks.org up until 5:00 PM on March 1, 2021. Comments will be read and recorded in the meeting.

ITEM 3 Presentations

3a. Interim Executive Director's Report

3b. President's Report

ITEM 4 Consent Agenda

4a. [Approval of Minutes](#)

[02/16/21 Study Session and Regular Meeting](#)

4b. [Approval of Vouchers](#)

[\\$156,662.53 Reference Number: V2021-036B-058A](#)

[\\$72,364.96 Reference Number: V2021-058B-077](#)

[\\$35,701.55 Reference Number: V2021-078-080](#)

ITEM 5 Unfinished Business: None

ITEM 6 New Business

6a. Accomplishments and Goals Discussion



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ITEM 7 Project Manager Update

7a. Community Recreation Center

7b. Hale Pass Park

ITEM 8 Comments by Board

ITEM 9 Next Board Meetings

Thursday, March 4, 2021 (Special Meeting to receive public comment on the CRC project) via Zoom or Teleconference at 6:00 pm.

Tuesday, March 16, 2021 (Study and Regular) Via Zoom or Teleconference Study Session at 4:00 and Regular Meeting at 6:00 pm

ITEM 10 Executive Session: None

ITEM 11 Adjournment

AGENDA POLICY

No comments or discussion will be allowed on consent items.

Citizen Comments: Citizens are afforded an opportunity at each regular and special meeting of the Board of Park Commissioners to offer their comments to the Board. Citizens are limited to a three (3) minute time limit and may only speak once during the Citizen Comment period at each meeting. Comments will be included as part of the official record of the meeting.

Individuals requesting an item to be placed on the agenda must submit a request by 12 noon on the Monday preceding the Tuesday meeting date.

Individuals wishing to submit materials or written testimony to the Board at the meeting must provide ten (10) copies at least 15 minutes prior to the start of the meeting.

***Special Note: Due to current circumstances, we will be accepting citizen comments via email at ssnuffin@penmetparks.org up until 5:00 PM the Monday prior to PenMet Parks Regular Meetings. Comments will be read and recorded in the meeting.**



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STUDY SESSION MINUTES

February 16, 2021, 5:00 PM

ATTENTION: Park Board meetings are being held online via Zoom under Governor Inslee's public health proclamations regarding the COVID-19 virus. Members of the public are encouraged to join the study session and/or regular meeting by using the Meeting ID 870 8720 2271 Password: PenMet0216, or call in at +1 253-215-8782 Password: 3210527460. Meeting agendas can be accessed online at PenMetParks.org. Comments submitted via email will be read into the record during the meeting; the deadline to submit comments is 5 pm on February 15, 2021.

Call to Order: President Babich called the meeting to order at 5:00 pm

Commissioners Present:

Amanda Babich
 Kurt Grimmer
 Maryellen (Missy) Hill (Joined at 5:05)
 Laurel Kingsbury (Absent, Excused)
 Steve Nixon

Staff:

Hunter George
 Elaine Sorensen
 Stacie Snuffin
 Chuck Cuzzetto
 Eric Guenther

Outside Staff:

Ally Bujacich/Absher
 Jim Nelson/D.A. Davidson

ITEM 1 Approval of Agenda

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

ITEM 2 Board Discussion: Community Recreation Center (CRC) Bond Update

D.A. Davidson Bond Consultant Jim Nelson gave a presentation on several estimated payment options regarding a \$16 million non-voted bond to help pay for the construction of the Community Recreation Center, including options to include \$2 million for development of the former Peninsula Gardens property in a manner to be determined.

During the discussion, the Board requested that staff bring to the next meeting a District cashflow analysis with scenarios that include a look at the District's financial position with and without an extension of the Levy Lid Lift that must be approved by voters.

Construction Project Manager Ally Bujacich, staff and the Board discussed and reviewed the latest projected CRC cash flow analysis.

The Board and Staff also discussed transferring some of PenMet's net surplus from 2020 to the CRC project, and requested that staff present some options on where some of the funds could be spent other than the CRC project.



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ITEM 3 Adjournment President Babich adjourned the meeting at 5:43 pm

APPROVED BY THE BOARD ON: _____

President: _____ Clerk: _____

Submitted by: Stacie Snuffin



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REGULAR MEETING MINUTES

February 16, 2021, 6:00 PM

ATTENTION: Park Board meetings are being held online via Zoom under Governor Inslee's public health proclamations regarding the COVID-19 virus. Members of the public are encouraged to join the study session and/or regular meeting by using the Meeting ID 870 8720 2271 Password: PenMet0216, or call in at +1 253-215-8782 Password: 3210527460. Meeting agendas can be accessed online at PenMetParks.org. Comments submitted via email will be read into the record during the meeting; the deadline to submit comments is 5 pm on February 15, 2021.

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

Commissioners Present:

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

Staff:

Hunter George
 Elaine Sorensen
 Stacie Snuffin
 Chuck Cuzzetto
 Eric Guenther

Outside Staff:

Ally Bujacich/Absher

ITEM 1 Approval of Agenda

Commissioner Grimmer made a motion to approve the agenda, seconded by Commissioner Nixon. The agenda was approved with a 4-0 vote.

ITEM 2 Citizen Comments: None

ITEM 3 Presentations

3a. Interim Executive Director's Report

Interim Executive Director Hunter George gave an update on the response to a broken pipe and major flood at the Arletta Schoolhouse. He reported that Ally Bujacich with Absher Construction will be contracted to provide project management services overseeing the flood response and the planned renovation of the building. George reported details of the flood response, particularly abatement that needed to occur due to damage to the flooring. The Board and staff had discussion regarding the pending insurance claim to cover the cost of damages incurred from the flooding. Commissioner Hill requested that staff add a Hale Pass update to the Board's regular agenda to go with the Community Recreation Center project update.

3b. Financial Update

Human Resource and Finance Manager Elaine Sorensen reported on the 2020 Year End Financials. She gave a summary of the results and explanation of spending variances in the following departments: General



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Fund, Debt Service Fund, Debt Service Contingency Fund, Capital Projects, Equipment Replacement Fund, Recreation Revolving Fund, Fiduciary Fund, and Unrestricted and Restricted Endowment Funds. Several Commissioners requested to have the opportunity to sit down with Sorensen to get a better understanding of the new Springbrook accounting software.

3c. DeMolay shoreline study update

Planning and Special Projects Manager Eric Guenther gave an update on the DeMolay Shoreline Study to be conducted by the Pierce Conservation District. The Board and staff had discussion on how the naming of the property came to be. Guenther gave a background on the acquisition of the property along with property characteristics. Guenther outlined the intentions of the Pierce Conservation District study, which is to study failing bulkheads and identify a preferred option for preserving public access and habitat functions of the shoreline. He also outlined the timeline for the study, which will be conducted by a consultant hired through a competitive process. Guenther said the study will include at least three public meetings hosted by the Park Board.

3d. President's Report: None

ITEM 4

Consent Agenda

Commissioner Grimmer made a motion to approve the consent agenda, seconded by Commissioner Nixon. Commissioner Hill said she had questions regarding items 4c and 4d and requested they be handled separately. President Babich pulled items 4c and 4d and called for a vote on items 4a and 4b. They were approved with a 4-0 vote. Board and Staff had a discussion regarding the process of the emergency authorization contracts with Chuck West and RSG and PenMet's emergency authorization policy. Commissioner Hill had some concerns about the process. She would like to see corrections to that process and being more thoughtful in that process in the future.

4a. Approval of Minutes

02/02/2021 Study Session and Regular Minutes

4b. Approval of Vouchers

\$98,328.82 Reference Number V2021-001 - V2021-010

4c. Emergency Authorization for Chuck West Construction contract

Commissioner Hill expressed concerns about the staff's response to the Arletta Schoolhouse flood. First, she expressed concern that staff had not yet provided written answers to questions President Babich had asked about the flood. President Babich gave some context to her questions to PenMet staff about the Arletta Schoolhouse insurance claim and renovations, specifically the removal of some cabinets that were damaged by the flood. Second, Commissioner Hill



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expressed concerns about staff's use of the District's emergency spending policy to approve two contracts – with Chuck West Construction and RSG Abatement – in response to the flood. Commissioner Grimmer made a motion to approve the emergency authorization for the Chuck West Construction contract for \$3,400. Seconded by Commissioner Nixon. Commissioner Hill further expressed concerns about the emergency expenditure process. Interim Executive Director George outlined the process the staff followed, including a description of Policy 9.3 (emergency spending authorization), and the staff's intention to follow the same practice as they did with a pest infestation emergency a few years ago. Commissioner Hill said she would like to see corrections made to the process and that staff be thoughtful when using the emergency authorization policy in the future. The motion was approved with a 4-0 vote.

4d. **Emergency Authorization for RSG Abatement contract**

Commissioner Grimmer made a motion to approve the emergency authorization for the RSG Abatement contract for \$3,500. Seconded by Commissioner Nixon. The motion was approved with a 4-0 vote.

ITEM 5 **Unfinished Business: None**

ITEM 6 **New Business**

6a. **Approval of Nicholson Drilling Contract Resolution 2021-006**

Eric Guenther gave background on the Hale Pass Arletta Schoolhouse bid award to replace the well. Commissioner Grimmer made a motion to approve Resolution R2021-006 to authorize the Interim Executive Director to sign a contract, in substantially the form attached, with Nicholson Drilling in the amount of \$32,658.71 for the Hale Pass well construction. Seconded by Commissioner Nixon. Board and staff had discussion regarding the two bids that PenMet received, and Commissioner Nixon asked if there were any contaminant requirements for the project. Guenther reported that he could investigate those requirements and report back to the Board. The motion passed with a 4-0 vote.

6b. **Approval of GeoResources Contract Amendment Resolution R2021-004**

Project Manager Ally Bujacich described work that has been completed to date by GeoResources and report that additional geotechnical work is needed for the Community Recreation Center project. Commissioner Grimmer made a motion to approve Resolution R2021-004 authorizing the Interim Executive Director to sign the First Amendment to the Professional Services Agreement with GeoResources to provide additional geotechnical services for the Community Recreation Center project, in substantially the form attached as Exhibit "A". Seconded by Commissioner Nixon. Board



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and Staff had discussion regarding soil testing. The motion passed with a 4-0 vote.

6c. **Approval of Korsmo Preconstruction Services Contract Resolution R2021-005**

Project Manager Ally Bujacich shared background information on the General Contractor / Contract Management (GC/CM) selection process and a summary of the preconstruction service contract. Commissioner Hill made a motion to approve Resolution R2021-005, authorizing the Interim Executive Director to sign the preconstruction services agreement, in substantially the form attached, with Korsmo Construction to provide preconstruction services for the Community Recreation Center project. Seconded by Commissioner Grimmer. The motion passed with a 4-0 vote.

ITEM 7 **Community Recreation Center Project**

7a. **CRC Update**

Project Manager Ally Bujacich reported that the CRC project progress is on schedule and within budget. She gave a breakdown on current tasks that are being done, which include continuing to study and refine the preferred siting option based on district feedback and design team recommendations. She reported that the design team is working on a proposed site plan for a rain garden on the Tubby's Trail Property as a potential storm water solution for the CRC site. She reported that the design team will present design options at the next study session taking place on March 2, 2021 and that she will provide an advance copy to the Board on February 26, 2021 for review. Bujacich requested that questions or concerns be shared with her prior to the presentation so she can incorporate them into the study session as well as the community meeting that is scheduled for March 4, 2021. Bujacich gave a summary of current tasks that will be taking place over the next few weeks. President Babich and Bujacich discussed when she would like to see feedback from the design team report. Bujacich requested that she receive their feedback by March 1, 2021. In response to a Board question, Bujacich said members of the public will not have to pre-register for the meeting.

7b. **Committee Reports**

Commissioner Hill reported that the Operations Committee had met and that they had discussed the ASARCO plume's impact on soils, the fire flow tank, and the use of various focus groups to help refine the design of the CRC project.

Commissioner Nixon reported that the update for the Finance Committee was addressed in the earlier study session and that both himself and Commissioner Kingsbury concurred that the information coming forward should be shared with the full Board at future study sessions.

Commissioner Grimmer reported that the Marketing Committee had met on February 10, 2021 and that Fundraising Consultant Linda Kaye Briggs gave an update to the committee that the feasibility study was almost



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complete and that she will be sharing a draft report with the commissioners at an upcoming meeting. Commissioner Hill expressed her appreciation for the work on the feasibility study by Linda Kaye Briggs, Commissioner Grimmer and Marketing Specialist Chuck Cuzzetto.

ITEM 8 Comments by Board: None

ITEM 9 Next Board Meetings

Tuesday, March 2, 2021 (Study and Regular) Via Zoom or Teleconference Study Session at 5:00 and Regular Meeting at 6:00 pm

Thursday, March 4, 2021 (Special Meeting to receive public comment on the CRC project) via Zoom or Teleconference at 6:00 pm.

ITEM 10 Executive Session: none

ITEM 11 Adjournment President Babich adjourned the meeting at 7:42 pm

APPROVED BY THE BOARD ON: _____

President: _____ Clerk: _____

Submitted by: Stacie Snuffin



Finance Department
District Payment Transmittal

Item 4b.

District Name: Metro Park District-Peninsula

PAYMENT LISTING

Trans Date	District Ref #	Payee Printed Name	Amount
2/2/21	V2021-036B	Pierce County Alarm Program	\$100.00
2/2/21	V2021-037	Strohs Water Company Inc.	\$93.19
2/2/21	V2021-038	PAPE MACHINERY	\$57.94
2/2/21	V2021-039	PURDY TOPSOIL & GRAVEL	\$2,011.53
2/2/21	V2021-040	Bricks 4 Kidz	\$252.00
2/2/21	V2021-041	USTA Pacific Northwest	\$10,756.80
2/2/21	V2021-042	Department of Revenue	\$825.65
2/2/21	V2021-043	U.S. Bank Corporate Payment System	\$19,244.52
2/2/21	V2021-044	Kelly Darling	\$60.09
2/2/21	V2021-045	Perkins Coie	\$630.00
2/2/21	V2021-046	Health Care Authority	\$19,964.78
2/2/21	V2021-047	Peninsula Metropolitan Park District	\$54,970.54
2/2/21	V2021-048	Pacific Office Automation Headquarters	\$1,707.20
2/2/21	V2021-049	Brown Dog Realty LLC	\$9,358.75
2/2/21	V2021-050	Absher Construction	\$13,690.00
2/2/21	V2021-051	CIT	\$188.61
2/2/21	V2021-052	Pacific Office Automation Headquarters	\$24.79
2/2/21	V2021-053	POA Leasing - PA	\$516.41
2/2/21	V2021-054	CW Janitorial Services	\$1,414.50
2/2/21	V2021-055	Snuffin's Catering	\$90.17
2/2/21	V2021-056	HealthEquity	\$100.00
2/2/21	V2021-057	Department of Retirement Services	\$18,630.06
2/2/21	V2021-058	Marlow FIVE-O	\$1,975.00
Payment Count: 23		Total Amount:	<u>\$156,662.53</u>

Payment Count: 23
Payment Total: \$156,662.53

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.

 2-2-21
Authorized District Official Signature Date

 2/18/21
Authorized District Official Signature Date

 2/22/21
Authorized District Official Signature Date

Authorized District Official Signature Date

Authorized District Official Signature Date

Authorized District Official Signature Date

Authorized District Official Signature Date

Authorized District Official Signature Date

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

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



**Finance Department
District Payment Transmittal**

District Name: Metro Park District-Peninsula

PAYMENT LISTING

Trans Date	District Ref #	Payee Printed Name	Amount
2/16/21	V2021-058	WESTBAY AUTO PARTS	\$77.11
2/16/21	V2021-059	DON SMALL & SONS OIL	\$171.36
2/16/21	V2021-060	HEMLEYS HANDY KANS	\$815.00
2/16/21	V2021-061	FIRE KING OF SEATTLE	\$799.28
2/16/21	V2021-062	PAPE MACHINERY	\$168.28
2/16/21	V2021-063	Sound Environmental Solutions Inc.	\$1,605.00
2/16/21	V2021-064	DON SMALL & SONS OIL	\$344.78
2/16/21	V2021-065	ACE HARDWARE	\$65.29
2/16/21	V2021-066	Snapology	\$672.00
2/16/21	V2021-067	Halsan EF & P	\$343.75
2/16/21	V2021-068	HealthEquity	\$100.00
2/16/21	V2021-069	Department of Retirement Systems	\$100.00
2/16/21	V2021-070	The Driftmier Architects, P.S.	\$6,418.00
2/16/21	V2021-071	United Rentals	\$4,031.15
2/16/21	V2021-072	Kelly Darling	\$33.00
2/16/21	V2021-073	HOME DEPOT	\$155.47
2/16/21	V2021-074	Express Septic Tank Cleaning	\$722.91
2/16/21	V2021-075	Legal Shield	\$139.60
2/16/21	V2021-076	Peninsula Metropolitan Park District	\$55,581.56
2/16/21	V2021-077	Brycen Toney	\$21.42
Payment Count: 20		Total Amount:	<u>\$72,364.96</u>

Payment Count: 20
Payment Total: \$72,364.96

CERTIFICATION

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

DocuSigned by: <i>Hunter George</i>		2/16/2021		
Authorized District Official Signature	<i>[Signature]</i>	Date	Authorized District Official Signature	Date
Authorized District Official Signature	<i>[Signature]</i>	2/18/21	Authorized District Official Signature	Date
Authorized District Official Signature	<i>[Signature]</i>	2/2/21	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 _____



**Finance Department
District Payment Transmittal**

District Name: Metro Park District-Peninsula

PAYMENT LISTING

Trans Date	District Ref #	Payee Printed Name	Amount
2/17/21	V2021-078	Absher Construction	\$15,799.00
2/17/21	V2021-079	Linda Kaye Briggs	\$9,000.00
2/17/21	V2021-080	Metropolitan Park District of Tacoma	\$10,902.55
Payment Count: 3		Total Amount:	\$35,701.55

Payment Count: 3
Payment Total: \$35,701.55

CERTIFICATION

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

DocuSigned by:

Hunter George

2/16/2021

Authorized District Official Signature

Date

Authorized District Official Signature

Date

Authorized District Official Signature

Date

Authorized District Official Signature

Date

Authorized District Official Signature

Date

Authorized District Official Signature

Date

Authorized District Official Signature

Date

Authorized District Official Signature

Date

INSTRUCTIONS FOR USE:

Submit signed Transmittal To Pierce County Finance Department

FAX:
253-798-6699

EMAIL:
PCACCOUNTSPAYABLE@co.pierce.wa.us

PC Finance Department Use Only

Authorization Received on _____

Batch Verified by _____