



Peninsula Metropolitan Park District

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

REGULAR MEETING AGENDA: Monday, June 3, 2019, 6:15pm

Sehmel Homestead Park Volunteer Vern Pavilion (10123 78th Ave NW, Gig Harbor, WA 98332)

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 Executive Director Report (pages 3-4)

3.b President's Report

ITEM 4 Consent Agenda

4.a Approval of Meeting Minutes

5-20-19 Regular (pages 5-6)

4.b Approval of Vouchers

▪ \$115,879.09 ♦ Reference numbers: V2019214- V2019243 (pages 7-8)

4.c Approval of Consent Agenda

ITEM 5 New Business

5.a PEG Grant Proposal: Travis Hand, Bat Houses (pages 9-15)

5.b New meeting schedule for City Hall location (pages 16-19)

5.c Certification of Match RCO-YAF SHP Lights (pages 20-27)

5.d Organizational Assessment report (pages 28-29)

ITEM 6 Comments by Board/Subcommittee Reports

6.a Community Center

6.b Marketing

6.c Fundraising

ITEM 7 Next Board Meetings: Mon. June 17, 2019 (Study Session) & June 17, 2019 (Regular)

ITEM 8 Executive Session: none

ITEM 9 Adjournment ____:____

AGENDA POLICY

- No comments or discussion will be allowed on consent items.
- Public comment will be allowed on each Regular Agenda Action Item. Each speaker will be limited to a three (3) minute time limit and may only speak once with a total of 15 minutes per side. Comments will be included as part of the official record of the meeting.
- 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 Tuesday preceding the Monday 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.



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DEPARTMENT STAFF REPORT: May 16-29, 2019

EXECUTIVE

- Meetings with Gig Harbor city staff to finalize proposal for possible Board Meeting location change
- Met with Senior Center Board members and Greater Gig Harbor Foundation CEO to discuss agreement
- Participated in equipment moving from Boys and Girls club and reorganization at Pen Gardens
- Met with Julie Gustanski from Greater Gig Harbor Foundation. Discussed improving relationship with PenMet Parks and the Foundation. Monthly meetings will begin in July to include specific staff, the foundation and the Senior Center.
- Met with 27th Ave Neighbors of possible CRC project

Marketing

- Cuzzetto met with the Tacoma Swim Club to discuss their transition to Gig Harbor Swim Club and what mutual support would look like
- Website is in Beta Testing with staff and will be presented again at future board meeting
- PenMet participated in the Maritime Gig Parade along with the PenMet Dragon Boat team
- PenMet Parks Social media posts reached 14,000 people and had 1,500 post engagements
- Cuzzetto met with the Tacoma Rainiers/Defiance to discuss mutual support
- Google Review: “PenMet Parks are amazing and the staff is friendly, helpful and do a GREAT job keeping up on all their properties. Thanks for being a big part of our Key Peninsula community.”

Human Resources/Finance

- We have two interns working this summer – Anna WSU and Jonathan WWU. Three rec staff have been hired – Emily, Joseph & Ellie. We completed social media training
- Ron maintenance & facilities, Michael recreation, Chuck marketing and Eric computers have been trained on the new budget forms. Next will be Executive, Personnel & Finance budgets

SPECIAL PROJECTS

- Community Recreation Center project: at the board meeting on July 1st Ed Lewis will be doing a project update
- Attended Forever Green Trails Meeting
Worked with maintenance to clear trails at Harbor Family Park of downed trees and limbs identified on Parks Appreciation Day. Also installed EnviroCorps Sponsor a Trail sign.

PEG Grants in progress

- Eagle Scout projects for Bat houses at Hales Pass (for approval 6/3)
- Rotary Bark Park trail map and signs (had meeting)
- Narrows fencing (deferred to next project)
- Three scouts currently discussing projects

MAINTENANCE & FACILITIES

- Repaired underground irrigation problem at SHP
- Master Gardeners irrigation solutions
- Lots of prep for the Maritime Parade – Party with PenMet Pirates
- Wedding prep and execution 5/18
- Added rubber to turf infields for safety protocols

RECREATION

- Storywalk was a success with 40 kids attending the grand opening! Attendees enjoyed crafts, snacks, and a fun walk on the trail. Storywalk will be up on the trail behind the playground through August.
- Teen Trivia Night at Ocean5 had 35 participants! The Teen Advisory planned, set up and ran the entire event – everyone had a great time and asked for us to do it again.
- We have 36 camp leaders signed up so far! Camp Leaders will help lead our PenMet summer camps – trainings will take place on June 8 and 22.



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REGULAR MEETING MINUTES

Monday, May 20, 2019, 6:15pm

Sehmel Homestead Park Volunteer Vern Pavilion (10123 78th Ave NW, Gig Harbor, WA 98332)

Call to Order: The meeting was called to order by Commissioner Hill at 6:16pm.

Commissioners Present:

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

Scott Gray
Billy Sehmel
Beth Glein
Laurel Kingsbury

Staff:

Glenn Akramoff
Elaine Sorensen
Jessica Smiley

Citizens:

Heath Heikkila
Jo Westbury

REGULAR MEETING AGENDA:

ITEM 1 Approval of Agenda

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

ITEM 2 Citizen Comments none

ITEM 3 Presentations

3.a Executive Director Report

Glenn Akramoff brought attention to the staff report in the agenda, spoke about a collaboration meeting with Tacoma Metropolitan Parks and the updated budget process. Brief discussion with Commissioner regarding trail maps, RCO Youth Athletic Fund, and new Storywalk program.

3.b Financial Report

Elaine Sorensen presented the a financial update for 2019.

3.c President's Report

Commissioner Hill read the Proclamation for PenMet Parks' 15th Anniversary and was presented with a plaque to commemorate. She announced next year is Sehmel Homestead Park's 10th year.

ITEM 4 Consent Agenda

4.a Approval of Meeting Minutes: 5-6-19 Study Session, 5-6-19 Regular

4.b Approval of Vouchers: ▪ \$340,550.28 ♦ Reference numbers: V2019188- V2019213

4.c Approval of Consent Agenda

Commissioner Babich made a motion to approve the consent agenda. Commissioner Grimmer seconded the motion. After no discussion, the motion passed 5-0.

ITEM 5 New Business

5.a Senior Program

Glenn Akramoff presented a handout with a proposal for senior programs for the Commissioners to discuss. After a discussion to clarify details, the Commissioners in consensus directed staff to continue moving forward with the proposed plan.

5.b PEG Grant Proposal: Travis Hand, Bat Houses

Commissioner Hill opened discussion on the PEG application for bat houses. Commissioners asked questions for clarity and the item was tabled to next meeting on 6/3/19.

ITEM 6 Comments by Board/Subcommittee Reports

7.a Community Center (Nixon/Babich): Productive meeting with staff on 5/13/19 post the Peninsula Advisory Council hearing.

7.b Marketing (Grimmer): met on 5/17, discussed website progress

7.c Fundraising (Hill): no report, meeting scheduling in progress by staff

ITEM 7 Next Board Meeting: Monday, June 3, 2019: Open House (5-6pm) and Regular

ITEM 8 Executive Session: Commissioners went into an Executive Session for 45 minutes to consider the acquisition of real estate per RCW 42.30.110 and returned at 7:59pm into regular session.

ITEM 9 Adjournment

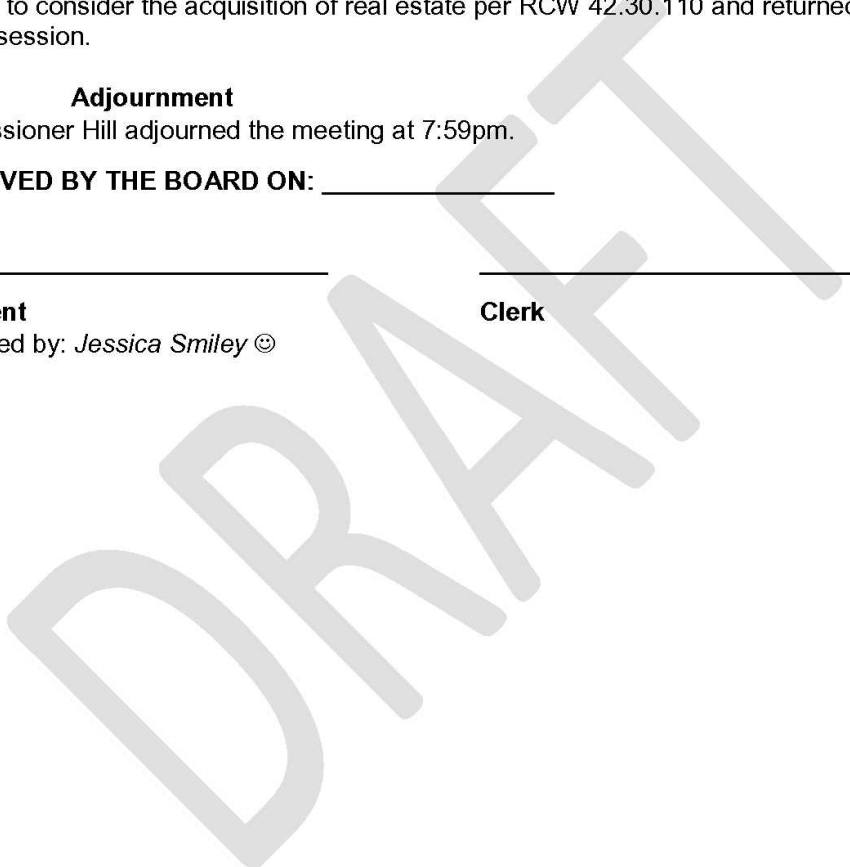
Commissioner Hill adjourned the meeting at 7:59pm.

APPROVED BY THE BOARD ON: _____

President

Submitted by: *Jessica Smiley* ☺

Clerk





Finance Department
District Payment Transmittal

District Name: Metro Park District-Peninsula


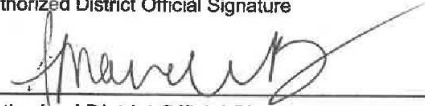
PAYMENT LISTING

Trans Date	District Ref #	Payee Printed Name	Amount
5/20/19	V2019-214	Kelly Darling	\$46.19
5/20/19	V2019-215	DPI Print	\$106.33
5/20/19	V2019-216	National Event Pros	\$522.50
5/20/19	V2019-217	Pierce County Security	\$256.00
5/20/19	V2019-218	Bricks 4 Kidz	\$382.20
5/20/19	V2019-219	Scott Peterson	\$495.00
5/20/19	V2019-220	The Shy Boys	\$1,000.00
5/20/19	V2019-221	Caroline Konkol	\$489.60
5/20/19	V2019-222	LYNN M GOIN	\$828.69
5/20/19	V2019-223	Adria Hanson	\$179.20
5/20/19	V2019-224	Stacy Gargallone	\$157.50
5/20/19	V2019-225	Pilates Gig	\$693.00
5/20/19	V2019-226	HIWAY 16 Band	\$700.00
5/20/19	V2019-227	Peninsula Metropolitan Park District	Voiced 5/21/19 ES \$45,021.84
5/20/19	V2019-228	Judy Buskirk	\$392.00
5/20/19	V2019-229	Harbor Gymnastics	\$5,594.70
5/20/19	V2019-230	Peninsula Metropolitan Park District	\$45,021.84
5/20/19	V2019-231	GIG HARBOR CHAMBER OF COMMERCE	\$400.00
5/20/19	V2019-232	KITSAP SUN	\$400.00
5/20/19	V2019-233	DPI Print	\$1,290.14
5/20/19	V2019-234	Queen Bee Health + Wellness LLC	\$3,150.00
5/20/19	V2019-235	SHARP ELECTRONICS CORPORATION	\$607.14
5/20/19	V2019-236	Heather Lantz	\$140.00
5/20/19	V2019-237	PACIFIC OFFICE AUTOMATION	\$324.25
5/20/19	V2019-238	Washington Tractor	\$58.23
5/20/19	V2019-239	PCRCO, LLC	\$71.50
5/20/19	V2019-240	PURDY TOPSOIL & GRAVEL	\$2,421.18
5/20/19	V2019-241	Knight Safe & Lock	\$953.55
5/20/19	V2019-242	Sarco Supply	\$448.56
5/20/19	V2019-243	Pacific Mobile Structures	\$3,727.95
Payment Count: 30			Total Amount: \$115,879.09

Payment Count: 30
Payment Total: \$115,879.09

CERTIFICATION

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

	_____	_____	_____
Authorized District Official Signature	Date	Authorized District Official Signature	Date
	5/20/19	_____	_____
Authorized District Official Signature	Date	Authorized District Official Signature	Date
_____	_____	_____	_____
Authorized District Official Signature	Date	Authorized District Official Signature	Date
_____	_____	_____	_____
Authorized District Official Signature	Date	Authorized District Official Signature	Date

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

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



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DISTRICT COMMISSION MEMO

To: District Commission
From: Eric Guenther, Planning & Special Projects Manager
Date: June 3, 2019
Subject: Resolution 2019-005, the Travis Hand and Boy Scouts' PEG application for Constructing Bat Houses

Recommendation

Staff recommends that the Commission review Resolution 2019-005 and Travis Hand's application for constructing bat houses.

Background/Analysis

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

- Up to \$300 – Travis Hand, Boy Scouts of America, construction of bat houses.

The PEG program for 2019 currently contains \$8,500 available for matching grants after reductions for approved grants. There is sufficient funding in the PEG program to fund this application.

This project will:

- Construct approximately five bat houses to be installed at Hales Pass, along the trail, and at the Montessori School location on Myers Lane.

The balance remaining in the 2019 PEG grant program should the Board approve these projects will be \$8,200.

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.

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 Commissioners reviewed the application during the period of May 16-June 3, 2019.

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.



Park Enhancement Grant Program



APPLICATION / REIMBURSEMENT REQUEST

Applicant Contact Information	
Project Name: Bat Houses	Date: 5/15/19
Organization: Boy Scouts of America Troop 212	
Contact Person: Travis Hand	
Mailing Address: 1815 Clorindi Circle NW 98335	
Email Address: travishand02@gmail.com	
Day Phone: 253-432-0371	Eve Phone:
Cell Phone:	

Project Description	Total
Briefly Describe Project and Distinct Elements of Project	Project Cost
Overview: (The Boy Scouts) will construct 4-5 bat houses to be hung in two separate locations, two-three at Hale's passage and 2 at the new Montessori location.	-----
Donated Materials, Services, Labor, Cash (Total 5.4): NA	
Purchased Materials, Equipment, Rentals (Total 5.5): Expenditures: \$ <u>261.84</u> less Cash Donations: \$ <u>NA</u>	261.84
(Total 5.6) Project Total:	261.84
(Up to 50% of Project Total; Cannot exceed Donation Value (5.4), or Purchased Portion (5.5) of Project Total) Grant Funds Requested:	261.84
(For reimbursement submissions only, provide details in Question 5) ☠ 50% or ⚡ 100% Reimbursement Requested:	100%

Year	Grant Program History	Project Total	Amount Requested	Amount Received
	Project (List past grant program applications and/or grants received)			
	NA			

Grant Payee Information (List organization or person grant check should be paid to)	
Grant Check Payee: Travis Hand	
Mailing Address: 1815 Clorindi Circle NW 98335	
Email Address: travishand02@gmail.com	
Day Phone: 253-432-0371	Eve Phone: 253-432-0371
Cell Phone: 253-432-0371	

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

Project Name: Bat Houses Project Total: _____

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).

1. This project is designed to create a set of bat houses for two different locations, one at Hale's Pass Park and one at the new Montessori preschool. A group of boy scouts and I will cut the pieces and assemble most of the bat houses at my house, and the final bat house will be in easy to assemble pieces for demonstration purposes. After the bat houses are completely assembled and painted accordingly, we will hang them up on the trees for the bats to make their home. The bat houses themselves don't do much except give a home for the bats, however the bats almost completely remove pesky insects, and some bats can even help pollinate plants.

- b. What is the location and ownership of the site? (owner must give final approval of completed project)
Hale's Pass Park, 3507 RAY NASH DR NW and Montessori School, Myers Lane.

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

I will manage the project, and all sub-elements as well (this project is fairly small so there is a very limited amount of sub-elements).

- 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?

none

Engineering?

There will be no engineering.

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

Nothing, aside from this grant to purchase supplies necessary, such as paint and plywood.

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

NA

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

NA

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

This project is an Eagle Scout Project, so likely only the Boy Scouts and possibly parents of said scouts will participate. Also, the preschoolers at the Montessori school are welcome to help.

- i. List other organizations involved in the project.

The Boy Scouts of America & Montessori School staff

2. Ongoing Maintenance

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

The next maintenance will mostly be a replacement of the bat houses, because it is very difficult to replace a single component without altering the bat's connection to it; in other words building new bat houses is the logical option when they are no longer viable for the bats. However if the paint wears thin then it might be suitable to replace that aspect.

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

When there is maintenance needed, I will do my best to help clean them up.

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)
The bat houses will be hung in locations decided when we arrive to set them up at the sight.
- b. Provide documentation of property owner pre-approval.
Confirmed by Mr. Guenther
- c. Provide documentation that significant user groups have been consulted.
Confirmed by Mr. Guenther
- d. Are there any other conditional funds involved in this project such as state or federal grant funds?
none
- e. For recreation projects, describe the on-going plan for this recreation activity and provide a budget projection for at least 3 years?
 - i. This project is not recreational.

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
I will purchase the materials required to build the bat houses with the grant.	BSA	June 20th
Boy Scouts meet at my house to begin construction of bat houses.	BSA	June 20th
Boy Scouts will then carpool over to one of the two sites and begin to set up the bat houses.	BSA	June 20th
After completion of the first site, we will head over to the second site to finish setting them up.	BSA	June 20th
The bat houses will be finished and available for the bats.	BSA	June 20th

5. Project Budget

II Description of Item	III Source for Cost (Vendor)	IVa Quantity	IVb Unit Cost	V Donated Cash & Labor	VI* Your Cash Expended	VII Total Cost (IV+V+VI)
Sanded Plywood (FSC Certified) (Common: 15/32 in. x 4 ft. x 8 ft.; Actual: 0.451 in. x 48 in. x 96 in.) (\$67.10).	Home Depot	2 boards	12.94	NA	NA	25.88
Boxes of #14 x 2-1/2 Phillips screws	Home Depot	2 boxes	8.38	NA	NA	16.76
1 qt. Water-Based Black Walnut Infrared Reflective Wood Stain	Home Depot	2 buckets	17.47	NA	NA	34.94
1 gal. #780F-6 Dark Granite Semi-Gloss Enamel Alkyd Interior/Exterior Paint	Home Depot	1 bucket	35.98	NA	NA	35.98
1 gal. High Performance Protective Enamel Gloss Black Oil-Based Interior/Exterior Paint	Home Depot	2 buckets	28.98	NA	NA	57.96
Lifetime Ultra 10.1 oz. Clear Acrylic Latex Caulk	Home Depot	4 tubes	3.27	NA	NA	13.08
1 in. x 3 in. x 8 ft. Select Kiln-Dried Square Edge Whitewood Board(10.11)	Home Depot	1 board	10.11	NA	NA	10.11
**Cash Donations :	NA	NA	NA	NA	NA	NA
						261.84
TOTALS:						
50% of Project Total						
*Grant Amount Requested:	Least of Col. 4 or 5 or 50% Col. 6					100% of column 6
Previous Reimbursement						NA
Reimbursement Amount Requested: <u> </u> N 50% or <u> </u> Y 100%						

* 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.

6. Donation Pledged/Secured Form (please photocopy if additional space is needed).

The individuals, businesses, or organizations listed below commit to donate the following items to the Community Matching Grant Project.

Type of work or materials	Person or Group	Waiver Signed	Date	# of Hours (\$26.72/hr)	\$ Value
NA ->					

Total value of match secured this page (should match column 5.4) \$ 0

The signatory declares that the information provided in this application is accurate and complete to the best of their ability, that s/he is the representative of the applicant organization and will assure that any funds received as a result of this application are used only for the purposes set forth herein; that a majority of the members of the organization support this project.

Signature of Project Coordinator

Date



Peninsula Metropolitan Park District

RESOLUTION NO. R2019-005

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; 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:

- Travis Hand and Boy Scout Troop #212, to fund the construction of bat houses for Hales Pass Park and a pre-school site in an amount not to exceed \$300.

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

President

Clerk
Peninsula Metropolitan Park District Commission

Attest

Resolution R2019-005



Peninsula Metropolitan Park District

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www.penmetparks.org

DISTRICT COMMISSION MEMO

To: Peninsula Metropolitan Park District Board of Commissioners
From: Jessica Smiley, Administrative Assistant
Date: May 29, 2019
Subject: **New meeting schedule for City Hall location**

Background/Analysis

The district has been using the Sehmel Homestead Park Pavilion for board meetings twice a month. There are challenges to the space including temperature, set-up time, and availability during the busy season. The Board and PenMet Executive proposed the idea of using the Chamber Meeting Room of Gig Harbor City Hall. The Administrative Assistant contacted the City of Gig Harbor and they have offered to host meetings at their facility for PenMet Parks, with some limitations and some accommodations.

The City Hall Chamber Meeting Area would be well-suited to host PenMet Parks meeting. The audiovisual equipment is built in, so set-up time is reduced for staff. There is plenty of comfortable seating for all citizens and a separate seating area for staff. It would enhance the professional atmosphere of the meetings.

Park Board meetings happening at a park owned and managed by the District would be an aspect that would be lost. Also staff will incur extra driving time and need to be well-prepared since we will not have access to the PenMet office during meetings.

The City of Gig Harbor has limited availability, so special meetings may still be scheduled at the Sehmel Homestead Park Pavilion.

It will be important to communicate this change in location to citizens well in advance to ensure public participation at meetings continues.

Timeline and Funding

The fees for reserving the Chamber Meeting Area at Gig Harbor City Hall:

- \$150 per meeting (this fee has been waived by the Gig Harbor Mayor for PenMet Parks)
- \$70/hour for a minimum of 3 hours for custodial staff (not waived, required)

Availability of the Chamber Meeting Area for PenMet Parks Board Meetings:

- Tuesdays, 6:00-9:00pm (1st and 3rd Tuesdays)

Recommendation

District Staff recommend the Board of Commissioners approve Resolution 2019-006 to change the meeting days to the first and third Tuesday in order to accommodate the City Hall schedule.

Policy Implications/Support

1. Board Policy updated to reflect change to first and third Tuesdays

Staff Contact

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 jsmiley@penmetparks.org.



Peninsula Metropolitan Park District

Board Policy

Policy Number	Resolution Number	Date Approved:	Supersedes the following Resolutions and Policies:
P10-101	R2019-006	June 3, 2019	R2015-001 (Adopted 2/23/15) R2012-006 (Adopted 4/2/12) R2009-031 (Adopted 12/21/09) R2009-015 (Adopted 7/20/09) R2006-003 (Adopted 3/20/06) R2004-04 (Adopted 6/14/04)

Deleted: R2018-003
 Deleted: February 20, 2018

Policy: Board of Park Commissioners
 (Approved by the PenMet Parks Board of Commissioners)

Purpose: The Peninsula Metropolitan Park District (PenMet Parks) is accountable to its citizens for its use of public dollars. The limited financial resources of PenMet Parks must be wisely used to ensure adequate funding to support the services, public facilities, and infrastructure necessary to meet the community's present and future needs.

The following policies of the Board of Park Commissioners (the "Board") establish the operating policy for the Board. Within these policies, the Board establishes how it will conduct business and how business may be brought before the Board for consideration and/or action.

Deleted: 180220

D. Removal of Officers

The Board may remove an officer from his or her position if, after reasonable prior notice to all Board members of the alleged reasons the officer should be removed from office, the Board by a majority vote determines the removal of the officer is in PenMet Parks' best interest. Although a Board member may be removed as an officer, that Board member may not be removed from the Board.

E. Minutes

The Clerk or his/her designee shall take minutes of all Board meetings.

Section 5. Fiscal Year

PenMet Parks fiscal year is from January 1 to December 31.

Section 6. Meetings

Board meetings shall be conducted as follows:

A. Open Public Meetings

Meetings shall be held in accordance with all provisions of the Washington State Open Public Meetings Act as provided in chapter 42.30 RCW.

B. Regular Meetings

Regular meetings will be scheduled on the first and third Tuesdays of each month unless changed by prior resolution of the Board and notice given as provided in section 6.K below. Regular meetings may be cancelled by the Board for any reason. Notice of meeting cancellations shall be given as provided in section 6.K. below. The meeting location shall be specified in the meeting notices.

Deleted: Mondays

C. Time of Meetings

The Board will begin consideration of its regular meeting agenda at 6:15 p.m. or as close thereafter as reasonably possible following the conclusion of any earlier study session or public hearing. No study session or public hearing preceding a regular meeting shall begin earlier than 5:00 p.m.

Deleted: 180220



Peninsula Metropolitan Park District

RESOLUTION NO. R2019-006

A RESOLUTION OF PENMET PARKS TO ADOPT THE REVISED POLICY REGARDING BOARD MEETINGS

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 annually and amend them as necessary; and

WHEREAS, the PenMet Parks Board of Park Commissioners met and reviewed a draft of the revisions to the Board Policy and procedure for its meetings; NOW, THEREFORE, BE IT

RESOLVED, by the Board of Commissioners of the PenMet Parks to adopt the revised Board Policy attached to this resolution (page 5, section 6.B.

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

President

Clerk
Peninsula Metropolitan Park District Commission

Attest



Peninsula Metropolitan Park District

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www.penmetparks.org

DISTRICT COMMISSION MEMO

To: District Commission

From: Eric Guenther, Facilities & Special Projects Manager

Date: June 3, 2019

Subject: **Approve Certification of Match for the Washington State Recreation and Conservation Office (RCO) for Grant Funding Assistance**

Background/Analysis

PenMet submitted an RCO grant application for funding from the Youth Athletic Facilities (YAF) category for SHP Turf Lights for \$350,000. The grant amount of \$350,000 represents the maximum award for the YAF category and almost half of the estimated \$723,000 project cost. The project details and estimates are included in the attached application materials.

The grants require matching money from the sponsor equal to at least match the grant amounts.

The following is a chronology of the RCO grant process:

- Comprehensive Plan was completed by March 1, 2018.
- Completed grant applications were submitted by May 1, 2018.
- Authorizing Resolution submitted by May 31, 2018. (May 21, 2018)
- Technical review May 23, 2018.
- Project presentations and evaluations August 2018.
- The RCO met in October 2018 to rank the projects, and published the ranked list after that, providing a sense of whether the project would be funded or not.
- The State Legislature met in early 2019, approving \$12M for the YAF category, essentially funding the entire list of projects including 18-1932.
- Once Certification of Match is approved (June 3, 2019), planning (including public meetings) and permitting can continue.
- The RCO will negotiate contracts for the funded projects in August 2019.
- Construction can begin after that.

The actual funding allocation, plus design and construction contracts will be back for Board approval.

Sehmel Homestead Park was constructed (2005-2010) under a Conditional Use Permit (CUP) as the property was zoned Rural-10 and park development required a CUP in R-10. During the late 1990's and early 2000's, when the community began considering a multi-use community park for the Sehmel homestead, the desire for not lighting ball fields was expressed, and ultimately

included in the CUP. At that time grass fields were the norm and usually under renovation during the winter. Also field lighting systems were very basic, spilling light in all directions. By the time the park was actually constructed, synthetic turf was shown to be a more reliable and cost effective option for fields, allowing year-round playability. Furthermore, lighting systems are significantly more technologically sophisticated, focusing light on the playing fields and not allowing light to escape either horizontally or vertically.

In 2012, the park was rezoned to Park & Recreation and the CUP was relinquished, along with the restriction for lighting the fields. Community use of fields has increased with population growth, youth recreation interest growth, new sports like lacrosse, and more. The primary provider of fields for the community, the school district, has seen similar growth, and where community groups used to be able to use school fields around 5 or 5:30pm, often now the time is 7pm, later, or not at all. Meanwhile, SHP's \$600,000 soccer field sits unused from November into March on weeknights.

Numerous community groups have requested that PenMet Parks consider providing lights on the SHP turf field to address the growing field conflicts during the winter and to make better use of this community asset. The hours of operation are expected to be similar to the summer hours when the sun sets around 9pm. There will be public meetings to enable all voices on the matter.

The following is a chronology of the grant processes, public meetings, design and construction:

- May-2018 Submitted RCO Grant (350k of \$723K)
- Nov-2018 Submitted Approved RCO Certification of Match
- Feb-2019 Submitted U.S. Soccer Foundation Safe Places to Play Grant (\$25K)
- Apr-2019 Notice U.S. Soccer Foundation Safe Places to Play Grant not funded
- Apr-2019 Received RCO notice that grant request funded
- May-2019 Submit Approved RCO Certification of Match
- Jun-2019 Public Meeting with notification process
- Jun-2019 Finalize Design and Project Schedule
- Jul-2019 Complete Planning & Permits for Parking and Field Lights
- Aug-2019 Permit Approval
- Aug-2019 Bid Parking Lighting (Field lighting purchased through King County Directors Association (KCDA) a purchasing cooperative)
- Sep-2019 Begin Parking Lighting
- Sep-2019 Complete wire conduit runs & Electrical preparation
- Oct-2019 Delivery and installation of lights
- Oct-2019 Complete Project (estimate)

Recommendation

Staff requests that the Commission approve a motion (I move...) to authorize staff to sign the Certification of Applicant Match for RCO Project #18-1932 in the Youth Athletic Facilities category to add lighting at the Schmel Homestead Park turf field.

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 Lighting Additional Fields (SHP Turf), and Peninsula Gardens Development including a Playground and Spraypark.
3. At their regular meeting on May 21, 2018 the Board of Park Commissioners adopted Resolution 2018-009 Authorizing Application to the Washington State Recreation and Conservation Office for Grant Funding Assistance for RCO Project # 2018-1932, Sehmel Homestead Park Turf Lights.
4. RCO grant applications require a Certification of Match to remain eligible for funding.

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.

Project #18-1932, Sehmel Homestead Park Turf Lights

Current Status: Application Submitted

Project Details

Primary Sponsor: Peninsula Metropolitan Park District **Primary Contact:** Eric Guenther
(253) 858-3400 1222
eguenther@penmetparks.org

Funding Program: YAF - Large
Project Type: Development

Project Description

Sehmel Homestead Park Turf Lights is a development project at this community park on the Gig Harbor Peninsula. The project will add field lights to Sehmel Homestead Park Soccer/Football/Lacrosse synthetic turf field, and add walkway and parking lighting. The addition of lights will add 425 hours of playable time to the field for youth athletics. The system design will minimize light pollution both horizontally for neighbors and vertically for night sky viewing.

Project Overall Metrics (Outcomes, Benefits)

Category / Work Type / Metric	Application Answer
Program Outcomes	
Youth Served	20530
Youth Served by the development or renovation project	9806
Sites Improved	
Project acres renovated	6.00
Completion Date	
Projected date of completion	10/1/2019

Project Funding

Funding Request		Funding %	Min Match Required	Sponsor Match Source	
YAF - Large (FY2020)	\$350,000	48.41 %		Appropriation \ Cash	\$373,000
Sponsor Match	\$373,000	51.59 %	50%		
Total Project Funding	\$723,000	100.00 %			
Project Cost Summary		Project %	Admin/A&E %	Maximum for Selected Program	
DEVELOPMENT COSTS				\$350,000	
Development	\$653,000				
A&E	\$70,000		10.72 %	\$130,600 (20%)	
Subtotal	\$723,000	100.00 %			
Total Cost Estimate	\$723,000	100.00 %			

Worksites and Properties

County: Pierce
Legislative Districts 2012: 26
Congressional Districts 2012: 06
YAF Regions: Pierce/Thurston
Coordinates: 47.35117341
-122.63833524

Worksite #1: Soccer/Football/Lacrosse Turf

Coordinates from Mapped Point: **Latitude:** 47.35117341 **Longitude:** -122.63833524
Coordinates from Worksite **Latitude:** **Longitude:**
Directions:

Worksite Description: Light poles will be added at the 15 yard lines of the synthetic turf field, just outside the playing field. Holes will be dug for the poles and trenching will be dug for laying electrical conduit.

Site Access Directions: Sehmel Homestead Park is at 10123 78th Ave. NW & Sehmel Dr. NW, Gig Harbor. From Hwy 16, exit at the North Rosedale/Burnham/Borgen off-ramp. Use roundabouts to go west, away from Target/Home Depot/Costco to the "T" stop sign and turn left onto Sehmel Drive. Go 1.5 miles to 78th Avenue NW and turn left. The main entrance for Sehmel Homestead Park is 500' down 78th on the left. Enter and drive down entry road. At the "T", turn left, up to the roundabout.

Worksite Address:
 10123 - 78th Ave NW
 Gig Harbor, WA 98332

Development Metrics (Outcomes, Benefits)

Category / Work Type / Metric	Application Answer	Work Type Costs
Athletic Fields		
Multi-purpose field development		
Total cost for Multi-purpose field development		\$400,000.00
Number of multi-purpose fields	0 new, 1 renovated	
Number of multi-purpose fields with lighting	0 new, 1 renovated	
Number of multi-purpose fields by surface type - Synthetic	1	
Primary users of multipurpose fields	Youth	
Select the recreational uses of multi-purpose fields	Football, Lacrosse, Rugby, Soccer	
Select the multi-purpose field renovation elements	Add/replace lighting	
General Site Improvements		
Install lighting (general security)		
Total cost for Install lighting (general security)		\$118,000.00
Number of general security lights installed	20	
Site Preparation		
General site preparation		
Total cost for General site preparation		\$50,000.00
Acres of site preparation	6.00	
Buildings / structures to be demolished	None	
Select the site preparation activities	General site prep activities, Mobilization, Other, Surveying, Traffic control	
Utilities		
Install power utilities		
Total cost for Install power utilities		\$80,000.00
Select the power utilities	Power line	
Permits		
Obtain permits		
Total cost to Obtain permits		\$5,000.00
Architectural & Engineering		
Architectural & Engineering (A&E)		
Total cost for Architectural & Engineering (A&E)		\$70,000.00

Development Questions

- 1 of 6 **Identify the source of funds (i.e. federal grant, Conservation Futures, local appropriations, private land donation, etc.) that was originally used to acquire the property.**
 Local appropriation of District levy funds.
- 2 of 6 **Cultural Resources: Has the worksite been investigated for historical, archeological, or cultural resources? If yes, when did this occur and what agencies and tribes were consulted? Attach related documents (letters, surveys, agreements, etc.) to your project in PRISM.**
 Unknown, Project site already developed in 2009-2010. Nothing previously recorded.
- 3 of 6 **Describe existing worksite site conditions. The answer to this question will be used in cultural resource consultation so please provide detailed information.**
 Existing synthetic turf field with perimeter (outside of 4' field fence) of mowed grass.
- 4 of 6 **Cultural Resources: Describe any proposed ground disturbing activities that will take place as part of your project. This includes work conducted by hand or mechanized tools. Provide specific information including length, width, and depth of the ground disturbance. Ground disturbing work includes all restoration activities, geotech, fencing, demolition, etc. Avoid subjective phrases such as "ground disturbing activities will be minor".**
 Drilling holes for light poles and trenching for utilities all in areas previously disturbed during construction in 2009-2010.
- 5 of 6 **Give street address for this worksite if available.**
 10123 - 78th Ave NW, Gig Harbor, WA 98332
- 6 of 6 **Cultural Resources: Are there any structures existing on the property (including tidegates, dikes, residential structures, bridges, rail grades, etc.)? If so, please list all existing structures. Indicate if any of these structures will be altered or demolished as a result of the project, and provide the following for each structure that could be altered or demolished: identifying name, year constructed, year(s) remodeled/renovated. Attach at least one photo of each altered structure.**
 Yes, The park includes a pavilion, restroom/concession building, maintenance building, and a restroom near the turf field. None will be altered or demolished other than electrical connections at the nearby restroom.

Property for Soccer/Football/Lacrosse Turf Worksite #1: Sehmel Homestead Park

Activity: Development

Landowner

PenMet Parks
10123 - 78th Ave NW
Gig Harbor, WA 98332

Control and Tenure

Instrument Type: Sponsor owned property (deed)
Purchase Type:
Term Length: Perpetuity
Expiration Date:
Note:

Landowner Type: Local Government

Overall Project Questions

- 1 of 11 **Is any part of the scope of work included in this application required as mitigation for another project or action? E.g. FERC relicensing, Habitat Conservation Plan, legal settlement, etc. If yes, explain:**
No
- 2 of 11 **Describe any ground disturbing work that will be necessary as part of the design process, such as geotech work. Include anticipated number of test sites, depth of disturbance, location, etc.**
Drilling holes for light poles and trenching for utilities.
- 3 of 11 **Describe any required mitigation as a result of the action in this proposal. Will mitigation occur on this site or another location?**
No mitigation required.
- 4 of 11 **Are overhead utility lines present at the site, and if so explain how they will be relocated or buried.**
No, No, all utilities are underground.
- 5 of 11 **Will this proposal renovate or expand an existing public park/recreation area? If yes, what is the name of the existing area?**
Sehmel Homestead Park will be renovated by adding lights to provide additional nighttime play on a synthetic turf field, especially during winter standard time.
- 6 of 11 **Describe the nature of any existing rights-of-way, easements, reversionary interests, etc. to the project area.**
A conservation easement applies to areas east of the field, but allows installation of utilities to serve the field.
- 7 of 11 **Does your project address or accommodate the anticipated effects of climate change? If yes or maybe, please describe how.**
Yes, Turf fields themselves provide better playing conditions and increased play time should environmental change produce a wetter climate. The additional hours with lights will reduce the impact on grass fields. The use of LED technology is a much more energy efficient, environmentally friendly light source (data sheet available upon request). In addition, the previous technology (HID light source) required replacing and disposing of the HID lamps, which contained some hazardous materials. These are factors which should help mitigate impacts on climate and the environment.
- 8 of 11 **When this project is completed, what are the projected economic benefits to the community or region? Consider factors such as employment, tourism, environmental improvements, property values, tax revenues, and benefits to human health and wellness. The economic benefits may be realized by government, private businesses, or the general public. Reference existing studies or data. (750 characters max)**
The addition of sportsfield lighting in this project will provide both economic and human health/wellness benefits to the community. Economic benefits are achieved through increased revenue from field rentals resulting from the extended hours of operation each day during the spring and fall. During the "early darkness" periods of fall and winter, the field has historically been unavailable during weeknights, but will now be able to accommodate sports such as youth soccer, football, and lacrosse practices and games during the weeknights of fall and winter seasons. The extended hours will provide opportunities for tournament play which benefits local eateries and lodging facilities, and local tax revenues. Increased revenue will also come from community adult sports groups, and other community groups seeking lighted outdoor venues for programs and events, especially during those later hours which are less appropriate for youth. Benefits also accrue to local school and park districts when grass fields are allowed to rest more from the increased use on turf fields through lighting. The additional time also reduces the scheduling load on all school fields where demand far exceeds supply. PenMet also contracts with a concessionaire which should see additional revenue opportunities with the extended hours. PenMet will provide additional staff job hours to supervise and close the park after these later hours. Public health and wellness benefits are achieved because the extended hours of operation will provide more opportunities for after-hours community use. Additional wellness benefits are realized because the facility's extended hours of operation provides a location where parents and other family members can take advantage of exercise opportunities. Light systems are of concern to neighbors, but the design of the lights using LED technology is a much more environmentally friendly light source with little escape of light horizontally or vertically, thus protecting property values. While Pen Met Parks has not commissioned a specific economic impact study for this project, the anticipated economic impact can be justified by the 2015 WA RCO's Economic Analysis of Outdoor Recreation in Washington State, which analyzed similar youth sports impacts across Washington State.
- 9 of 11 **Who will be responsible for administration, design, and/or implementation of this project (i.e. in-house staff, paid consultants, contractors, volunteers, other agency staff, etc.)? Explain.**
In-house staff, paid consultants will manage the project with contractors hired for work.
- 10 of 11 **Does this application contain state, federal or other grants as part of the "sponsor match"? If "yes," name the grant(s) and date grant will be available.**
No, No other grants are involved in the project.
- 11 of 11 **Is this project a subsequent phase to a previously funded RCFB project? If yes, please identify the grant project number(s) if known.**
No

Project Permits

Permit Type	Applied Date	Received Date	Expiration Date	Permit Number
Other Required Permits				
Permit Questions				
1 of 1				Will this project require a federal permit? If this project requires a federal permit, will the scope of that permit cover ALL proposed ground disturbing activities included in this project? You may need to request a pre-application meeting with the permitting agency to answer this

question.
No

Project Attachments

Attachment Type	Title	Attach Date
Applicant	Memo 180221 RCO Grant Options 2018.pdf.pdf	05/01/2018
Resolution/Authorizations		
Control & Tenure	SHP Ownership.pdf.pdf	04/30/2018
Documentation		
Evaluation: Written criteria responses	SHP Turf YAF Criteria Responses.docx.docx	05/01/2018
Map: Athletic Facility	Map Athletic Facility.pdf.pdf	04/30/2018
Map: Boundary map – Draft	SHP Turf Lights Boundary Map.docx.docx	04/30/2018
Photo	Turf Field with LED Lighting Demonstration.jpg.jpg	05/01/2018
Project Application Report	Application Report, 18-1932D (submitted 05/01/18 17:07:26).pdf	05/01/2018
Project plan document	SHP Turf Lights Dev Site Plan Details.pdf.pdf	04/30/2018
Site Plan: Development site plan	Site Plan SHP Turf Lights.pdf.pdf	05/01/2018
Visuals	Homestead Park - Dark-Sky Letter.pdf.pdf	04/30/2018

Application Status

Application Due Date: 05/01/2018

Status	Status Date	Name	Notes
Application Submitted	05/01/2018	Eric Guenther	
Preapplication	04/17/2018		

I certify that to the best of my knowledge, the information in this application is true and correct. Further, all application requirements due on the application due date have been fully completed to the best of my ability. I understand that if this application is found to be incomplete, it will be rejected by RCO. I understand that I may be required to submit additional documents before evaluation or approval of this project and I agree to provide them. (Eric Guenther, 05/01/2018)

Date of last change: 05/01/2018

Certification of Applicant Match

Organization Name PenMet Parks (Peninsula Metropolitan Park District)

Project Name Sehmel Homestead Park Turf Lights

Project Number 18-1932

The sources and amounts of our matching share will be:

Source of Match	Amount
Local Appropriation	\$373,000
Total	\$ \$373,000

As the authorized **financial** representative for the above identified organization, I hereby certify that the sponsor matching resources are available for the project referenced above. I further acknowledge that our organization is responsible for supporting all non-cash commitments and donations should they not materialize.

Signature _____

Printed Name Elaine Sorensen

Title Finance & Human Resources Manager

Date 5/20/19



Peninsula Metropolitan Park District

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www.penmetparks.org

DISTRICT COMMISSION MEMO

To: Peninsula Metropolitan Park District Board of Commissioners
From: Glenn Akramoff, Interim Executive Director
Date: June 3, 2019
Subject: **Presentation of Operational Assessment**

Background/Analysis

A part of the Interim Executive Director's workplan was to provide an operational assessment of the district operations. This includes evaluating the workplace culture, the operating structure, work processes, utilization and function of systems and external forces on the operation. A problem statement was developed:

Problem Statement:

The PenMet Parks District has been focused on building basic operations and functions as a Parks District in its first 15 years. The emphasis on providing direct services has created a lacking in sustainable structure, systems, processes and work planning. This has led to inconsistent decision making and inhibited the growth of services and the district as a whole.

The results of the assessment were the creation of a gap analysis and recommendations on how to improve the district's operations both short and long term. The short term is by the end of 2019 with the long term being 2020 and beyond. The focus of staff and Commission members in the district's formative years has been to provide "gap" services and not compete with other service providers in the region. In addition, they have been committed to remain fiscally conservative and to take every opportunity to purchase raw land for development into future parks sites. The needs of the community are rapidly leading to an increase in expectations of the PenMet Parks District. Recent leadership transitions and the region's increased need for park and recreation services create a unique opportunity to re-evaluate and implement necessary changes.

A shift from a "gap" focused organization to one that leads the region in parks and recreation services will require a strategic approach that is supported by a solid organization foundation. The assessment recommendations will have an emphasis on staff development, formalizing of process and updating and providing reliable systems to successfully fulfill the mission of PenMet Parks well into the future.

Timeline and Funding

Implementation of the recommendations will have varied costs. The long-term recommendations will be evaluated during the budget process. If approved they will become a part of the 2020 workplan for staff and the future Executive Director. The costs of the short-term recommendation will be provided at the meeting. They will be itemized, and the Commission will be able to provide specific direction on each task.



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The timelines will be varied based on the Commissioners discussion and final priority determination. There are areas that are recommended for consideration of immediate attention that include: office space and technology updates, process and procedure development, professional staff development, staff and commission group training and possible staff additions.

Recommendation

It is recommended that the Board of Commissioners provide the Interim Executive Director direction on what they wish to implement short term, long term or not at all. Implications of execution of the recommendations will be provided within the presentation of the report.

Policy Implications/Support

1. The cost of the district implementing the recommendations on 2019 budget as well as the 2020 budgets.
2. The positive impacts on quality of service provided to the community.
3. The effective growth of PenMet Parks to meet its mission, commitments, and community needs and expectations.
4. The effectiveness and efficiency of providing services.
5. The recruitment and retention of professional staff.
6. Improved transparency.

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.