



Peninsula Metropolitan Park District

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

STUDY SESSION AGENDA: Monday, April 8, 2019, 5:00pm

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 Presentations

2.a Staff Report: Website (page 3)

ITEM 3 Board Discussion

3.a Website

ITEM 4 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.



Peninsula Metropolitan Park District

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

REGULAR MEETING AGENDA: Monday, April 8, 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 4-5)

3.b President's Report

ITEM 4 Consent Agenda

4.a Approval of Meeting Minutes

3-4-19 Regular (pages 6-7), 3-18-19 Regular (pages 8-9)

4.b Approval of Vouchers

▪ \$63,868.91 ♦ Reference numbers: V2019101- V2019122 (pages 10-11)

4.c DeMarche contract for Interim Executive (pages 12-26)

4.d Approval of Consent Agenda

ITEM 5 Old Business

5.a Women's Wellness Expo (pages 27-28)

ITEM 6 New Business

6.a R2019-04 PEG Grant: Master Gardeners (pages 29-36)

ITEM 7 Comments by Board/Subcommittee Reports

7.a Community Center

7.b Marketing

7.c Fundraising

ITEM 8 Next Board Meetings: Monday, April 22, 2019 (Study Session) and
Monday, April 22, 2019 (Regular)

ITEM 9 Executive Session

Subject(s): none

ITEM 10 Adjournment ____:____



Peninsula Metropolitan Park District

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

DISTRICT COMMISSION MEMO

To: Peninsula Metropolitan Park District Board of Commissioners
From: Chuck Cuzzetto, Marketing Specialist
Date: April 3, 2019
Subject: Study Session – District Website

Background/Analysis

Development of a new District website will promote and highlight all aspects of the Peninsula Metropolitan Park District. While the current website is lacking functionality and mobile design, we are confident we can provide the community with an excellent resource for District events, parks, activities and updates. As a District we are looking to eliminate redundancies, provide ample access to the documents, District updates and overall branding and visibility.

Analysis

Over the past several months, staff have explored and provided several updates and options to provide constant and accurate information to the new website. These include:

- Public Document Accessibility
- Multimedia
- Registration Access
- Reservation Access
- Ease of Information (i.e. calendar, dates, updates, etc.)
- District updates and highlights

Recommendation

District Staff recommend the Board of Commissioners provide feedback and information during the study session.

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: 253-888-0645 or via e-mail at ccuzzetto@penmetparks.org



Peninsula Metropolitan Park District

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

DEPARTMENT STAFF REPORT: Mar 13-Apr 3, 2019

EXECUTIVE

- Led kickoff meeting with all staff 3/25
- Staff one on one meetings with all staff
- Community Recreation Center project team meeting (both Internal and Consultant teams) 3/29
- Met with Women's Wellness team
- Presented at Kiwanis Meeting 4/3
- Presented at Chamber Forum 4/4

Finance/HR

- HR Dept has secured contacts with Gig Harbor and Peninsula HS to post jobs and recruit kids for summer employment
- HR Dept. had their first 100% participation class, Workplace Harassment. Next month's class is records management
- The District has secured one internship for the recreation department this summer to run camps and classes

Marketing

- Chuck met with the Senior Task Force to help facilitate and inform community about need for Senior programs and what PenMet is currently offering.
- Chuck gave interview and had PenMet Spring Egg Hunt featured in April issue of Gig Harbor Living Local
- Visitor Tracking: 12k Vehicles have entered Sehmel Homestead Park since March 7th 2019
- Summer Parks and Recreation Guide is currently in development
- Over 11k subscribers in our current email database
- Spring Parks and Recreation Digital Guide has been viewed 1,300 times since March 15th
- Chuck provided information for PenMet Parks Dragon Boat team photo featured in Gig Harbor Living Local March issue
- Chuck will accept award on behalf of Terry Lee for WRPA Distinguished Service Award April 11th

MAINTENANCE & FACILITIES

- Repaired back door and toilet at Rosedale Hall
- Repaired alarm faults at Hales Pass
- Spring mowing schedule began for Groundskeeping Specialists
- Organized equipment and supplies in the bay, carport, stage and fencing storage areas
- Repaired check flapper valve on Pavilion fire hydrant line
- Spring cleaning/landscaping at Rosedale Hall and Park
- Repaired riding lawnmower

SPECIAL PROJECTS

- One meeting with Life Scout to review or complete Eagle Scout projects for Bat houses at Hales Pass (upcoming)
- Rotary Bark Park trail map and signs progressing
- Narrows fencing deferred to next project
- Continuing 18th Annual Parks Appreciation Day (April 27, 2019) planning
- Hosting service days for 3 groups in April
- Attended KGI Watershed Council meeting discussing climate change issues 4/8

- Met with Geotech consultant to review grant proposal to address DeMolay bulkhead issues
- Discussing memorial bench for Al Weaver who passed January 26, 2019 at age 80 following complications resulting from a fall while playing pickleball.
- Met with Commissioner Hill regarding PEG Grant Policy. More to follow
- Discussing coordination of sawyer recertification with Gig Harbor Fire, Josh Bissenas. Crew will cut issue trees and clear brush as part of training.

RECREATION FACILITY

- May 8th PAC meeting at the Gig Harbor Civic Center at 6:30pm
- Have open dialog with The Dome in Anchorage Alaska

RECREATION

- So far we have 10 vendors signed up for the Spring Egg Hunt
- Limited tickets remain for our first Adult Egg Hunt
- Teen Advisory Committee met and chose the movies for our Movie in the Park events – Napoleon Dynamite (July 20) and Grease (August 17)
- Baseball practices have started with 12 teams and 161 kids participating. We are using only our fields this year to increase visibility to our great facilities and to save money on renting school fields.
- Hired Terrance Jamison for the Recreation Specialist- Sports position. His first day will be April 22nd.
- Michael met with Shannon at 7Seas to talk about the Corn hole Tournament to be held at Party in the Park, along with partnering on a Corn hole League at 7Seas Brewing.
- 165 people and counting for our Mother/Son Dance to be held on May 21st
- Now offering Ballroom Dancing at Rosedale hall on Wednesday evenings starting April 3rd



Peninsula Metropolitan Park District

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

REGULAR MEETING MINUTES

Wednesday, March 4, 2019, 6:15pm

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

Call to Order: The meeting of the Peninsula Metropolitan Park District was called to order by Commissioner Hill at 6:16pm.

Commissioners Present:

Maryellen (Missy) Hill
Amanda Babich
Steve Nixon
Todd Iverson (arrived 6:19pm)
Kurt Grimmer

Staff:

Richard Fink II
Ed Lewis
Jessica Smiley

Citizens:

none

REGULAR MEETING AGENDA:

ITEM 1 Approval of Agenda

Commissioner Babich made a motion to approve the agenda; Commissioner Nixon seconded the motion. Agenda was approved with a 4-0 vote.

ITEM 2 Citizen Comments: none

ITEM 3 Presentations

3.a Staff Report

Richard Fink II brought attention to the staff reports submitted in the agenda. Items discussed included monthly staff trainings (additional handout to Commissioner with a memo from Elaine Sorensen regarding these trainings), recent newspaper articles, open position in recreation, and success of the father/daughter dance. Ed Lewis spoke about the ongoing recreation center project and gave updates and answered commissioner questions regarding funding and permitting.

3.b President's Report: none

ITEM 4 Consent Agenda

4.a Approval of Meeting Minutes: 2-20-19 Regular and 2-26-19 Special

4.b Approval of Vouchers: ■ \$119,468.65 ♦ Reference numbers: V2019032-V2019043
■ \$70,402.32 ♦ Reference numbers: V2019045-V2019073

4.c Approval of Consent Agenda

Commissioner Grimmer made a motion to approve the consent agenda. Commissioner Nixon seconded the motion. After no discussion, the motion passed 4-0.

ITEM 5 Old Business

5.a PEG Grant: Gig Harbor Volleyball

Commissioner Hill opened up the discussion about the application from the GH Volleyball group. Commissioners discussed the system for reimbursements on this grant. Pending clarification on the distribution of funds, Commissioner Nixon made a motion to approve the Gig Harbor Volleyball PEG Grant application with a funding limit of \$15,000. Commissioner Grimmer seconded the motion. After no further discussion, the motion was approved with a 4-1 vote with Commissioner Iverson dissenting.

5.b R2019-001 Authorizing Executive Director to sign Architectural & Engineering Contract

Commissioner Hill opened up discussion about the Architectural & Engineering Contract. After brief conversation, Commissioner Grimmer made a motion to approve R2019-001 to authorize the Executive Director to sign the Architectural & Engineering Contract, seconded by Commissioner Nixon. After a discussion, Commissioner Hill called for the vote and motion passed 4-1 with Commissioner Babich dissenting.

ITEM 6 New Business

6.a Community Recreation Center Project Sub-Committee Discussion

Richard Fink distributed a handout that outlined the sub-committee he proposed for the Commissioners: Project, Fundraising, and Marketing sub-committees. Commissioner discussed best roles and will follow up with sub-committee placements soon.

6.a.1 CRC Board project Committee Updates (Nixon/Babich)

Commissioner Babich gave an update on consultants contacted, and a review of the site visit with Commissioner Hill to the Canterwood air supported structure. There was an additional handout with specifications about that facility.

6.b Monthly Study Sessions

Commissioner Hill opened a discussion regarding monthly study sessions and Commissioner discussed a plan to add study sessions to the monthly schedule. After consulting with staff, Commissioners agreed to meet at 5:00pm for a study session on the first Monday of the month, prior to the regular meeting.

ITEM 7 Comments by Board: Commissioner Nixon noted the 2/26 work session was helpful.

ITEM 8 Next Board Meeting: Monday, March 18, 2019

ITEM 9 Executive Session: Commissioners were in Executive Session from 7:35-8:30pm to discuss the performance of a public employee per RCW 42.30.110(1)(g).

ITEM 10 Adjournment

Commissioner Hill adjourned the meeting at 8:30pm.

APPROVED BY THE BOARD ON: _____

President

Submitted by: *Jessica Smiley* ☺

Clerk



Peninsula Metropolitan Park District

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

REGULAR MEETING MINUTES

Monday, March 18, 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

Commissioners Absent:

Todd Iverson (excused)

Citizens:

none

Staff:

Elaine Sorensen
Eric Guenther
Ed Lewis
Chuck Cuzzetto
Michael Schick
Roger Sargeant, consultant
Mark Roberts, attorney

REGULAR MEETING AGENDA:

ITEM 1 Approval of Agenda

Commissioner Hill request to add item 3.a.1, an introduction to Roger Sargeant, consultant. Commissioner Nixon made a motion to approve the agenda with this amendment; seconded by Commissioner Grimmer. Amended Agenda was approved with a 4-0 vote.

ITEM 2 Citizen Comments: none

ITEM 3 Presentations

3.a Staff Report/Community Recreation summer event update

Michael Schick and Chuck Cuzzetto presented a community recreation summer event proposal, to change the name of the June special event from “Food Truck Feast” to “Party in the Park.” This event will also expand to use the entire park to serve the needs of all citizens. Beer Garden non-profit sponsor will be Peninsula Hands on Art. Commissioner had a brief discussion regarding the changes. Commissioner Babich made a motion to divert budget line “Food Truck Feast” to the new name “Party in the Park;” seconded by Commissioner Grimmer. After no further discussion, the motion was approved with a 4-0 vote.

Elaine Sorensen gave comments regarding the staff report including Dragon Boat rummage sale, playground and asphalt bids, and new intern and part time leaders for the recreation department.

3.a.1 Introduction of Roger Sargeant, consultant

Commissioner Grimmer introduced Roger Sargeant, consultant for the recreation center project. Mr. Sargeant gave his background and biographical information to the Board. Commissioners asked questions regarding the project, specifically layout, amenities, and floor surfaces.

3.b Financial Report: No discussion.

3.c President’s Report: None

ITEM 4 Consent Agenda

4.a Approval of Meeting Minutes: none

4.b Approval of Vouchers: ■ \$119,468.65, V2019032-V2019043 ■ \$70,402.32, V2019045-V2019073

4.c Approval of Consent Agenda

Commissioner Grimmer made a motion to approve the consent agenda. Commissioner Babich seconded the motion. After no discussion, the motion passed 4-0.

ITEM 5 Old Business

5.a PEG Grant: Gig Harbor Volleyball

Commissioner Hill opened discussion about R2019-02 to award a \$15,000 PEG Grant to Gig Harbor Volleyball. After a brief discussion to clarify the payment process, Commissioner Grimmer made a motion to approve R2019-02, seconded by Commissioner Nixon. The Resolution passed with a vote of 4-0.

5.b Community Recreation Center Project Sub-Committee reports

Ed Lewis presented an update regarding the recreation center project, including meeting with site owner, golf supplies, maintenance equipment, and assets in the commercial kitchen. Commissioner Nixon remarked that he attended a design team meeting and discussed permits. Commissioners had discussion around the cost of the project, staff reported cost is now at \$21 million. Commissioners discussed request for meeting from neighbor of project site, tabled.

ITEM 6 New Business

6.a Parks Appreciation Day Proclamation

Commissioner Babich made a motion to approve the Proclamation for 2019 Parks Appreciation Day (4/27/19), seconded by Commissioner Nixon. After no discussion, motion passed 4-0.

6.b Personnel Housekeeping

Elaine Sorensen presented two new job descriptions for the Board to approve: Marketing Specialist (FTE) and Recreation Leader (Summer PT). Commissioner Grimmer made a motion to approve both job descriptions, seconded by Commissioner Nixon. After brief discussion, the motion passed 4-0.

ITEM 7 Comments by Board: Commissioner Grimmer toured the Canterwood facility and shared learnings. Commissioner Nixon thanked all the staff for how beautiful the parks are. Commissioner Hill presented an idea about sponsoring a Dragon Boat at the Paddlers Cup. The Board discussed this with legal input from Mark Roberts. Commissioner Grimmer made a motion to use marketing funds to sponsor a PMPD staff boat on 4/28/19 to support the Paddlers Cup. Commissioner Nixon seconded the motion and it passed with a vote of 4-0.

ITEM 8 Next Board Meeting: Monday, March 18, 2019

ITEM 9 Executive Session: Commissioners went in Executive Session at 7:25pm for 45 minutes to discuss the performance of a public employee and real estate per RCW 42.30.110(1)(g)(b)(c) and returned to regular meeting at 8:15pm.

ITEM 10 Adjournment

Commissioner Hill adjourned the meeting at 8:16pm.

APPROVED BY THE BOARD ON: _____

President
Submitted by: *Jessica Smiley* ☺

Clerk



Finance Department
District Payment Transmittal

District Name: Metro Park District-Peninsula

PAYMENT LISTING

<u>Trans Date</u>	<u>District Ref #</u>	<u>Payee Printed Name</u>	<u>Amount</u>
3/15/19	V2019-101	DEPARTMENT OF REVENUE	\$791.33
3/15/19	V2019-102	Custom Shirt Shop	\$1,721.21
3/15/19	V2019-103	Gig Harbor Marina & Boatyard	\$1,005.37
3/15/19	V2019-104	Teach Me	\$465.50
3/15/19	V2019-105	HOME DEPOT	\$696.94
3/15/19	V2019-106	CONAN FUEL	\$1,583.65
3/15/19	V2019-107	Sarco Supply	\$444.47
3/15/19	V2019-108	UNITED LAMP SUPPLY INC	\$349.85
3/15/19	V2019-109	Pioneer Fire & Security	\$140.00
3/15/19	V2019-110	WESTBAY AUTO PARTS	\$175.48
3/15/19	V2019-111	Pierce County Budget and Finance	\$90.00
3/15/19	V2019-112	PURDY TOPSOIL & GRAVEL	\$91.14
3/15/19	V2019-113	PCRCD, LLC	\$32.61
3/15/19	V2019-114	PATRIOT FIRE PROTECTION INC	\$2,028.52
3/18/19	V2019-115	Peninsula Metropolitan Park District	\$46,407.03
3/18/19	V2019-116	Merry Makers	\$400.98
3/18/19	V2019-117	SOFTWAREONE INC	\$4,726.91
3/18/19	V2019-118	FENCE SPECIALISTS	\$51.67
3/18/19	V2019-119	WRPA	\$618.00
3/18/19	V2019-120	Donna Moen	\$1,080.00
3/18/19	V2019-121	PACIFIC OFFICE AUTOMATION	\$324.25
3/18/19	V2019-122	Cole Rushforth	\$644.00
Payment Count: 22		Total Amount:	<u>\$63,868.91</u>

Payment Count: 22
Payment Total: \$63,868.91

CERTIFICATION

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

<u>M. Heil</u> Authorized District Official Signature	<u>03-18-2019</u> Date	_____ Authorized District Official Signature	_____ Date
<u>[Signature]</u> Authorized District Official Signature	<u>3/18/19</u> 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 _____



Peninsula Metropolitan Park District

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

DISTRICT COMMISSION MEMO

To: Peninsula Metropolitan Park District Board of Commissioners
From: Glenn Akramoff, Interim Executive Director
Date: April 8, 2019
Subject: **Demarche Consulting Group Contract - Interim Executive Director.**

Background/Analysis

With the recent transition of the Executive Director it is necessary to have an Interim Director run the day to day operations of the District while the Board searches for a permanent replacement. The District will contract with Demarche Consulting Group and Glenn Akramoff to fill the position of Interim Executive Director. The purpose of this position is to provide executive-level management support and leadership for the district staff while evaluating the operation for effectiveness and efficiency. The position will also include facilitating the recruitment process for the permanent Executive Director and completing preparations for their arrival. Working to implement the short-term and long-term strategies identified in the future operations assessment will also be included. The Interim Executive Director will report directly to the PenMet District Board.

Timeline and Funding

Attached is the contract and scope of work for the Interim Executive Director services. The scope of work outlines the Interim Executive Director focus for approximately six months starting on March 25, 2019. Adjustments can be made by the Board of Commissioners as needed to meet their goals for the project. The amount of the contract is not to exceed \$143,000.

Recommendation

It is recommended the Board of Commissioners authorize the Board President to sign the contract with Demarche Consulting Group for the Interim Executive Director services per the scope of work.

Policy Implications/Support

1. The Board of Commissioners needs an Interim Director to meet the day to day needs of the customers of the district.

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.



Interim Executive Director

MICROSOFT OFFICE USER





Scope of Work: Interim Executive Director PenMet Parks

The PenMet Parks District will contract with Demarche Consulting Group and Glenn Akramoff to fill the position of Interim Executive Director. The purpose of this position is to provide executive-level management support and leadership for the district staff while evaluating the operation for effectiveness and efficiency. The position will also include facilitating the recruitment process for the permanent Executive Director and completing preparations for their arrival. Working to implement the short-term and long-term strategies identified in the future operations assessment will also be included.

The Interim Executive Director will report directly to the PenMet District Board and will work on-site at the District Administration building based on the hours described below. The District agrees to provide a work area, a computer and a phone for the Interim Executive Director. A District vehicle is not available for use by the Interim Executive Director, but mileage will be reimbursed based on the current IRS Mileage Reimbursement Rate.

The Interim Executive Director will provide monthly written progress updates to the District Board. The District Board will also be provided a written report with the monthly billing from Demarche Consulting Group.

It will be necessary for the Interim Executive Director to attend and participate in District Board meetings, regional meetings and other public meetings. Attendance at special meetings and/or events will be coordinated in advance by the District Board.

Estimated Project Cost:

The scope of work is divided into phases, beginning in March 2019 and concluding on or around September 2019 (approximately six months). The phases and estimated costs are provided below.

Task Description	Weekly Rate	Estimated weeks	Estimated Cost
Phase 1 – Teaching and Direct	\$5000	14	\$70,000.00
Phase 2 – Empower and Coach	\$5000	9	\$45,000.00
Phase 3 – Support Confidence Building	\$5000	4	\$20,000.00
Phase 4 – Transition and Resource	\$5000	2	\$8,000.00
Estimated Total:		29	\$143,000.00



The estimates provided above do not include reimbursable expenses, such as mileage reimbursement.

Key Work Items for the Interim Executive Director:

The following tasks are the major focus areas for the Interim Executive Director. There will be many other details and items that will be addressed during the process. The District Board can provide additional direction as needed.

TASK 1 – PROVIDE STABILITY OF THE DAY TO OPERATIONS OF THE DISTRICT

Take the leadership role of the district operation. Provide direction to District staff in all areas of operation. Evaluate all processes and procedures for effectiveness and efficiency and make changes as necessary. Provide the District Board regular updates on actions taken. Document decisions and changes for the future fulltime Executive Director.

TASK 2 – COMPLETE AN OPERATIONAL ASSESSMENT

A complete and operational assessment of the district operation to include the following areas:

- Workplace Culture
- Operational Structure
- Work Processes
- Operational Systems
- External Forces
- Performance Measurement

Provide the results in a written report to the District Board to include recommended changes and improvements.

TASK 3 – EVALUATE AND DIRECT THE RECREATION CENTER PROJECT

Evaluate the progress, process and details of the current recreation center project. The evaluation will include design progress, funding plans, timelines, communication plan and project management processes. Report out all results to the District Board. Make any appropriate changes and updates.



TASK 4 – FACILITATE AND SUPPORT THE PERMANENT EXECUTIVE DIRECTOR SELECTION PROCESS

Facilitate a process with the District Board that creates the criteria, process and timeline for the Executive Director selection process. Provide data and background to the board for the determination who will complete the selection process. Support the effort and prepare the organizations for the arrival of the new Executive Director.

TASK 5 – PENDING BOARD DIRECTION, BEGIN IMPLEMENTATION OF ASSESSMENT RECOMMENDATION

Once the operations assessment is completed, begin the implementation process of the recommended changes that the District Board approves. Work with District Staff throughout the change process. Communicate progress the District Board. Document the changes, progress and timelines for the incoming Executive Director.

CONTRACT CALENDAR AND WORK PHASES:

The scope of work for the Interim Executive Director position is divided into four phases. The five tasks identified above will be addressed in the first three phases. The fourth phase of work is intended to be a support phase to ensure the effective implementation of the transition to the permanent Executive Director, effective operations, projects, and long-term strategies.

PHASE 1 – TEACH AND DIRECT: March 25, 2019 to June 28, 2019 (3 months) Estimated at 45 hours per week

The Interim Executive Director will assume the leadership role of the district operation and evaluate staff effectiveness. The Interim Executive Director will work on-site at the District Administration building a minimum of 30 hours per week during this phase of work.

Key deliverables include:

1. Assume the leadership role of the District Executive Director, assess ongoing operations and implement needed day-to-day changes for efficiency and effectiveness and to meet industry standards and best practices. (Task 1)
2. Complete an operational assessment with recommendations and present to the District Board for consideration. (Task 2)



3. Begin evaluating of the Recreation Center capital project and make appropriate changes as needed. (Task 3)
4. Prepare for and implement the new Executive Director recruitment, to include the search process and preparation for arrival. (Task 4)
5. Assess long-term staffing needs, fill any open positions and draft a plan for a future structure to meet them. Identify the long-term reporting structure. (Task 1 & 5)
6. Complete the evaluation of all major work programs and begin the documentation process to capture procedures, policies, asset inventories, inspections and other record management objectives. (Task 5)

PHASE 2 – EMPOWER AND COACH:

July 1, 2019 – August 23, 2019 (2 months)

Estimated at 35 hours per week

The Interim Executive Director will begin to empower the district staff as the change process continues. Some leadership and management responsibility will be moved to the district managers and leaders, as appropriate. This part of the process allows for a sustainable and consistent work product and is the beginning of the transition process to a new Executive Director. The Interim Executive Director will guide the process and begin to move into a coaching role.

Key deliverables include:

1. Begin operational assessment recommendations implementation and keep the District Board informed as to progress. (Task 2)
2. Continue oversight of the Recreation Center capital project and make appropriate adjustments as needed. Keep the District Board informed as to progress. (Task 3)
3. Implement the new Executive Director hiring process and begin preparation for arrival. (Task 4)
4. Coordination with the District Board to develop the long-term structure of the district. (Task 5)



5. Continue the documentation process, to include documentation of written processes and procedures. (Task 5)

**PHASE 3 – SUPPORT CONFIDENCE BUILDING:
August 26, 2019 – September 13, 2019 (1 month)
Estimated at 30 hours per week**

The Interim Executive Director will continue reducing his role in the day-to-day activities of the district and will focus more on the preparation for the new Executive Director as well as high-level policy issues and more long-range activities. The role will change to that of supporting problem-solving and sustainable daily work activities. The Interim Executive Director will also put the finishing touches on the hiring process, documentation and make the final presentations of results and reports as needed.

Key deliverables include:

1. Prepare final documents and reports for the operational assessment recommendations. (Task 5)
2. Provide presentations on each of the above reports as needed. (All)
3. Begin preparing for the transition process. (Task 4)
4. Complete all tasks as assigned by the District Board. (Task 1)

**PHASE 4 – TRANSITION AND RESOURCE
September 16, 2019 – September 27, 2019 (approximately two weeks)**

Key deliverables include:

1. Facilitate a seamless transition to the new Executive Director. (Task 4)
2. Prepare a final report for the District Board and new Executive Director outlining completed tasks and status of ongoing items. (All)
3. Be available to the Board and New Executive Director. (Task 4)

*There are many unknowns at this point that may lengthen phase four. The District Board and the Interim Director will remain flexible with the intention of meeting this schedule.





Other Relevant Information:

The Interim Executive Director will not be available for work on the following dates:

1	May 3 and May 6
2	June 5 – June 7
3	August 31 – September 13

The list provided above does not preclude the Interim Executive Director from requesting additional time-off. Days off will not be billed to the District. District Holidays will not be billed unless work is assigned by the District Board. The Interim Executive Director will be providing service to other clients. This will not interfere with the interim role although it may impact in person availability at times

Demarche Consulting Group Other Resources

The Demarche Consulting Group has a cadre of other technical and skilled staff that may be available to assist on some of the technical aspects of the work, as determined by the Interim Executive Director and in coordination with the District. Bios and resumes of Demarche Staff will be provided as requested. A statement of qualifications is provided separately as a reference.

Peninsula Metropolitan Park District



PROFESSIONAL SERVICES AGREEMENT For Consulting Services

THIS PROFESSIONAL SERVICES AGREEMENT ("Agreement") is made and entered into this ____ day of March 2019 (for reference purposes only), by and between the PENINSULA METROPOLITAN PARK DISTRICT, a municipal corporation, hereinafter referred to as the "District", and DEMARCHE CONSULTING GROUP, whose address is 601 – 1st Ave., Suite 621, Seattle, WA, 98104, hereinafter referred to as the "Consultant".

WITNESSETH:

WHEREAS, the Consultant through Glenn Akramoff provides executive-level management, support, leadership and consulting services to government agencies and represents it is qualified to perform the services described in the Scope of Work attached as Exhibit A and incorporated herein (the "Scope of Work" or "Services") and holds all necessary licenses and government permits therefore;

WHEREAS, the District desires to utilize the Consultant's Services as described in the Scope of Work to enhance the efficiency and effectiveness of the District and its ability to meet the needs of citizens residing within its district;

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

1. Independent Consultant Status. The Consultant and Mr. Akramoff are considered independent consultants who shall at all times perform the duties and responsibilities and carry out all Services as an independent consultant and shall never represent or construe its status to be that of an employee of the District, nor shall Mr. Akramoff be eligible for any employee benefits.
 - A. The Consultant represents and warrants that any and all federal, state, and local mandatory deductions or other charges and taxes imposed by law and/or regulation upon the Consultant are current. The Consultant acknowledges that all such deductions, charges and taxes shall be the sole responsibility of the Consultant. If the District is assessed, liable or responsible in any manner for those deductions, charges or taxes, the Consultant agrees to indemnify and hold the District harmless from those costs, including attorney's fees.
 - B. The Consultant shall provide at its sole expense all materials, office space, telephone and utility services, and other necessities to perform fully and timely its duties and Services under this Agreement, except otherwise specified in writing.
 - C. The Consultant shall comply with all applicable federal, state and local laws, ordinances, rules and regulations, and shall assist the District in complying with all conditions concerning grants and other federal assistance under the laws of

the County of Pierce, the State of Washington, the United States of America, or such other laws as are applicable. The Consultant shall at its sole expense, obtain and keep in force any necessary licenses, permits, and tax certificates.

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

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

2. Scope of Work. The Consultant agrees to perform Services under this Agreement as specified in the Scope of Work attached Exhibit A. The District agrees and accepts Mr. Akramoff as the primary person responsible for performing the Services but reserves the right to reject any other person provided by Consultant to perform the Services.
3. Compensation and Method of Payment.
- A. In consideration of the Services to be provided by Consultant and Mr. Akramoff pursuant to the Scope of Work, the District will pay up to but not to exceed One Hundred Forty-three Thousand Dollars (\$143,000.00) including WSST unless increased or decreased pursuant to the parties express written agreement. Compensation for Services shall be paid in accordance with the rates set forth in the Scope of Work. Consultant is responsible for working within the agreed maximum price. Should the consultant incur costs beyond the agreement amount without an executed amendment to this agreement, the Consultant is solely responsible for the additional costs.
- B. In the event that the Consultant fails to pay any assessed mandatory deductions including, but not limited to, industrial insurance, FICA, Employment Security, and federal withholding the Consultant authorizes the District to deduct and withhold or pay over to the appropriate governmental agencies those unpaid amounts upon request and direction by the appropriate governmental agency. Any such payment will be deducted from the Consultant's total compensation.
- C. Payment to the Consultant will be made only upon receipt of the Consultant's original written invoice following performance of the Services provided herein (or for the percentage completed) and during the District's ordinary billing cycle. The District's ordinary billing cycle is once per month.
- D. Final payment will not be made until all Services and work have been completed to the full satisfaction of and accepted by the District, which may include acceptance by the Board of Park Commissioners.
- E. All payments shall be subject to adjustment for any amounts, upon audit or otherwise, to have been improperly invoiced. In no event shall the total of the District's payment pursuant hereto exceed the agreed maximum price set forth in Paragraph 3.A. above. Any request for payment in excess of the agreed maximum price shall automatically be rejected unless, prior to performing the work or service, the Consultant has obtained express written approval from the District for such work or Services and written approval of the additional cost.

4. Reporting. The Consultant, at such time and in such form as the District may require, shall furnish the District with periodic reports pertaining to the work and Services undertaken pursuant to this Agreement. The Consultant will make available to the District all work-related accounts and records for auditing, monitoring, or evaluation during normal business hours.
5. Ownership of Work Product / Confidentiality.
 - A. All work product, including any reports, data, studies, surveys, charts, maps, drawings, specifications, figures, photographs, memoranda, and any other documents which are developed, compiled or produced as a result of this Agreement, whether or not completed, shall be vested in the District.
 - B. The Consultant agrees that all materials containing confidential information received pursuant to this Agreement shall not be disclosed without PenMet Parks' express written consent. Consultant agrees to provide PenMet Parks with immediate written notification of any person seeking disclosure of any confidential information obtained for PenMet Parks.
6. Standard of Care. Consultant shall perform its work to conform to generally accepted professional standards. Consultant shall be responsible for the professional quality, technical adequacy and accuracy, timely completion and coordination of all assessments and reports prepared pursuant to this Agreement. Consultant shall, without additional compensation, correct or revise any errors or omissions in such work.
7. Time. Time is a material consideration in the performance of all work by the Consultant under this Agreement. The Consultant shall complete its work and Services within the agreed upon schedule; including any established milestones and task completion dates, and the overall period of performance, set forth in the Scope of Work. The completion dates for tasks may be modified by a written directive; however, the period of performance for the Agreement may only be modified through an amendment. The period of performance and contract milestones shall not be extended because of any unwarranted delays attributable to the Consultant. The period of performance and contract milestones may be extended in the event of a delay caused by the District which results in a delay in the performance of an affected task, because of unavoidable delay caused by any governmental action, or other conditions beyond the control of the Consultant, which could not reasonably be anticipated and which results in a delay in the period of performance and contract schedule.
8. Termination. The District may terminate the performance of Services under this Agreement through written notice to the Consultant, in whole, or from time to time in part, whenever the Consultant fails to perform in a timely manner and fully, faithfully, and in a safe and responsible manner, the Services required herein, or whenever the fulfillment or accomplishment of the purpose of this Agreement has in the judgment of the District become impossible or impractical for whatever reason.
 - A. If the cause of termination is by reason of the breach of this Agreement by the Consultant, then termination shall not relieve the Consultant of liability to the District for damages sustained by the District, and the District may withhold any payments to the Consultant for the purpose of set-off until such time as the exact amount owing the Consultant is determined.

- B. If the cause of termination is not by reason of the breach of this Agreement by the Consultant, then the District shall be liable only for payment of work performed or furnished prior to the effective date of termination. The Consultant will be paid an amount which bears the same ratio to the total compensation as the Services actually performed bear to the total Services of the Consultant covered by this Agreement, less payments of compensation previously made.
 - C. Any and all notices affecting or relative to this Agreement shall be effective if in writing and delivered or mailed, postage and fees prepaid, to the respective party being notified at the address listed with the signature of this Agreement. The parties' addresses may be changed by the same method of notice.
9. Indemnification / Hold Harmless.
- A. The Consultant shall indemnify and hold the District and its commissioners, officers and employees harmless from and shall process and defend at its own expense all claims, demands, or suits at law or equity arising in whole or in part from the Consultant's negligence, wrongful conduct or breach of any of its obligations under this Agreement, provided that nothing herein shall require Consultant to indemnify and defend the District against and hold harmless the District from claims, demands or suits based solely upon the conduct of the District, its commissioners, officers and employees; and provided further that if the claims or suits are caused by or result from the concurrent negligence of (a) the Consultant's agents or employees, and (b) the District, its agents, officers and employees, this indemnity provision with respect to (1) claims or suits based upon such negligence (2) the costs to the District of defending such claims and suits shall be valid and enforceable only to the extent of the Consultant's negligence or the negligence of the Consultant's agents or employees.
 - B. Consultant specifically assumes potential liability for actions brought by Consultant's own employees against the District and, solely for the purpose of this indemnification and defense, Consultant specifically waives any immunity under the state industrial insurance law, Title 51 RCW. Consultant recognizes that this waiver was the subject of mutual negotiation.
 - C. Should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Consultant and the District, its officers, officials, employees, and volunteers, the Consultant's liability, including the duty and cost to defend, hereunder shall be only to the extent of the Consultant's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Consultant's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Agreement.
 - D. Consultant shall, prior to commencing work under this contract, provide to the District certified copies of the following insurance policies, said policies to be maintained in force with insurers licensed to operate in the State of Washington and in a form to be approved by the District.
 - i) Commercial General Liability Policy Including:
 - (1) Premises/Operations Liability;
 - (2) Products/Completed Operations Liability;

- (3) Blanket Contractual Liability and Personal Injury; and
 - (4) Stop gap liability
 - ii) Professional Liability
 - iii) Automobile Liability
 - (1) Non-Owned and hired auto liability;
 - (2) Owned auto liability
 - iv) Vehicles Owned, Non-Owned, Leased or Hired
 - E. Under the Commercial General Liability Policy limits of protection shall not be less than \$2,000,000 per occurrence Combined Single Limit.
 - F. Said insurance policies, excepting Professional Liability Policy, shall name the District as an Additional Insured thereunder as respects any operations of the Consultant in connection with this Agreement. It is agreed that these insurance policies are primary over any insurance which may be carried by the District.
 - G. These insurance policies, excepting Professional Liability Policy, shall be further endorsed substantially: "Should any of the above described policies be cancelled before the expiration date thereof, notice will be delivered in accordance with the policy provisions."
 - H. The Professional Liability Policy shall not provide less than \$1,000,000 coverage and be endorsed substantially: "Should any of the above described policies be cancelled before the expiration date thereof, notice will be delivered in accordance with the policy provisions."
 - I. The minimum insurance coverages specified above do not limit the Consultant's liability or responsibility to the District.
10. Non-Discrimination. Except to the extent permitted by bona fide occupation qualification, the Consultant agrees as follows:
- A. The Consultant shall not discriminate against any employee or applicant for employment because of race, creed, color, national origin, marital status, sex, age, or the presence of any sensory, mental or physical handicap. The Consultant shall take affirmative action to ensure that applicants are employed and that employees are treated during employment without regard to their race, creed, color, national origin, marital status, sex, age, or the presence of any sensory, mental or physical handicap. Such action shall include, but not be limited to, the following: Recruitment, employment, upgrading, demotion or transfer, advertising, lay-off or termination, establishing rates of pay or other forms of compensation and selection for training.
 - B. The Consultant shall in all solicitation from employees or job orders for employees placed with any employment agency, union, or other firm or agency, state that all qualified applicants shall receive consideration for employment without regard to their race, creed, color, national origin, marital status, sex, age, or the presence of any sensory, mental or physical handicap. The words: "Equal Opportunity Employer" shall appear in all advertisements.

- C. The Consultant shall include the intent of the foregoing provisions in paragraphs (A) and (B) above in every subcontract or purchase order for the goods or Services which are the subject matter of this Agreement.
 - D. In the event of noncompliance by the Consultant with any of the non-discrimination provisions of the Agreement, the District will have the right, at its option, to cancel the Agreement in whole or in part by written notice. If the Agreement is canceled after partial performance, the District will be obligated to pay only for that portion of the total work authorized under this Agreement that is satisfactorily completed.
11. Assignment and Subcontract. The independent Consultant shall not assign, subcontract, delegate, or transfer any interest or claim to or under this Agreement or for any of the compensation due it hereunder, in whole or in part, except as authorized in writing by the District.
12. Conflict of Interest. No officer, employee or agent of the District who exercises any function or responsibilities in connection with the planning and carrying out of the program to which this Agreement pertains shall have any personal financial interest, direct or indirect, in this Agreement. The Consultant shall comply with all federal, state and local conflict of interest laws, statutes and regulations as they shall apply to all parties and beneficiaries under this Agreement, as well as to officers, employees or agents of the District. The Consultant represents that the Consultant presently has no interest and shall not acquire any interest, direct or indirect, in the program to which this Agreement pertains which would conflict in any manner or degree with the performance of the Consultant's Services and obligations hereunder. The Consultant further covenants that, in performance of this Agreement, no person having any such interest shall be employed.
13. Miscellaneous Provisions.
- A. Remedies Cumulative. Rights under this Agreement are cumulative and nonexclusive of any other remedy at law or in equity.
 - B. Captions. All titles, including sections or subsections, are for convenience only and do not define or limit the contents.
 - C. Severability. Any term or provision of this Agreement found to be prohibited by law shall be ineffective to the extent of such prohibition without invalidating the remainder of the Agreement.
 - D. Waiver. No covenant, term, or the breach thereof shall be deemed waived, except by written consent of the Party against whom the waiver is claimed, and any waiver of the breach of any covenant, term or condition shall not be deemed to be a waiver of any preceding or succeeding breach of the same or any other covenant, term or condition. Neither the acceptance by the District of any performance by Consultant after the time the same shall have become due nor payment to Consultant for any portion of the Services shall constitute a waiver by the District of the breach or default of any covenant, term or condition unless otherwise this is expressly agreed to by the District, in writing. The District's failure to insist on performance of any of the terms or conditions herein or to exercise any right or privilege or Metro Parkes's waiver of any breach hereunder shall not thereafter waive any other term, condition, or privilege, whether of the same or similar type.

- E. Interpretation and Venue. Washington law will govern the interpretation of this Agreement. Pierce County shall be the venue of any litigation. The prevailing party in any action arising under this Agreement shall be entitled to its reasonable attorney's and expert witness fees and costs.
 - F. Unenforceable Clauses. If one or more of the Agreement clauses is found to be unenforceable, illegal or contrary to public policy, the Agreement will remain in full force and effect except for the clauses that are unenforceable, illegal or contrary to public policy.
 - G. Entire Agreement / Amendments. This Agreement constitutes the complete and final agreement of the parties, replaces and supersedes all oral and written proposals and agreements heretofore made on the subject matter, and may be modified only by a writing signed by both parties. No additions to, or alterations of the terms of this Agreement shall be valid unless made in writing and signed by both parties. Each party hereby acknowledges receipt of a copy of this Agreement executed by both parties.
14. Performance. Time is of the essence of this Agreement in each and all of its provisions in which performance is a factor.

IN WITNESS WHEREOF, the parties hereto have executed this document as of the day and year specified below each signature to be effective March 25, 2019.

DISTRICT:

PENINSULA METROPOLITAN
PARK DISTRICT, a municipal corporation

CONSULTANT:

DEMARCHE CONSULTING GROUP

By: _____

By: _____

Print Name: _____

Title: _____

Dated: March ____, 2019.

Dated: March ____, 2019.

601 – 1st Ave., Suite 621
Seattle, WA, 98104
Ph: 425.760.5126
Fed Tax No.: 91-1962802
WA UBI No. 601-941-529
L & I Acct. No.: _____

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

5. Project Budget

① Description of Item	② Source for Cost (Vendor)	②a Quantity	③b Unit Cost	Community Match		⑥ Total Cost (④+⑤)
				④ Donated Materials, Cash & Labor	⑤* Your Cash Expended	
Watering System (See attached Winsupply invoice for details)	Winsupply	1	963.00		963.00	963.00
Signs	TBD	1	600.00		600.00	600.00
						0.00
						0.00
						0.00
						0.00
Volunteer Labor	Master Gardeners	100.00	30.46	3,046.00		3046.00
Cash Donations:						
In-kind Planning				100.00	-100.00	0.00
TOTALS:				\$ 3,146.00	\$ 1,463.00	\$ 4,609.00
50% of Project Total						\$ 2,304.50
Grant Amount Requested: Least of Col. 4 or 5 or 50% Col. 6						\$ 1,463.00
Previous Reimbursement						
Reimbursement Amount Requested: 50% or 100% ***						\$ 1,463.00

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

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



Job Name
HERITAGE RHODY GARDEN

Quote No.	Date	Page
0006431	3/08/19	2
Expiration Date		2/23/19
Revised Date		3/08/19
Bid Due Date		1/24/19

Line	Qty.	Description	Unit Price	UOM	Extended Price
BASED ON 46 RHODODENDRONS					
VALVES					
4.0	3	AV-075 3/4 BRASS ANGLE VALVE	14.2800	EA	42.84
5.0	3	RBY075MPTX 3/4 WYE FLT 200M SC	12.8700	EA	38.61
6.0	3	1436-007 3/4 PVC INS X MIP	.8000	EA	2.40
7.0	3	430-007G 3/4 SCH40 FXF CPLG(G)	1.1300	EA	3.39
8.0	3	114BC 14X19 STD VLV BOX/ICV CV STANDARD GREEN COMPLETE W/LID	22.8100	EA	68.43
10.0	46	1402-007 3/4 PVC IXIXF T	2.3000	EA	105.80
11.0	3	1401-007 3/4 PVC IXIXI T	1.5300	EA	4.59
12.0	100	H12SS 11/16X1-1/4 SS HOSE CLMP #12 HOSE CLAMP	.9800	EA	98.00
13.0	46	XFFMA075 17MM BX3/4MPT XFF ADP	.2700	EA	12.42
14.0	46	XFFTTEE 17MM BXBXB XFF TEE	.2600	EA	11.96
16.0	1	30VK 30 MANUAL VALVE KEY PART #85482	7.4000	EA	7.40
TREE RINGS					
18.0	3	TECHLINE CV .92GPH 12" 100'	69.4000	EA	208.20
19.0	3	XT700100 1/2 XERI-TUBE HVY 100	23.2400	EA	69.72
20.0	250	TDS050BEND GLV TIE DWN F1/2 20/BAG	.2400	EA	60.00
21.0	46	XFFTTEE 17MM BXBXB XFF TEE	.2600	EA	11.96
SUPPLY PIPE					
23.0	2	A 940 3/4"X500' PE TUBING	58.1500	EA	116.30
24.0	2	T135-O OR HNDL PTFE BLDE	12.6400	EA	25.28
THANK YOU FOR THE OPPORTUNITY TO QUOTE YOU ON THIS MATERIAL					

Tax Area Id	Net Sales	887.30
480535405	Freight	.00
	Tax	70.10
	Quotation Total	957.40



Peninsula Metropolitan Park District

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

REGULAR MEETING MINUTES

Monday, April 8, 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 (by phone)
Kurt Grimmer

Commissioners Absent:

Todd Iverson (excused)

Staff:

Glenn Akramoff
Eric Guenther
Jessica Smiley

Citizens:

Julie Tappero
Scott Gray
Heath Heikkila

REGULAR MEETING AGENDA:

ITEM 1 Approval of Agenda

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

ITEM 2 Citizen Comments

Heath Heikkila, local citizen and board member of Harbor Soccer Club gave testimony to support lighting the turf field at Sehmel Homestead Park.

Jeff Wenrich, President of Harbor Soccer Club gave testimony to support lighting the turf field at Sehmel Homestead Park and strong partnership between the District and the soccer club.

ITEM 3 Presentations

3.a Executive Director Report

Glenn Akramoff brought attention to the staff report submitted in the agenda packet and gave updates to the Board. Next study session will focus on the recreation center project. Board and Staff will receive regular updates from the Executive. Glenn Akramoff asked Commissioners if he has approval to make recommended formatting changes to the Agenda for more ease of access for citizens, and Board gave consensus approval.

3.b President's Report

Commissioner Hill gave a warm welcome to the new Interim Executive. Commissioner Hill gave updates on meetings regarding senior programs in the community that Commissioners attended.

ITEM 4 Consent Agenda

4.a Approval of Meeting Minutes: 3-4-19 Regular, 3-18-19 Regular

4.b Approval of Vouchers: ■ \$63,868.91 • Reference numbers: V2019101- V2019122

4.c DeMarche contract for Interim Executive

4.d 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 4-0.

ITEM 5 Old Business

5.a Women's Wellness Expo

Glenn Akramoff gave an update about the Women's Wellness Expo scheduled for July 13. The director of the event will be on a personal services agreement, attendance will be managed for capacity of Sehmel Homestead Park, sponsorships are strong and the massive volunteer effort will ease **burden** on staff. There was no discussion or action.

ITEM 6 New Business

6.a R2019-04 PEG Grant: Master Gardeners

Eric Guenther presented the PEG Grant application for the Master Gardeners irrigation and signage project at the Heritage Garden at Sehmel Homestead Park. After a brief discussion, Commissioner Grimmer made a motion to amend the Resolution by adding "signage," and approve R2019-04 and authorize up to \$1,600 for the Master Gardeners irrigation and signage. Commissioner Babich seconded the motion; with no further discussion the motion passed 4-0.

ITEM 7 Comments by Board/Subcommittee Reports

Commissioner Hill gave staff direction to change both Key Bank and Bank of America signature card signing authority to Commissioners Hill, Babich, and Nixon.

7.a Community Center (Nixon/Babich)

Commissioner Hill tabled this item until next meeting on April 22.

7.b Marketing (Grimmer)

Commissioner Grimmer gave update from first meeting with Chuck Cuzzetto.

7.c Fundraising (Hill)

No update.

ITEM 8 Next Board Meeting: Monday, April 22, 2019 (Study Session) and
Monday, April 22, 2019 (Regular)

ITEM 9 Executive Session: none

ITEM 10 Adjourment

Commissioner Hill adjourned the meeting at 6:44pm.

APPROVED BY THE BOARD ON: 2-1





President

Submitted by: *Jessica Smile*

Clerk



Peninsula Metropolitan Park District

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

STUDY SESSION MINUTES

Monday, April 8, 2019, 5:00pm

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 (by phone)
Kurt Grimmer

Commissioners Absent:

Todd Iverson (excused)

Citizens:

Julie Tappero
Scott Gray

Staff:

Glenn Akramoff
Eric Guenther
Chuck Cuzzetto

ITEM 1 Approval of Agenda

ITEM 2 Presentations

2.a Staff Report: Website

Chuck Cuzzetto and Randall Southam from Southam Creative presented a preview of the new website for the District.

ITEM 3 Board Discussion

3.a Website

Board members engaged in a discussion about the new website and gave recommendations of certain items they hope to be integrated: search bar on main page, an active calendar with upcoming events, policies added, sidebar for suggesting other programs or parks, and the ability to add a photo when using the Contact Us feature.

ITEM 4 Adjournment

Commissioner Hill adjourned the meeting at 5:58pm.

APPROVED BY THE BOARD ON: 2-1

Moffet

Smith

President

Clerk

Submitted by: *Jessica Smile*