



# Peninsula Metropolitan Park District

PO Box 425 – Gig Harbor, WA 98335  
253-858-3400 – info@penmetparks.org  
[www.penmetparks.org](http://www.penmetparks.org)

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## REGULAR MEETING AGENDA

May 19, 2020, 6:00 PM

**ATTENTION:** Protecting the public, our partners, and our staff are of the utmost importance. Due to recent health concerns with the novel coronavirus, the Park Board has decided to host the meeting online. In accordance with the Governor's Stay at Home Order issued on March 23, 2020, the public is strongly encouraged to participate via teleconference. You can listen to the study session and regular meeting by phone at the following number +1 253-215-8782 Meeting ID: 881 7792 1965 Password: 526201. Via Zoom: Meeting ID: 881 7792 1965 Password: PenMet0519

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### Call to Order

### Commissioner Roll Call:

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

### ITEM 1 Approval of Agenda

### ITEM 2 Citizen Comments

Due to current circumstances, we will be accepting citizen comments via email at [ssnuffin@penmetparks.org](mailto:ssnuffin@penmetparks.org) up until 5:00 PM May 18, 2020. Comments will be read and recorded in the meeting.

### ITEM 3 Presentations

3a. [Director's Report](#)

3b. [Finance Report](#)

3c. Presidents Report

### ITEM 4 Consent Agenda

4a. [Approval of Meeting Minutes](#)

[04/15/20 Special Meeting Minutes, 05/04/20- CRC Interview Minutes, 5-05-20 Study Session and Regular Minutes, 04-21-20 Regular Minutes Change](#)

4b. [Approval of Vouchers](#)

[\\$148,365.65 Reference Number: V2020-243-261](#)



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- ITEM 5 Unfinished Business**
  - 5a. [Covid-19 Fiscal Update](#)
- ITEM 6 New Business**
  - 6a. Recreation Update
  - 6b. [Design Firm Selection](#)
  - 6c. [Demarche Consulting Group Contract](#)
  - 6d. [RCO Grant Authorizations: R2020-007, R2020-008, R2020-009](#)
- ITEM 7 Comments by Board**
  - 7a. CRC Budget Committee Report
  - 7b. CRC Marketing Committee Report
  - 7c. CRC Operations Committee Report
  - 7d. General Comments
- ITEM 8 Next Board Meetings** Tues. June 2, 2020 (Study and Regular) Via Zoom Meeting
- ITEM 9 Executive Session:**
  - 9a. Executive Session to consider the acquisition of real estate per [RCW 42.30.110(1)(b)]
- ITEM 10 Adjournment**

## AGENDA POLICY

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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.

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



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## EXECUTIVE DIRECTOR REPORT: May 19, 2020

- A DRAFT framework document that outlines the PenMet phased approach to re-opening park features and amenities will be reviewed as part of the May 19 COVID-19 Fiscal Update
- A recurring meeting structure for CRC Committee meetings has now been set, and are tentatively schedules to occur bi-weekly (on the “off-weeks” between Board Meetings)
- Special thanks to the District’s Commissioners for their input and thoughtfulness in developing the Employee Spotlight section which recognized the entire PenMet Staff for their efforts. Much appreciated!
- I am working with fellow parks professional in Pierce County, along with WRPA contacts, to investigate future funding options from government resources. I have offered to serve on a legislative panel with Lobbyist Doug Levy.



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## DEPARTMENT STAFF REPORT: May 6 – May 19, 2020

### Marketing/Communications

- District Parks and Recreation Guide completed and sent to press
- General email sent to public regarding beach access being open
- Phased re-opening framework for parks, facilities and recreation in progress
- Interview with Executive Director and Tacoma News Tribune (Article issued week of May 11<sup>th</sup>)
- Information provided to Gig Harbor Living Local on safe and healthy recreation in parks
- Guest on Harbor WildWatch video(s) thanking them for their partnership and to recreate responsibly at beach access areas
- Signage created and placed at various parks and beaches as reminders for parking and recreating responsibly
- Twice weekly tri-county meetings regarding COVID-19 in relation to parks and recreation

### Capital

- CRC Architect/Designer interviews conducted 5/5/20
- Selection decision process currently underway
- GCCM application submitted to Project Review Committee 4/19/20.
- Presentation scheduled for 5/28/20
- CRC WIFI planning 2/24/20 & 4/29/20
- Hardware ordered
- Working on schedule for wiring
- Field lights installed and operational. Scheduling started 2/26/20
- Permits approved for SHP Lighting project and final
- Negotiating with GPC over amphitheater parking lights reaching tentative agreement, adjusting Meadow boundaries to match grass area
- Scoreboard installed; training completed
- Lighting project (MUSCO) with Scoreboard (Daktronics) completed.
- Hales Pass renovation design underway and under review; cost estimate received, reviewed, and undergoing revisions
- Shared design progress with public at Arletta Store, on website, and e-mail to meeting attendees

### Finance Report

- Working on the backup of the years 2004 – 2020 for the BIAS software upgrade
- Will begin the 2021 Budget process next week



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## Human Resources

- All staff are reading the PenMet Emergency Management Plan for training in May
- In June or July all staff will participate in fire, earthquake and other drills
- Will begin meetings with the staff for the HR manual revision draft during May and June

PEG Grants in progress under consideration: (Currently on hold due to COVID-19 Restrictions)

- Voyager PTA Playground (approved, in progress, presenting for reimbursement soon (Currently on hold)

## Volunteers

- Parks Appreciation Day April 25 Postponed, working on non-structured version for now
- Considering National Trails Day event in June following non-structured template from PAD
- Considering Pierce County Trails Day event in July following non-structured template from PAD

## Maintenance & Facilities

- Electrical inspection completed for SHP soccer field and parking lot lighting
- Finished Pen Gardens storm water retention pond located in back of old green house
- Hired Pierce County Security to patrol and enforce park rules, parking ETC.
- Replacing vandalized (cut) pad locks and chains around gates at SHP tennis and football field, Rosedale tennis courts and Hales Pass tennis courts all in total 12 pad locks and chains
- Painted speed bumps down the hill to Narrows Park
- Completed Maintenance staff training for new scoreboard on field #1 at SHP

## Recreation

- Kelly has been working with the TAC committees on Teen Events and what those will look like the rest of 2020
- Spencer has continued to reach out to community members to check in and see how they are doing. Also taking the time to talk with people about becoming coaches or officials for our programs in the future by building those relationships
- Staff has continued to watch webinars from WRPA along with other agencies around the country who are offering creative ideas for programming and future needs
- Kelly and Spencer have been working on providing smaller pop up sporting events such as Spikeball and Cornhole
- Brycen continues to work hand and hand with Contractors keeping them up to date with information regarding Summer Camps and Classes
- Contractors are very excited to get back to programming and seeing the participants!
- Aiden sent out the Fall/Winter Field Rental Application so he can schedule the fields from September through February 2021
- Kelly and Aiden are working on hosting a Wedding Expo to help promote our facilities and local businesses



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- Aiden has also been conducting a Focus Group which meets on Mondays to see what the community response is to park related activities and will last 4 weeks in total
- Mike and Aiden attended the Daktronics Scoreboard training for the new state of the art Scoreboard on Field #1 at Sehmel
- Staff continues to work with customers on refunds, answering camp questions and helping people register for future programs

## Events

- No Events Currently

## Staff Anniversaries:

- None

May 2020				
Tues 5/05	5/01	5:00p	Study Session	Discussion: Community Recreation Center Funding Discussion
Tues 5/05	5/01	6:00p	Regular Meeting	<p>Presentation:</p> <p>Discussion: 6a. RESOLUTION NO. R2020-006 AUTHORIZING LETTER OF ENGAGEMENT FOR LEGAL REPRESENTATION</p> <p>Approval:</p> <p><u>Consent:</u> Minutes: 4/21/20 Study Session and Regular Vouchers: V2020-192 - 242</p> <p>Executive Session: 9a. Executive Session: to consider the acquisition of real estate per [RCW 42.30.110(1)(b)]</p>
Tues 5/19	5/15	5:00p	Study Session	<p>Discussion: 2.a CRC Project Update</p> <p>1. Timeline Review 2. Committee Reports</p>
Tues 5/19	5/15	7:00p	Regular Meeting	<p>Presentation: Director's Report, Finance Report, President's Report</p> <p>Discussion: 5a. Covid-19 Fiscal Update 6a. Recreation Update 6b. Design Firm Selection 6c. Demarche Consulting Group Contract 6d. RCO Grant</p> <p>Authorizations: R2020-007, R2020-008, R2020-009</p> <p>Approval:</p> <p><u>Consent:</u> Minutes: 04/15/20 Special Meeting Minutes 05/04/20- CRC Interview Minutes 5-05-20 Study Session and Regular Minutes 04-21-20 Regular Minutes Change</p> <p>Vouchers: V2020-243 - 261 Executive Session: None</p>
June 2020				
Tues 6/02	5/29	5:00p	Study Session	Discussion:

<b>Tues 6/02</b>	5/29	6:00p	Regular Meeting	Presentation: Discussion: Approval: Review and Approve Comprehensive Financial Management Policy  <u>Consent:</u> Minutes: Vouchers: Executive Session:
<b>Tues 6/16</b>	6/12	5:00p	Study Session	Discussion:
<b>Tues 6/16</b>	6/12	6:00p	Regular Meeting	Presentation: Discussion: Approval:  <u>Consent:</u> Minutes: Vouchers: Executive Session:
<b>BUDGET</b>	Executive Director reviews staff budget requests and revenue projections			
<b>July 2020</b>				
<b>Tues 7/7</b>	7/3	5:00p	Study Session	Discussion:
<b>Tues 7/7</b>	7/3	6:00p	Regular Meeting	Presentation: Discussion: Approval:  <u>Consent:</u> Minutes: Vouchers: Executive Session:
<b>Tues 7/21</b>	7/3	5:00p	Study Session	Discussion:
<b>Tues 7/21</b>	7/3	6:00p	Regular Meeting	Presentation: Discussion: Approval: Policy update  <u>Consent:</u> Minutes: Vouchers: Executive Session:
<b>Aug 2020</b>				





# Peninsula Metropolitan Park District

## GENERAL FUND INCOME STATEMENT 2020

January - April, 2020

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Income</b>				
3100000 TAX REVENUE				
3111000 Real and Personal Property Tax	2,792,794.46	3,268,641.00	-475,846.54	85.44 %
3131700 Sales Tax	132,401.86	107,577.00	24,824.86	123.08 %
3172000 Leasehold Excise Tax	352.21	2,250.00	-1,897.79	15.65 %
<b>Total 3100000 TAX REVENUE</b>	<b>2,925,548.53</b>	<b>3,378,468.00</b>	<b>-452,919.47</b>	<b>86.59 %</b>
3400000 CHARGES FOR SERVICES				
3472000 Facility Rental Fee	21,037.76	24,463.00	-3,425.24	86.00 %
<b>Total 3400000 CHARGES FOR SERVICES</b>	<b>21,037.76</b>	<b>24,463.00</b>	<b>-3,425.24</b>	<b>86.00 %</b>
3610000 INTEREST AND OTHER EARNINGS				
3611100 Investment Interest	47,798.46	35,168.00	12,630.46	135.91 %
<b>Total 3610000 INTEREST AND OTHER EARNINGS</b>	<b>47,798.46</b>	<b>35,168.00</b>	<b>12,630.46</b>	<b>135.91 %</b>
3620000 RENTS, LEASES AND CONCESSIONS				
3625001 Long Term Golf Course Lease	15,264.09	11,590.00	3,674.09	131.70 %
3626001 Housing Rentals/Leases	18,831.17	18,161.68	669.49	103.69 %
<b>Total 3620000 RENTS, LEASES AND CONCESSIONS</b>	<b>34,095.26</b>	<b>29,751.68</b>	<b>4,343.58</b>	<b>114.60 %</b>
3670000 PRIVATE SOURCE CONTRIBUTIONS				
3671900 Private Donations - Other	250.00		250.00	
<b>Total 3670000 PRIVATE SOURCE CONTRIBUTIONS</b>	<b>250.00</b>		<b>250.00</b>	
3890000 OTHER GF NON REVENUE	3,237.57		3,237.57	
3951000 SALE OF CAPITAL ASSETS				
3951064 Sale of Machinery & Equipment	9,128.85		9,128.85	
<b>Total 3951000 SALE OF CAPITAL ASSETS</b>	<b>9,128.85</b>		<b>9,128.85</b>	
<b>Total Income</b>	<b>\$3,041,096.43</b>	<b>\$3,467,850.68</b>	<b>\$ -426,754.25</b>	<b>87.69 %</b>
<b>GROSS PROFIT</b>	<b>\$3,041,096.43</b>	<b>\$3,467,850.68</b>	<b>\$ -426,754.25</b>	<b>87.69 %</b>
<b>Expenses</b>				
5110000 LEGISLATIVE				
5111010 Board / Employee Compensation	24,192.00	22,480.00	1,712.00	107.62 %
5111020 Board Payroll Taxes	2,043.98	1,884.00	159.98	108.49 %
5111031 Office & Operating Supplies-Leg	3,457.28	200.00	3,257.28	1,728.64 %
5111044 Printing and Advertising		375.00	-375.00	
5112041 Professional Services	750.00	5,000.00	-4,250.00	15.00 %
5114049 Memberships & Training		1,818.00	-1,818.00	
5115045 Rentals	1,260.00	1,710.00	-450.00	73.68 %
5117051 Elections	19,204.00		19,204.00	
<b>Total 5110000 LEGISLATIVE</b>	<b>50,907.26</b>	<b>33,467.00</b>	<b>17,440.26</b>	<b>152.11 %</b>
5130000 EXECUTIVE				
5131010 Salaries - Exec	41,666.64	43,332.00	-1,665.36	96.16 %
5131011 Wages - Regular	40,154.41	45,004.00	-4,849.59	89.22 %
5131020 Benefits	33,867.94	36,831.32	-2,963.38	91.95 %
5131044 Marketing	10,721.40	37,393.00	-26,671.60	28.67 %



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## GENERAL FUND INCOME STATEMENT 2020

January - April, 2020

	TOTAL			
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5131045 Office Lease	36,610.96	36,608.00	2.96	100.01 %
5132041 Executive-Professional Services	13,056.15	174,725.00	-161,668.85	7.47 %
5134043 Executive - Travel	2,172.68	13,900.00	-11,727.32	15.63 %
5134049 Memberships & Training	1,796.73	8,695.00	-6,898.27	20.66 %
5152041 Legal - Professional Services	15,483.50	10,000.00	5,483.50	154.84 %
5162041 Personnel-Professional Services	25.00		25.00	
5761031 Office and Operating Supplies	1,668.55	2,332.00	-663.45	71.55 %
5761035 Minor Equipment	409.32		409.32	
5761041 Prof. Serv -Computer & Security	6,081.28	9,500.00	-3,418.72	64.01 %
5761043 Administration - Travel		200.00	-200.00	
5761044 Printing/Advertising	1,238.22		1,238.22	
5761045 Operating Rentals and Leases	1,347.97	1,820.00	-472.03	74.06 %
5761046 Insurance - General Liability	669.00	0.00	669.00	
5768953 Other Oper. Exps-External Taxes	220.80		220.80	
5893053 Leasehold Excise Taxes	2,438.95	7,500.00	-5,061.05	32.52 %
5977665 Transfer - Capital Fund	3,443,237.00	3,443,237.00	0.00	100.00 %
6103601 Computer Hardware	6,367.82	5,000.00	1,367.82	127.36 %
6103602 Computer Software	542.78	11,000.00	-10,457.22	4.93 %
6104201 Postage	625.20	432.00	193.20	144.72 %
6104202 Telephone	5,258.82	9,878.00	-4,619.18	53.24 %
6104204 Internet	4,700.92	3,000.00	1,700.92	156.70 %
<b>Total 5130000 EXECUTIVE</b>	<b>3,670,362.04</b>	<b>3,900,387.32</b>	<b>-230,025.28</b>	<b>94.10 %</b>
<b>5140000 FINANCIAL AND RECORDS SERVICES</b>				
5141011 Wages - Regular	48,422.18	49,330.32	-908.14	98.16 %
5141020 Personnel Benefits	18,044.26	19,031.32	-987.06	94.81 %
5141031 Supplies		380.00	-380.00	
5142000 Financial Services	200.00	200.00	0.00	100.00 %
5142341 Professional Services	20,240.49	18,380.00	1,860.49	110.12 %
5142349 Bank Charges	104.17	200.00	-95.83	52.09 %
5144043 Travel		324.00	-324.00	
5144049 Memberships & Training	150.00		150.00	
<b>Total 5140000 FINANCIAL AND RECORDS SERVICES</b>	<b>87,161.10</b>	<b>87,845.64</b>	<b>-684.54</b>	<b>99.22 %</b>
<b>5710000 PARTICIPANT RECREATION</b>				
5711011 Wages - Administration	39,614.01	41,912.32	-2,298.31	94.52 %
5711020 Benefits - Administration	20,073.09	19,875.00	198.09	101.00 %
5711043 Conferences	906.40	250.00	656.40	362.56 %
5972055 Transfer- Rec. Revolving Fund	180,500.00	180,500.00	0.00	100.00 %
<b>Total 5710000 PARTICIPANT RECREATION</b>	<b>241,093.50</b>	<b>242,537.32</b>	<b>-1,443.82</b>	<b>99.40 %</b>
<b>5760000 CAPITAL PROJECTS</b>				
5768010 Wages - Regular	59,650.96	83,194.68	-23,543.72	71.70 %
5768020 Personnel Benefits	21,907.39	34,599.32	-12,691.93	63.32 %
5768031 Supplies		3,181.00	-3,181.00	



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January - April, 2020

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
5768035 Small Equipment		1,600.00	-1,600.00	
5768043 Travel		916.68	-916.68	
5768045 Facility Rentals		5,000.00	-5,000.00	
5768049 Miscellaneous		2,217.00	-2,217.00	
<b>Total 5760000 CAPITAL PROJECTS</b>	<b>81,558.35</b>	<b>130,708.68</b>	<b>-49,150.33</b>	<b>62.40 %</b>
<b>5768500 PARKS &amp; GROUNDS MAINTENANCE</b>				
5768511 Wages - Regular	142,042.76	196,352.00	-54,309.24	72.34 %
5768520 Benefits	65,143.46	89,321.32	-24,177.86	72.93 %
5768531 Operating Supplies	22,498.52	37,720.00	-15,221.48	59.65 %
5768532 Fuel	2,531.57	6,000.00	-3,468.43	42.19 %
5768535 Small Tools & Minor Equipment	15,387.23	39,401.00	-24,013.77	39.05 %
5768541 Professional Services	13,522.47	48,700.00	-35,177.53	27.77 %
5768543 Travel	87.00	732.00	-645.00	11.89 %
5768545 Operating Rentals & Leases	1,449.01	3,000.00	-1,550.99	48.30 %
5768546 Surface Water/Noxious Weed Tax	3,496.96	3,500.00	-3.04	99.91 %
5768547 Utility Services	21,398.88	27,641.00	-6,242.12	77.42 %
5768548 Repairs & Maintenance		5,000.00	-5,000.00	
5768549 Memberships & Training	600.00	4,500.00	-3,900.00	13.33 %
<b>Total 5768500 PARKS &amp; GROUNDS MAINTENANCE</b>	<b>288,157.86</b>	<b>461,867.32</b>	<b>-173,709.46</b>	<b>62.39 %</b>
<b>Total Expenses</b>	<b>\$4,419,240.11</b>	<b>\$4,856,813.28</b>	<b>\$ -437,573.17</b>	<b>90.99 %</b>
<b>NET OPERATING INCOME</b>	<b>\$ -1,378,143.68</b>	<b>\$ -1,388,962.60</b>	<b>\$10,818.92</b>	<b>99.22 %</b>
<b>NET INCOME</b>	<b>\$ -1,378,143.68</b>	<b>\$ -1,388,962.60</b>	<b>\$10,818.92</b>	<b>99.22 %</b>



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## Explanation Financial Statement Line Items 2020 April

- #5111020 Legislative – Compensation & Benefits – Timing Issue \$1871.98
- #5111031 Legislative – Supplies – Council Shells - \$3,257.28
- #5112041 Legislative – Professional Services – Paddlers Cup Entrance Fee \$750.00
- #5117051 Legislative – Elections – Election Brochure Invoice was delivered in January 2020 and was budgeted in December 2019. \$19,204.00
- #5152041 Executive – Legal – District Attorney - \$5,483.50
- #5162041 Executive – Personnel – Social Security Fee HCA - \$25.00
- #5761035 Executive – Minor Equipment – Executive Chair \$409.32
- #5761044 Executive – Printing – Excess copier use over contract. \$1,238.22
- #5761046 Executive – Insurance – New Truck \$669.00
- #5768953 Executive – Taxes – Copier Property Tax - \$220.80
- #6103601 Executive – Computer Hardware – Surface Pros Staff - \$1,367.82
- #6104201 Executive – Postage – Stamps \$193.20
- #6104204 Executive – Internet – Comcast \$1700.92
- #5142341 Financial Services – Professional Services – State Auditor Expense \$1,860.49
- #5144049 Financial Services – Memberships – WFOA membership -\$150.00
- #5711011 Recreation – Compensation & Benefits – Retroactive Health Care Insurance to December \$198.09
- #5711043 Recreation – Conferences – Credit for Revenue Class Airline - \$656.40



			2020 Capital Projects				
Project	Year Started	CIP Fund 1/1/2020	2019 Budgeted Transfers In	Land Sale Donations and Fund Transfers	Capital Fund Expenses	CIP 4/30/2020	Notes
Park Improvement Program	2006	\$6,815,636.46	\$126,593.98	-\$8,033.63	\$0.00	\$6,934,196.81	Transfer to complete the school district property transfer.
Peninsula Enhancement Grant Program (PEG)	2007	\$22,762.96	\$2,237.04	\$0.00	\$482.43	\$24,517.57	Scout Reimbursement
Community Recreation Center	2017	\$410,085.62	\$2,700,000.00	\$0.00	\$7,230.11	\$3,102,855.51	Snodgrass Freeman Associates; Star Tree Service; Daily Journal of Commerce
Lighting Project - Sehmel Homestead Park	2019	\$473,841.13	\$95,000.00	\$0.00	\$262,887.01	\$305,954.12	KCDA Payment
Service Options	2014	\$30,594.02	\$19,405.98	\$0.00	\$11,450.50	\$38,549.50	Star Tree Removal; Cushman Trail Pedestals
Hales Pass - Renovation	2018	\$31,892.65	\$500,000.00	\$0.00	\$31,998.51	\$499,894.14	Driftmier Architects; Chuck West Construction
Dog Park	2019	\$0.00	\$0.00	\$8,033.63	\$8,033.63	\$0.00	School District Transfer Fees
Building Fund	2015	\$100,905.00	\$0.00	\$0.00	\$0.00	\$100,905.00	
<b>Total Capital Funds</b>		\$7,885,717.84	\$3,443,237.00	\$0.00	\$322,082.19	\$11,006,872.65	

The actual cash for these 2020 capital fund transfers will come in during the months of April and October.



# Peninsula Metropolitan Park District

## RECREATION REVOLVING FUND INCOME STATEMENT 2020

January - April, 2020

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Income</b>				
3400000 CHARGES FOR SERVICES				
3476000 Recreation Program Fees	115,852.42	148,491.00	-32,638.58	78.02 %
3479000 Other Fees and Charges	24.41	0.00	24.41	
<b>Total 3400000 CHARGES FOR SERVICES</b>	<b>115,876.83</b>	<b>148,491.00</b>	<b>-32,614.17</b>	<b>78.04 %</b>
3670000 PRIVATE SOURCE CONTRIBUTIONS				
3671100 Private Donations-Gifts/Pledges	1,020.00	1,500.00	-480.00	68.00 %
<b>Total 3670000 PRIVATE SOURCE CONTRIBUTIONS</b>	<b>1,020.00</b>	<b>1,500.00</b>	<b>-480.00</b>	<b>68.00 %</b>
3970000 TRANSFERS IN				
3977655 Transfer In-Interfund Subsidies	180,500.00	180,500.00	0.00	100.00 %
<b>Total 3970000 TRANSFERS IN</b>	<b>180,500.00</b>	<b>180,500.00</b>	<b>0.00</b>	<b>100.00 %</b>
<b>Total Income</b>	<b>\$297,396.83</b>	<b>\$330,491.00</b>	<b>\$ -33,094.17</b>	<b>89.99 %</b>
<b>GROSS PROFIT</b>	<b>\$297,396.83</b>	<b>\$330,491.00</b>	<b>\$ -33,094.17</b>	<b>89.99 %</b>
<b>Expenses</b>				
5710000 PARTICIPANT RECREATION				
5712011 Wages - Recreation Program	63,327.51	77,520.00	-14,192.49	81.69 %
5712020 Benefits - Recreation Program	19,832.03	28,647.32	-8,815.29	69.23 %
5712031 Office & Operating Supplies	10,950.25	9,770.00	1,180.25	112.08 %
5712035 Minor Equipment	1,490.21	0.00	1,490.21	
5712041 Sports & Professional Fees	51,920.15	60,860.32	-8,940.17	85.31 %
5712043 Travel	34.22	400.00	-365.78	8.56 %
5712044 Printing & Advertising		0.00	0.00	
5712045 Rentals	11,714.00	5,604.50	6,109.50	209.01 %
5712053 Sales & Use Taxes	2,430.36	1,504.50	925.86	161.54 %
5714049 Special Events	12,948.07	12,984.73	-36.66	99.72 %
<b>Total 5710000 PARTICIPANT RECREATION</b>	<b>174,646.80</b>	<b>197,291.37</b>	<b>-22,644.57</b>	<b>88.52 %</b>
<b>Total Expenses</b>	<b>\$174,646.80</b>	<b>\$197,291.37</b>	<b>\$ -22,644.57</b>	<b>88.52 %</b>
<b>NET OPERATING INCOME</b>	<b>\$122,750.03</b>	<b>\$133,199.63</b>	<b>\$ -10,449.60</b>	<b>92.15 %</b>
<b>NET INCOME</b>	<b>\$122,750.03</b>	<b>\$133,199.63</b>	<b>\$ -10,449.60</b>	<b>92.15 %</b>



# Peninsula Metropolitan Park District

PO Box 425 – Gig Harbor, WA 98335  
253-858-3400 – info@penmetparks.org  
[www.penmetparks.org](http://www.penmetparks.org)

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## REGULAR MEETING MINUTES

May 05, 2020, 6:00 PM

ATTENTION: Protecting the public, our partners, and our staff are of the utmost importance. Due to recent health concerns with the novel coronavirus, the Park Board has decided to host the meeting online. In accordance with the Governor's Stay at Home Order issued on March 23, 2020, the public is strongly encouraged to participate via teleconference. You can listen to the study session and regular meeting by phone at the following number +1 253-215-8782 Meeting ID: 843 3912 2242 Password: 481068 You can contact PenMet for Zoom info at admin@penmetparks.org

---

**Call to Order** The meeting was called to order by Commissioner Hill at 6:02 pm

### Commissioners Present:

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

### Staff:

Doug Nelson  
Elaine Sorensen  
Eric Guenther  
Stacie Snuffin  
Ed Lewis  
Glenn Akramoff  
Chuck Cuzzetto

### ITEM 1 Approval of Agenda

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

### ITEM 2 Citizen Comments: Noted attendee(s): Bill Sehmel

### ITEM 3 Presentations

President Hill expressed PenMet's condolences for Key Peninsula Parks and Recreation's Executive Director, Scott Gallacher's passing.

#### 3a. Director's Report

Executive Director, Doug Nelson reported highlights of some operational changes that were made. DeMolay Sandspit, Sunrise Beach Park, Narrows Park, and the Fox Island Fishing Pier are now open to the public to recreate. Restrooms, playgrounds, fields, and sports courts are still closed until further notice. He reported that PenMet will be bringing the Long-Range Agenda Calendar back into the Agenda Packet. Nelson also gave a brief summary of what some of the departments have been working on. He recognized Chuck Cuzzetto for all his hard work with signage and keeping up the website with current updates. He also gave recognition to the Capital Project department for their work on the Community Recreation Center (CRC). Commissioner Babich inquired about the Summer Recreation Guide. Nelson gave a general overview



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of the guide and what PenMet's plans are for classes, camps, etc. Marketing Specialist, Chuck Cuzzetto gave a more detailed report on the Summer Guide. Commissioner Babich, Cuzzetto, and Nelson discussed the guide a little further. Commissioner Kingsbury inquired about the plan for opening some of our fields and sports courts. Executive Director Nelson, President Hill, and Commissioner Babich discussed dates of when PenMet could possibly open them due to phasing guidelines. Commissioner Kingsbury wanted it to be noted that she would really like to see the fields and sport courts open as soon as the phasing allowed for it. Commissioner Nixon expressed concern about opening things back up to soon.

### **3b. President's Report**

President Hill reported that Commissioners are ready when PenMet Staff is ready to resume public meetings in person while making accommodations for those who would like to still attend the meetings from home.

## **ITEM 4 Consent Agenda**

Commissioner Grimmer made the motion to approve the agenda, seconded by Commissioner Kingsbury. The agenda was approved with discussed corrections to be made on the regular minutes and brought back to the next meeting.

### **4a. Approval of Meeting Minutes**

4-21-20 Study Session and Regular Minutes

### **4b. Approval of Vouchers**

\$171,109.16 Reference Number: V2020-192-218  
\$99,558.72 Reference Number: V2020-219-242

## **ITEM 5 Unfinished Business**

### **5a. COVID-19 Fiscal Update**

Executive Director Nelson gave a reminder that we will have some new revenue figures that will be reported at the next board meeting. He discussed steps being taken by PenMet Staff for phasing of operations and recovery framework recommended by the governor's office and other local agencies. Nelson reported that PenMet Parks is likely to qualify for some relief funds for Personal Protective Equipment (PPE) to help with operations safety.

## **ITEM 6 New Business**

### **6a. RESOLUTION NO. R2020-006 AUTHORIZING LETTER OF ENGAGEMENT FOR LEGAL REPRESENTATION**

Executive Director Nelson gave an overview of the attachments for legal representation. Commissioner Babich asked for an explanation about the RCW and the amounts on the contract. Nelson and Eric Guenther, Planning & Special Projects Manager, helped to clarify and answer Commissioner





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Babich's questions. Commissioner Kingsbury asked for some additional clarification on the contract numbers. Eric Guenther gave further explanation. Commissioner Grimmer made the motion to approve the resolution, seconded by Commissioner Nixon. The resolution was approved with a 5-0 vote.

## ITEM 7

### Comments by Board:

Commissioner Babich requested an update from the recreation department at the next board meeting

### 7a. Committee Updates

#### 1. CRC Operations Committee Update

Commissioner Babich reported that they had four public interviews for design firm selection for the Community Recreation Center (CRC) on May 4, 2020. The hiring decision will be made at an upcoming meeting.

#### 2. CRC Marketing Committee Update

Commissioner Grimmer reported that he didn't have any updates. Nelson, Commissioners and staff discussed that they had one promising applicant for the Fundraising Consultant.

#### 3. CRC Finance Committee Update

Commissioner Nixon reported that the committee is working on setting up meeting with some new bond information that will be coming in.

## ITEM 8

**Next Board Meetings** Tues. May 19, 2020 (Study and Regular) Via Zoom Meeting

## ITEM 9

### Executive Session:

9a. **Executive Session: to consider the acquisition of real estate per [RCW 42.30.110(1)(b)]**

## ITEM 10

**Adjournment** Commissioner Hill adjourned the meeting at 7:22 pm

APPROVED BY THE BOARD ON: \_\_\_\_\_

\_\_\_\_\_  
President

\_\_\_\_\_  
Clerk



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## STUDY SESSION MINUTES

May 05, 2020, 5:00 PM

ATTENTION: Protecting the public, our partners, and our staff are of the utmost importance. Due to recent health concerns with the novel coronavirus, the Park Board has decided to host the meeting online. In accordance with the Governor's Stay at Home Order issued on March 23, 2020, the public is strongly encouraged to participate via teleconference. You can listen to the study session and regular meeting by phone at the following number +1 253-215-8782 Meeting ID: 843 3912 2242 Password: 481068 You can contact PenMet for Zoom info at admin@penmetparks.org

---

**Call to Order:** The meeting was called to order by Commissioner Hill at 5:00 pm

### Commissioners Present:

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

### Staff:

Doug Nelson  
Elaine Sorensen  
Eric Guenther  
Stacie Snuffin  
Ed Lewis  
Glenn Akramoff  
Chuck Cuzzetto

### ITEM 1 Approval of Agenda

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

### ITEM 2 Board Discussion

#### 3a. Community Recreation Center Funding Discussion

Executive Director, Doug Nelson gave a general overview of the Community Recreation Center (CRC) Project and the impacts of Covid-19. Interim Sr. Operations Manager, Glenn Akramoff gave an overview of what PenMet's sources are for Capital Projects. These include property taxes, bonds, fundraising, grants, and legislative funds through lobbying or funds that can be added on to a bill. Glenn also discussed commissioners and staff thinking setting some goals for the new Fundraising Consultat after talking with them as to what PenMet's goals should be for public and private fundraising. He discussed the impacts that Covid-19 might have on the PenMet CRC Project financing. He spoke about PenMet being in a good position for the CRC due to where the majority of our funding comes from. Commissioners and Akramoff had a further discussion about funding and projections for the CRC Project to clarify any questions the Commissioners had.



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Akramoff highlighted some risks and what PenMet’s tolerance is for the CRC Project. President Hill inquired about what the Staff and Commissioners should be looking at to determine that risk tolerance. Akramoff gave an explanation on how it should be looked at and that he would put some questions together before the next meeting to help with making some of those determinations. He discussed making assumptions for projections and planning for what may happen in the future. Commissioner Babich asked about in which order bonds and fundraising typically take place. Akramoff explained that they can happen simultaneously and that bonds stop at a point of time and fundraising does not. Commissioner Nixon discussed voter bonds versus non-voter bonds with Akramoff. Commissioner Kingsbury described a scenario where PenMet could be out for a voter-approved bond at the same time as the school district. Commissioner Babich discussed voter approved bonds and her appreciation that PenMet has more than one option for funding and would like to prove that PenMet can manage the funds from PenMet’s loans for the CRC and do it well. She discussed that after building that trust, PenMet would likely be in a better position for a voter approved bond to develop some of PenMet’s other properties. President Hill and Akramoff discussed sharing files on SharePoint between administration, the Board, and Parametrix.

**ITEM 3 Adjournment** Commissioner Hill adjourned the meeting at 5:58 pm

**APPROVED BY THE BOARD ON:** \_\_\_\_\_

\_\_\_\_\_

**President**

\_\_\_\_\_

**Clerk**



# Peninsula Metropolitan Park District

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## SPECIAL MEETING MINUTES

April 15, 2020, 5:00 PM

ATTENTION: Protecting the public, our partners, and our staff are of the utmost importance. Due to recent health concerns with the novel coronavirus, the Park Board has decided to host the meeting online. In accordance with the Governor's Stay at Home Order issued on March 23, 2020, the public is strongly encouraged to participate via teleconference. You can listen to the study session and regular meeting by phone at the following number +1 253-215-8782 Meeting ID: 730 253 497 Password: 561231

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**Call to Order:** The meeting was called to order by Commissioner Hill at 5:01 pm

### Commissioners Present:

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

### Staff:

Doug Nelson  
Elaine Sorensen  
Eric Guenther  
Stacie Snuffin  
Ed Lewis  
Chuck Cuzzetto

### ITEM 1 PenMet Parks Budget Discussion

Executive Director, Doug Nelson, reported due to unforeseen circumstances caused by the COVID-19 coronavirus that it has presented many challenges for PenMet Parks. He reported that it has forced the following actions: a reduction of and altered services, a tightening of budgets, closures of parks and facilities, and cancelations or postponements of programs. He reported that PenMet is forecasting a loss to the Recreation Revolving Fund and is forced to make some difficult decisions. He opened the floor for discussion. President Hill asked for Nelson's recommendations. Nelson presented his recommendations and asked for a Motion granting authority to the Executive Director to execute cost saving measures to address a significant revenue shortfall in the Recreation Revolving Fund as a result of the circumstances caused by the COVID-19 coronavirus.

President Hill made the motion to amend the 2020 budget to include the above-mentioned budget adjustment strategies and to authorize the Executive Director to transfer \$60,874 from the general fund to the Recreation fund. Additional cost saving measures may be needed and will require review and Board approval. Seconded by Commissioner Nixon. Motion passed 5-0.



# Peninsula Metropolitan Park District

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Nelson opened the floor for discussion. Commissioner Nixon and Nelson discussed the forecasting for reduction of revenue in the Recreation Revolving Fund. Commissioner Babich asked Nelson to clarify for the public the different sources of money and why PenMet is moving funds from the General Fund over to the Recreation Revolving Fund and to explain the Recreation Revolving Reserve Fund. Nelson gave his explanation for how each fund is used and how they are funded. He also mentioned the Capital Fund and the adjustments that may be made. Commissioner Babich and Nelson discussed the adjustments that were being made to the Recreation Revolving Fund which include short term reductions of recreation staff hours, a hiring freeze on open positions, cancellation of external program funding. Reductions to services, programs, and events. A temporary hold on some projects and purchases along with a temporary reduction to staffing levels and spending restrictions. Commissioners and Nelson had further discussion on projections for the Recreation Revolving Fund and the General Fund. Nelson reported that PenMet will do a Covid-19 Fiscal update in all the regular board meetings for the time being. Commissioner Babich expressed that the decision to cut Recreation Staff's hours was not taken lightly and that they see all their hard work and looking forward to when PenMet can get operations back to normal. Commissioner Babich expressed the need to revisit the budget policy and how programs and staff positions are funded. The Board echoed Commissioners Babich statements.

**Adjournment** Commissioner Hill adjourned the meeting at 5:31 pm

**APPROVED BY THE BOARD ON:** \_\_\_\_\_

\_\_\_\_\_  
**President**

\_\_\_\_\_  
**Clerk**



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## SPECIAL MEETING MINUTES

May 04, 2020, 9:00 am

ATTENTION: Protecting the public, our partners, and our staff are of the utmost importance. Due to recent health concerns with the novel coronavirus, the Park Board has decided to host the meeting online. In accordance with the Governor's Stay at Home Order issued on March 23, 2020, the public is strongly encouraged to participate via teleconference. If you would like to listen to the meeting please send a request to [admin@penmetparks.org](mailto:admin@penmetparks.org) for Zoom info. No public comments are being taken.

---

**Call to Order:** The interview started at 9:00am

**Commissioners Present:**

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

**Staff:**

Doug Nelson  
Ed Lewis  
Eric Guenther  
Stacie Snuffin  
Glenn Akramoff

**Architectual/Design Firm:**

Kevin Armstrong  
Connie Osborn  
Keith Hayes  
Don Campbell  
Zerah Florance

**Outside Representation:**

Jim Dugan  
Patrick Gillespie  
Joe Missel

**ITEM 1      CRC Design Firm Interview #1/Barker Rinker Seacat Architecture**

**APPROVED BY THE BOARD ON:** \_\_\_\_\_

\_\_\_\_\_  
**President**

\_\_\_\_\_  
**Clerk**



# Peninsula Metropolitan Park District

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## SPECIAL MEETING MINUTES

May 04, 2020, 11:00 am

ATTENTION: Protecting the public, our partners, and our staff are of the utmost importance. Due to recent health concerns with the novel coronavirus, the Park Board has decided to host the meeting online. In accordance with the Governor's Stay at Home Order issued on March 23, 2020, the public is strongly encouraged to participate via teleconference. If you would like to listen to the meeting please send a request to [admin@penmetparks.org](mailto:admin@penmetparks.org) for Zoom info. No public comments are being taken.

---

**Call to Order:** The interview started at 11:00 am

**Commissioners Present:**

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

**Staff:**

Doug Nelson  
Ed Lewis  
Eric Guenther  
Stacie Snuffin  
Glenn Akramoff

**Architectural/Design Firm:**

Bruce McKean  
Lee Davenport  
Jack Pinkard  
Jim Castino  
Ken Ballard  
Brett Allen  
Rita Lomas  
Diane Barringer  
Gene Wentworth  
Larry Storset

**Outside Representation:**

Jim Dugan  
Patrick Gillespie  
Joe Missel

**ITEM 1      CRC Design Firm Interview #2/Helix Design Group**

**APPROVED BY THE BOARD ON:** \_\_\_\_\_

\_\_\_\_\_  
**President**

\_\_\_\_\_  
**Clerk**



# Peninsula Metropolitan Park District

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## SPECIAL MEETING MINUTES

May 04, 2020, 1:00 pm

ATTENTION: Protecting the public, our partners, and our staff are of the utmost importance. Due to recent health concerns with the novel coronavirus, the Park Board has decided to host the meeting online. In accordance with the Governor's Stay at Home Order issued on March 23, 2020, the public is strongly encouraged to participate via teleconference. If you would like to listen to the meeting please send a request to [admin@penmetparks.org](mailto:admin@penmetparks.org) for Zoom info. No public comments are being taken.

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**Call to Order:** The interview started at 1:00 pm

**Commissioners Present:**

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

**Staff:**

Doug Nelson  
Ed Lewis  
Eric Guenther  
Stacie Snuffin  
Glenn Akramoff

**Architectual/Design Firm:**

Ron Harpel  
Sarah Fischer  
Ari Lewkowitz

**Outside Representation:**

Jim Dugan  
Patrick Gillespie  
Joe Missel

**ITEM 1      CRC Design Firm Interview #3/BLRB Architects**

**APPROVED BY THE BOARD ON:** \_\_\_\_\_

\_\_\_\_\_  
**President**

\_\_\_\_\_  
**Clerk**





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## SPECIAL MEETING MINUTES

May 04, 2020, 3:00 pm

ATTENTION: Protecting the public, our partners, and our staff are of the utmost importance. Due to recent health concerns with the novel coronavirus, the Park Board has decided to host the meeting online. In accordance with the Governor's Stay at Home Order issued on March 23, 2020, the public is strongly encouraged to participate via teleconference. If you would like to listen to the meeting please send a request to [admin@penmetparks.org](mailto:admin@penmetparks.org) for Zoom info. No public comments are being taken.

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**Call to Order:** The interview started at 3:00 pm

**Commissioners Present:**

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

**Staff:**

Doug Nelson  
Ed Lewis  
Eric Guenther  
Stacie Snuffin  
Glenn Akramoff

**Architectural/Design Firm:**

Christine Phillips  
Justin Goroch  
Jeremy Doty  
Dara t'Sas  
Jon McNamara  
Kent McLaren  
Stuart Young

**Outside Representation:**

Jim Dugan  
Patrick Gillespie  
Joe Missel

**ITEM 1      CRC Design Firm Interview #4/BCRA Design**

**APPROVED BY THE BOARD ON:** \_\_\_\_\_

\_\_\_\_\_  
**President**

\_\_\_\_\_  
**Clerk**



Finance Department  
District Payment Transmittal

District Name: Metro Park District-Peninsula

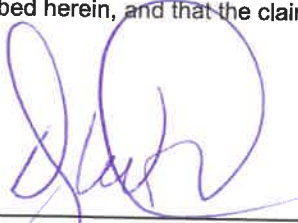

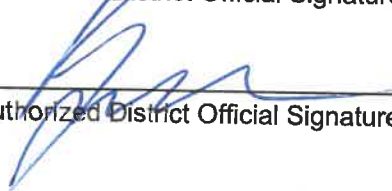
**PAYMENT LISTING**

Trans Date	District Ref #	Payee Printed Name	Amount
5/1/20	V2020-243	HealthEquity	\$100.00
5/1/20	V2020-244	US BANK CORPORATE PAYMENT SYSTEM	\$17,924.97
5/1/20	V2020-245	Mojo Strategies	\$1,785.00
5/1/20	V2020-246	Zee Medical Service Co.	\$212.35
5/1/20	V2020-247	DON SMALL & SONS OIL	\$221.57
5/1/20	V2020-248	Pierce County Alarm Program	\$24.00
5/1/20	V2020-249	Kelly Darling	\$59.22
5/1/20	V2020-250	Custom Shirt Shop	\$2,695.96
5/1/20	V2020-251	Strohs Water Company Inc.	\$93.19
5/1/20	V2020-252	More Is Better Construction	\$4,750.00
5/1/20	V2020-253	Great Western Plumbing	\$1,985.00
5/1/20	V2020-254	HEMLEYS HANDY KANS	\$815.00
5/1/20	V2020-255	HEALTH CARE AUTHORITY	\$22,341.09
5/1/20	V2020-256	Edward Lewis	\$1,125.00
5/1/20	V2020-257	Brown Dog Realty LLC	\$9,152.74
5/1/20	V2020-258	Marlow FIVE-O	\$280.00
5/1/20	V2020-259	Madeline Hunter	\$1,456.50
5/1/20	V2020-260	Peninsula Metropolitan Park District	\$61,638.05
5/1/20	V2020-261	Department of Retirement Services	\$21,706.01
Payment Count: 19		Total Amount:	<u>\$148,365.65</u>

Payment Count: 19  
Payment Total: \$148,365.65

**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	<u>5/4/2020</u> _____ Date	_____ Authorized District Official Signature	_____ Date
 _____ Authorized District Official Signature	<u>5/6/2020</u> _____ Date	_____ Authorized District Official Signature	_____ Date
 _____ Authorized District Official Signature	<u>5/6/2020</u> _____ Date	_____ Authorized District Official Signature	_____ Date
_____ Authorized District Official Signature	_____ Date	_____ Authorized District Official Signature	_____ Date

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

**PC Finance Department Use Only**  
Authorization Recieved on \_\_\_\_\_  
Batch Verified by \_\_\_\_\_



# Peninsula Metropolitan Park District

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## COVID-19 FISCAL UPDATE: May 19, 2020

- Review of Finance Report and Discussion
  1. General Fund
  2. Capital Fund
  3. Recreation Revolving Fund
    - Recap of current budget numbers
    - Review of cost-saving measures
      - Currently there are 3 non-exempt recreation employees on temporary layoff, working 3 days per week & receiving stimulus funds for the rest
      - Froze the Recreation Assistant position
      - Cancelled Party in the Park
      - Cut funding to external programs
      - \*Spending freeze – essential only
      - Service cost reductions
    - Budget projections
      - 2020 Projected Year-End:
        - Best Case Scenario \$35K net income loss
        - Worst case scenario \$61K net income loss
        - If no changes were made, net income loss was projected to be \$200K
      - Reserve balance at \$265K and originally established as “Rainy Day Fund” was previously used in 2015 (\$26K) & 2016 (\$12K)
    - Refund update
      - Set-up through Active.net
      - Had \$7,700 in refunds
      - Combination of current refund totals and customers using credits on account for new registrations
    - Programming roll-out
      - Phasing-  
*Staff has a plan to start Summer Camps as soon as the Governor starts Phase 3 for Recreation scheduled to start June 22<sup>nd</sup> which is the first day of camps.*  
*Will move any camps missed at the start to the end of Summer.*

- Preventative Plan  
*Have Check-Lists for Screening Staff and Campers along with Covid-19 Guidance for Facilities from the Tacoma-Pierce County Health Department.*  
*Splitting camp into smaller groups and not sharing items from camper to camper to practice social distancing and sanitary precautions*
- Other considerations  
*Possible additional programming opportunities at the end of the Summer and Fall.*

# PenMet Parks Re-opening Framework

(DRAFT framework built off State of Washington's Phased Approach and consistent with health department recommendations and Park agency best practices. Schedule subject to change based on a variety of conditional elements)

Overview: (overview statement will be completed once draft framework has been reviewed and approved)

# PenMet Parks Re-opening Framework

(DRAFT framework built off State of Washington's Phased Approach and consistent with health department recommendations and Park agency best practices. Schedule subject to change based on a variety of conditional elements)

## Phase 1 (May 5 – May 26)

Currently the following features are **open** during Phase 1

- Trails, Open Space, Dog Parks
- Parking Lots (Amphitheater only at Sehmel Homestead Park)
- Beaches (Reviewing operational objectives to ensure that public health guidelines are being followed)
- Golf @ Madrona Links w/ health measures in place

The following amenities and services remain **closed** during Phase 1

- Administrative/Recreation Office
  - Closed to the public
  - Many services provided through:
    - Web-site, Email, Automated phone system (update in process)
  - Varied staff on telecommuting plans with staggered office visits
  - Staff administering self-check health screening upon entering. Increased office cleaning and self-care protocols in place
- Recreation programs
- Facility Rentals
- Park amenities; including, playgrounds, sport courts, athletic fields
- Restrooms
  - Sanicans in service, and extra units employed in a few locations

# PenMet Parks Re-opening Framework

(DRAFT framework built off State of Washington's Phased Approach and consistent with health department recommendations and Park agency best practices. Schedule subject to change based on a variety of conditional elements)

## Phase 2 (May 27 – June 21)

- Racquet sport courts can open
  - <https://www.usta.com/en/home/stay-current/national/usta-statement-on-safety-of-playing-tennis-during-the-covid-19-v.html>
  - [https://www.usapa.org/wp-content/uploads/2020/05/COVID-19-RETURN-TO-PLAY\\_USAPA.pdf](https://www.usapa.org/wp-content/uploads/2020/05/COVID-19-RETURN-TO-PLAY_USAPA.pdf)
- Athletic fields open to groups of 5 or less, preferably household members only, no group activities or organized practices (Considering for Phase 3)
- Limit activity time to allow for others to take turns
- Offices remain closed to the public
  - Some services performed in office, varied shifts
  - Telework strongly encouraged
  - Virtual meetings strongly encouraged
- Projects/Construction okay
- Restrooms remain closed
- Parking lots open; Amphitheater only at Sehmel Homestead Park



# PenMet Parks Re-opening Framework

(DRAFT framework built off State of Washington's Phased Approach and consistent with health department recommendations and Park agency best practices. Schedule subject to change based on a variety of conditional elements)

## Phase 3 (June 22 – July 15)

- Administrative/Recreation Office re-opens
  - Telework remains strongly encouraged
  - Visitors meet required guidelines upon entering
- In-person meetings (including Board Meetings) can resume
  - Less than 50 people
  - Physical distancing measures and health guidelines observed
- Recreation Programs (refer to notes from Recreation Update)
- Playgrounds open
  - 50% capacity, limit play times so others can take turns
- Athletic fields and courts open for outdoor recreation group activities
  - 50 or fewer people
- Outdoor fitness equipment available for use
- Restrooms re-open
- Parking lot fully open at Sehmel Homestead Park


# PenMet Parks Re-opening Framework

(DRAFT framework built off State of Washington's Phased Approach and consistent with health department recommendations and Park agency best practices. Schedule subject to change based on a variety of conditional elements)

## Phase 4 Recommendations (July 16 - forward)

- Resume all parks and recreational activities with physical distancing measures in place
- Gatherings of 50 or more people
  - Physical distancing measures and health guidelines observed
  - Limited capacity guidelines implemented on a case by case basis
- Recreation services, events, rentals
  - Additional details will need to be reviewed and evaluated as conditions change, also subject to new guidance provided by government or health agencies

# PenMet Parks Re-opening Framework

	 <b>Phase 1: May 5 - 26</b>	 <b>Phase 2: May 27 – June 21</b>	 <b>Phase 3: June 22 – July 15</b>	 <b>Phase 4: July 16 forward</b>
Park Amenities (Ball Fields, Sport Courts, Restrooms and Playgrounds)	<ul style="list-style-type: none"> <li>- Ball Fields, Sport Courts closed</li> <li>- Restrooms closed</li> <li>- Playgrounds closed</li> <li>- Outdoor fitness equipment closed</li> </ul>	<ul style="list-style-type: none"> <li>- Racquet sport courts open</li> <li>- Athletic fields open to groups of 5 or less, preferably household members only, no group activities or organized practices</li> <li>- Restrooms remain closed</li> <li>- Playgrounds remain closed</li> <li>- Outdoor fitness equipment closed</li> </ul>	<ul style="list-style-type: none"> <li>- Athletic fields and courts open for outdoor recreation group activities (50 or fewer people)</li> <li>- Outdoor fitness equipment available for use</li> <li>- Restrooms open</li> <li>- Playgrounds open (50% capacity, limit play times so others can take turns)</li> </ul>	<ul style="list-style-type: none"> <li>- Athletic fields and courts open for outdoor recreation group activities (to &gt;50 people)</li> </ul>
Park Trails, Beach Access and Dog parks	<ul style="list-style-type: none"> <li>- Trails open at all locations</li> <li>- Beach access open at all locations</li> <li>- All dog parks are open</li> <li>- Parking lots open; Amphitheater only at Sehmel Homestead Park</li> </ul>	<ul style="list-style-type: none"> <li>- Parking lots open; Amphitheater only at Sehmel Homestead Park</li> </ul>	<ul style="list-style-type: none"> <li>- Parking lot fully open at Sehmel Homestead Park</li> </ul>	
Other amenities and services	<ul style="list-style-type: none"> <li>- Madrona Links Golf Course is open</li> <li>- Administrative offices are closed</li> </ul>	<ul style="list-style-type: none"> <li>- Administrative offices remain closed to the public</li> <li>- Projects/Construction okay</li> </ul>	<ul style="list-style-type: none"> <li>- Administrative/Recreation Office re-opens (Telework remains strongly encouraged. Visitors meet required guidelines upon entering)</li> <li>- In-person meetings (including Board Meetings) can resume (Less than 50 people. Physical distancing measures and health guidelines observed)</li> <li>- Recreation programs are open</li> </ul>	<ul style="list-style-type: none"> <li>- Resume all parks and recreational activities with physical distancing measures in place</li> <li>- Gatherings of 50 or more people (physical distancing measures and health guidelines observed)</li> <li>- Recreation services, events, rentals open</li> </ul>

# PenMet Parks Recreation Re-opening Framework

(DRAFT framework built off State of Washington's Phased Approach and consistent with health department recommendations and Park agency best practices. Schedule subject to change based on a variety of conditional elements)

## Overview:

- As of 5/1 the Governor extended his stay at home order until May 31st but also unveiled a 4-phase approach to reopening the entire state back to "normal." Each phase expecting to last around three weeks based on current data trends. With this 4-phase plan Recreation falls into PHASE 3 which is slated to start on June 22nd. Below we have three different options on what different scenarios may look like depending on how these data trends play out. Our biggest obstacle still to this day is the unknown and nothing being certain, but fortunately right now we do not run "traditional" day camps with 50-150 kids in the camp with our biggest camp being at 40 right now gives us confidence we will be able to hit the ground running!
- Currently we have made all our Summer Camps for June and July "Full" and are only allowing people to register for the Waiting List until we know if a camp will run or not to reduce the amount of refunds and money lost. We feel comfortable that we will be able to run camps in August, so we have left those open for registration as of now. Our two biggest obstacles will be marketing the camps once we get a green light telling us the definite reopen date and getting part-time staff to return to work off unemployment as they are all making more money currently than they do with us.
- Fall Sports will be addressed in June after a clearer picture has presented itself. Our Fall Sports are all outdoors and at our facility which gives us a bit more control. We will work with PSD on what Winter Basketball may look like in early Fall when more information has become available.

# PenMet Parks Recreation Re-opening Framework

(DRAFT framework built off State of Washington's Phased Approach and consistent with health department recommendations and Park agency best practices. Schedule subject to change based on a variety of conditional elements)

## Plan A:

**June 22nd** is a Green Light

Summer Camps are set to start on June 22nd. If things go according to plan, Phase 1 is set to end on May 31st. At that time, we will start to ramp back up the promotion of our summer camps along with new guidelines/procedures for those attending camps to ensure the highest level of safety possible for all involved. Most of our camps are outdoors so we will have more room for social distancing (which is great for teaching sports spacing awareness) and less things to clean. We understand that people will be hesitant during Phases 1 & 2, but optimistic that they will be more open to sending their kids to camps during Phase 3.

## Plan B:

**July 6th** after a two-week adjustment during Phases 1 & 2

If the Governor/models show that they need to extend Phase 1 or 2 longer then we would be prepared with the same procedures as Plan A with a later starting date. Full time staff are still on three days a week but depending on the numbers or campers and camps that are going to run, we could increase their days per week sooner than August 3 which is the date they are set to return to full time work. Camps that were missed during the first two weeks of the summer season could be made up at the end of August and start of September due to kids not starting school until September 8th.

## Plan C:

**August 3rd** after a 6-week adjustment during Phases 1 & 2

This is a worse case scenario with the Governor/models showing they need to extend the first two phases about six weeks. This would put us at an August 3rds start date for camps. All full-time staff would be back to five days a week and we would look into running additional camps the last week of August and first week of September as school starts on September 8th. Staff will look at doing any camp that was unable to run in June or July for those two extra weeks as those camps have been planned and are ready to run!

# PenMet Parks Facilities Re-opening Framework\*

(DRAFT framework built off State of Washington's Phased Approach and consistent with health department recommendations and Park agency best practices. Schedule subject to change based on a variety of conditional elements)

## Overview:

- Overview: As of 5/1 the Governor extended his stay at home order until May 31st but also unveiled a 4-phase approach to reopening the entire state back to "normal." Each phase expecting to last around three weeks based on current data trends. With this 4-phase plan Facility use falls into Phase 2, Phase 3, Phase 4. Below we have three different options on what different scenarios may look like depending on how these data trends play out. Our biggest obstacle still to this day is the unknown and nothing being certain. Or if the virus will persist and linger for the foreseeable future.
- Currently, we have all our facilities closed for May and June and are only allowing people to postpone or cancel their reservation until we know when we can start reopening the parks and to reduce the amount of lost funds and improve customer retention.

\*If the Phase dates are delayed, the re-opening process will be altered. In the result of delay, the details of the phases will stay consistent but will be re-evaluated by Park Staff and other essential entities for the safety of the community.

# PenMet Parks Facilities Re-opening Framework

(DRAFT framework built off State of Washington's Phased Approach and consistent with health department recommendations and Park agency best practices. Schedule subject to change based on a variety of conditional elements)

## Phase 1 - Started May 5: Some outdoor recreation facilities have opened

- Madrona Links golf course open
- Dog Parks and Trails remain open
- Sehmel Homestead Park
  - Parking access only to the upper parking lot. Only the main entrance of the park is allowed
- Beach access is open at the following locations
  - Sunrise Beach, Narrow's Beach, Tacoma DeMolay Sandspit Nature Preserve, and the Fox Island Pier
- All fields, indoor facilities, and other areas such as picnic shelters/playgrounds are closed
- Park Restrooms closed at all locations
- All rentals are postponed or canceled
- Playgrounds remain closed

# PenMet Parks Facilities Re-opening Framework

(DRAFT framework built off State of Washington's Phased Approach and consistent with health department recommendations and Park agency best practices. Schedule subject to change based on a variety of conditional elements)

## Phase 2 - Tentative date: June 1

- Outdoor recreation activities involving fewer than five people outside your household is allowed
- Rentals at picnic shelters of 5 or less are available. All other outdoor facilities rentals are postponed or canceled. Indoor facilities remain closed (considerations are being made to allow athletic field rental/participation to groups of five or fewer)
- Racquet sport courts open (\*see page 14)
- Madrona Links golf course remains open
- Dog Parks and Trails remain open
- Sehmel Homestead Park
  - Parking access only to the upper parking lot. Only the main entrance of the park is allowed
- Beach access remains open
- Park Restrooms closed at all locations
- Playgrounds remain closed



# PenMet Parks Facilities Re-opening Framework

(DRAFT framework built off State of Washington's Phased Approach and consistent with health department recommendations and Park agency best practices. Schedule subject to change based on a variety of conditional elements)

## Phase 3 - Tentative date: June 22

- Outdoor recreation sports activities limited to 50 people are allowed. This means all fields will open, limited to that number of people (\*see page 14-21)
- Indoor facilities such as the SHP Pavilion, Rosedale Hall, and Hales Pass will run at 50% capacity (\*see page 14)
- Reservations can be made with the limit of 50 people or less. Picnic areas and shelters can be rented at all parks.
- Racquet sport courts remain open
- Madrona Links golf course remains open
- Dog Parks and Trails remain open
- Sehmel Homestead Park
  - Parking access open at park
- Beach access is open
- Park Restrooms closed at all locations
- Playgrounds remain closed

# PenMet Parks Facilities Re-opening Framework

(DRAFT framework built off State of Washington's Phased Approach and consistent with health department recommendations and Park agency best practices. Schedule subject to change based on a variety of conditional elements)

## Phase 4 - Tentative date: July 13

- All Public interactions will be allowed to resume, though physical distancing should still be observed
- All recreational activity can resume. Gatherings of more than 50 people can resume
- All parks, fields, and indoor facilities will operate at full capacity (\*see page 14)
- Social distancing and good hygiene habits must continue to ensure the safety of the community
- Madrona Links golf course remains open
- Dog Parks and Trails remain open
- Playgrounds are open
- Beach access remains open
- Racquet sport courts remain open (\*see page 14)
- Park Restrooms will open pending guidance

# PenMet Parks Facilities Re-opening Framework\*

(DRAFT framework built off State of Washington's Phased Approach and consistent with health department recommendations and Park agency best practices. Schedule subject to change based on a variety of conditional elements)

## **Racquet Sport Court/Other Facility Operations (Outdoor Recreation, Phase 1 Clarifications and Phase 2)**

*These items will be assessed, and potentially modified, on a weekly basis. Any facility planning to reopen on May 14, 2020, must comply with the following:*

### **Racquet Sport Courts**

1. Utilize on-line or phone reservation systems to pre-pay and limit interactions, and restrict payments to credit cards only to eliminate the handling of cash.
2. Maintain a log of all customers, including at a minimum: first name, last name, physical address and telephone number.
3. During Phase 1 of Safe Start Washington, only singles tennis is allowed if players are from different households. Doubles tennis only allowed when all four members are from the same household. In Phase 2, restrictions on doubles tennis participation are removed.
4. Regularly sanitize counter tops, door knobs, other common surfaces, cash registers, score posting kiosks, and other frequently touched surfaces including employee used equipment.
5. Players are required to bring their own tennis balls.
6. During Phase 1 only one-on-one instruction with social distancing. During Phase 2 only instructions groups of 5 or less with social distancing.
7. Install signage to discourage group congregation, or to limit numbers of people in a certain area. Players will be reminded to be especially mindful of social distancing in the parking lot, and around courts.
8. Where necessary, warn repeat offenders. Encourage frequent handwashing especially before and after matches where frequent hand-to-face contact can occur. Consider providing tissues, a receptacle for used tissues, and hand sanitizer by the courts for use prior, during, and after matches. Ensure any receptacles are emptied often to prevent any overflow especially in outdoor areas.
9. In Phase 2, competitions without spectators are allowed. Competitors must practice social distancing when awaiting a match and must leave when their match is completed.
10. Keep up to date on all changes issued by the Office of the Governor, the Department of Labor & Industries, and the Department of Health.
11. Ask players to leave the facility immediately after playing to eliminate congestion/gathering on the property or in the parking lot.

### **Other Facility Operations**

1. Increase the number of hand sanitizing stations throughout the facility.
2. Increase frequency of HVAC system filter changing.
3. Ensure restrooms are frequently cleaned and appropriately sanitized throughout the day.
4. Food and beverage services must conform to curbside, delivery, and dine-in restaurant requirements. Vending machines may be used as long as sanitation wipes are provided for customer use, an appropriately sized receptacle for used wipes is in the immediate vicinity, and that receptacle is emptied regularly preventing overflow especially in outdoor areas.

# SOCIAL DISTANCING SUCCESS PLAN

## @ ANY BALLPARK USA

### Scenario 1:

*Game in progress.*  
Bases loaded. all players are greater than 6-feet apart.

Playground and other park facilities will be closed

Gate monitor at every entrance verifying compliance with *local* PPE and social distancing regulations.  
*Temperature monitoring optional per municipality.*

### Scenario 2:

*Warm ups.*  
Almost 20,000 square feet of space for each team to warm up. Making social distancing simple.

Playground and other park facilities will be closed



### Scenario 3:

*Pre-game warm ups.*  
Over 2,500 sf of space for infield and over 5,000 sf of space for outfield to warm up (per team). Infield and outfield are both in groups less than 10. More than enough room for social distancing.

### Scenario 4:

*Dugout and Spectator Areas.*  
See enlarged plan for more information.

# SOCIAL DISTANCING SUCCESS PLAN @ ANY BALLPARK USA

Restrooms to be cleaned and sanitized at regular intervals per local health department regulations

Roving park director will monitor social distancing and PPE at shelters and restrooms.

Viability of concession stand per local health department regulations

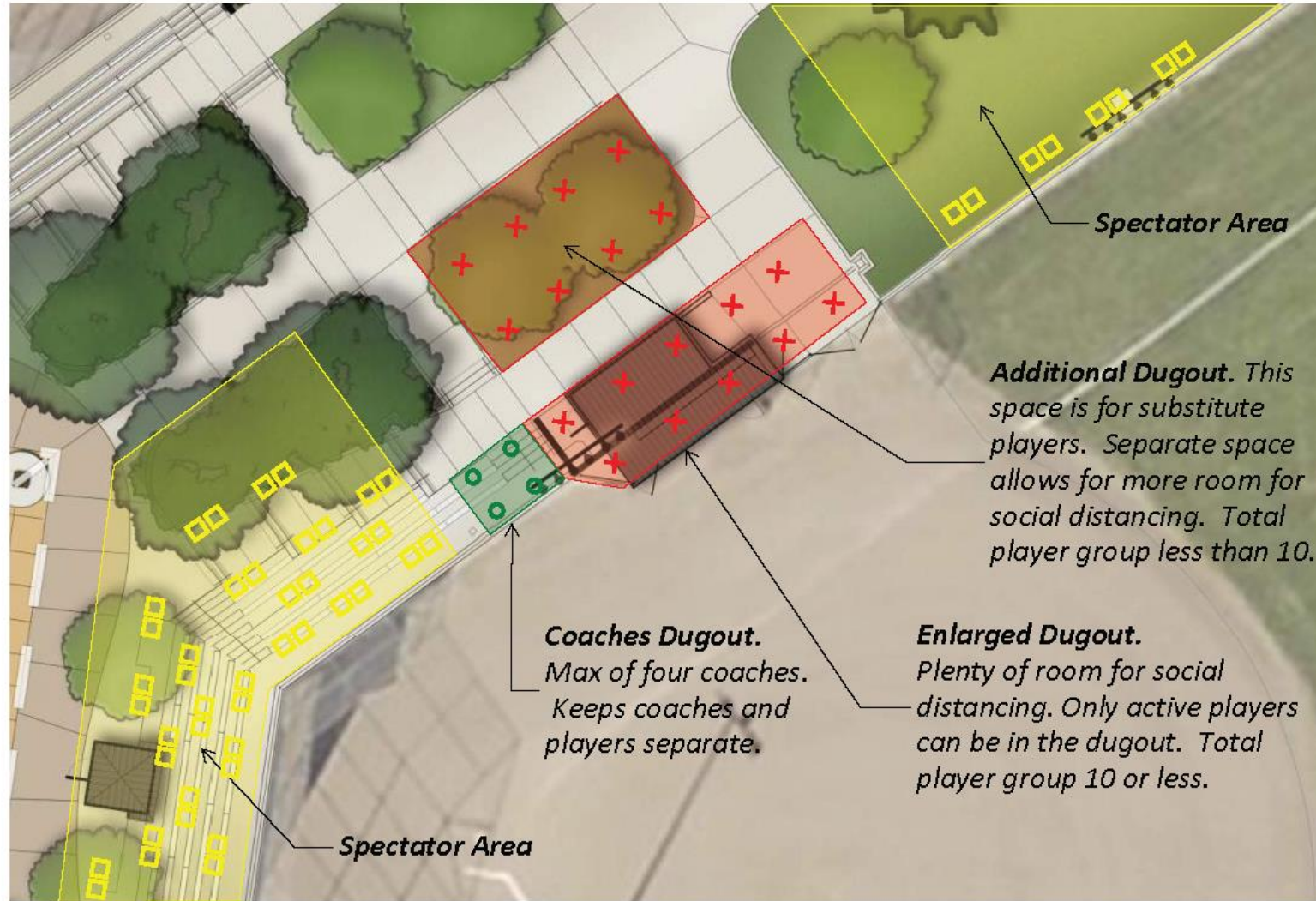


Plenty of room behind back stop and down foul lines for spectators to maintain social distancing measures.

Dugout size increased for greater player spacing. See enlarged plan.

# SOCIAL DISTANCING SUCCESS PLAN

## @ ANY BALLPARK USA

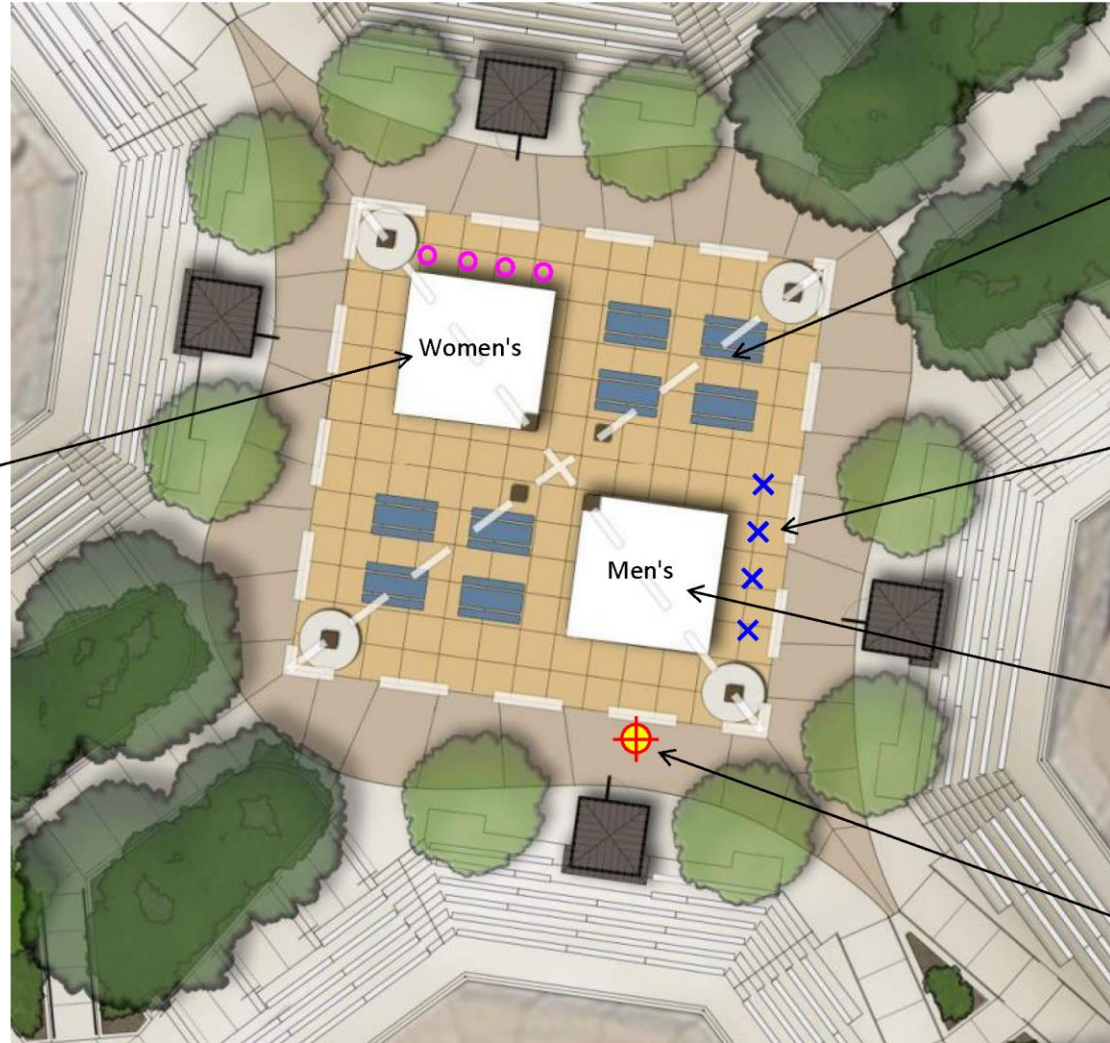


*Dugout Distancing*

# SOCIAL DISTANCING SUCCESS PLAN

## @ ANY BALLPARK USA

All restrooms will be **cleaned and sanitized** at regular intervals and standards set by the *local health department*.



Picnic tables adjusted or removed to maintain proper social distancing

Lines for restrooms will include marking to maintain social distancing.

Restroom capacity to be set forth by the local health department.

Roving park director will monitor social distancing and PPE at shelters and restrooms.

*Restroom and Shelter Distancing*

# SOCIAL DISTANCING SUCCESS PLAN

## @ ANY BALLPARK USA



Cones set up to designate entrance and exit pathways to incoming and outgoing players and families to maintain social distance regulations.

Gate monitor at every entrance verifying compliance with *local* PPE and social distancing regulations.  
*Temperature monitoring optional per municipality.*

*Park Entrance and Exit Distancing*



# SOCIAL DISTANCING SUCCESS PLAN

## @ ANY BALLPARK USA

### BALLPARK AT FULL CAPACITY

- \* Complete social distancing occurring on all fields and in all stands.
- \* Protocols in place and roving monitors to verify compliance.
- \* Adherence to local city and/or county guidelines for restrooms and concessions.



#### Game Switch Transition:

- \* Teams to play next warm-up in the outfield. As noted earlier, social distancing can still be achieved.
- \* Parents for the team to play next shall stay in their cars.
- \* When the game ends, the leaving team sanitizes the dugout area. There are no post-game talks at the fields.
- \* Parents and players of the game that just ended leave right away for their cars.
- \* The team to play next does not leave the outfield until the prior team has finished sanitizing and is completely out of the dugout.
- \* Parents for the team to play next shall stay in their vehicles until the game is about to start and the previous parents and players are in their cars.

# SOCIAL DISTANCING SUCCESS PLAN

## @ ANY BALLPARK USA



On average approx 4,500 sf of space for spectators can be provided per diamond. With an average of 30 players total for both teams, this provides 150 sf of space for one player's spectators to be in. This is equivalent to the size of a typical home's spare bedroom. On average there are two spectators per player for that 150 sf.

The infield of a softball field is over 10,000 sf in size. At most this would have 16 total players, coaches, and umpires at one time during a game, or approx 625 sf of space per person. This is like placing a single player in the space of a average high school classroom. Furthermore, this is the equivalent of 4 people in a typical 2,500 sf restaurant space.

A small softball field is almost 32,000 sf in size and could fit approximately thirteen 2,500 sf average sized restaurants in it just between the foul lines. This provides a considerable amount space for social distancing.

# PenMet Parks Sanitizing Re-opening Framework\*

(DRAFT framework built off State of Washington's Phased Approach and consistent with health department recommendations and Park agency best practices. Schedule subject to change based on a variety of conditional elements)

## Cleaning and Disinfecting for COVID-19: Guidelines for Janitorial Staff

Take proper steps for cleaning and disinfecting surfaces to remove germs that make people sick. Many common household disinfectants are effective for coronavirus. Daily cleaning and disinfection reduces germs. When doing routine cleaning and disinfecting, use a product that is effective and to choose the correct Personal Protective Equipment (PPE).

Note: Respirators such as N95 masks are only recommended for people who are sick and for those who are caring for people who are ill and are not recommended for routine cleaning and disinfection.

# PenMet Parks Sanitizing Re-opening Framework\*

(DRAFT framework built off State of Washington's Phased Approach and consistent with health department recommendations and Park agency best practices. Schedule subject to change based on a variety of conditional elements)

## Cleaning and Disinfecting for COVID-19: Guidelines for Janitorial Staff

### **Supplies and Personal Protective Equipment (PPE) needed**

- Gloves, face masks, and goggles/safety glasses for protection of skin and eyes during cleaning
- Protective clothing that can be thrown away or washed
- Paper towels, garbage bags, scrubbing pads/cleaning brushes
- Disinfectant products such as ready to use a.k.a. "RTU" in labeled spray bottles and/ or wipes
- Measuring cups if diluting concentrated products.
- Hand sanitizer with 60% to 90% alcohol

### **Personal protection for janitorial staff**

- Wear disposal facemask and gloves. Throw away the gloves when done
- Wear protective clothing (apron) if possible, to prevent contamination of clothing
- Store commonly used cleaning products in areas only accessible by staff to avoid excessive handling
- Wash hands with soap and water after cleaning. Use an alcohol-based hand sanitizer if hand washing is not available
- When possible open doors and windows when cleaning

# PenMet Parks Sanitizing Re-opening Framework\*

(DRAFT framework built off State of Washington's Phased Approach and consistent with health department recommendations and Park agency best practices. Schedule subject to change based on a variety of conditional elements)

## Cleaning and Disinfecting for COVID-19: Guidelines for Janitorial Staff

How to choose a cleaning and disinfecting product

The CDC and EPA are working on the most current information about products that will be effective against COVID-19. A list of [Novel Coronavirus \(COVID-19\) Fighting Products](#) from the American Chemistry Council Center for Biocide Chemistries (CBC) contains the most up to date product list.

- Select the product for the purpose it will be used for
- If you are disinfecting hard surfaces, ensure the product has instructions for hard surfaces
- Always follow the instructions on the product's label for how to prepare and apply the product, the contact time needed, and what PPE to wear

See common product types on next page

# PenMet Parks Sanitizing Re-opening Framework\*

(DRAFT framework built off State of Washington’s Phased Approach and consistent with health department recommendations and Park agency best practices. Schedule subject to change based on a variety of conditional elements)

## Common product types

Product type	Pros	Cons
Bleach	Common, effective, available in ready to use formulations such as spray bottles and wipes	Strong odors, some people are sensitive, can stain clothing, longer contact time, dilutions not shelf stable after mixing.
Quaternary ammonias a.k.a. “Quats”	Common, effective, available in ready to use formulations such as spray bottles and wipes	Some people may have sensitivities. May require a longer contact time.
Accelerated Hydrogen Peroxides	Low odor, short contact time, effective, available in ready to use formulations such as spray bottles and wipes	Newer to the markets and not commonly found in household formulations.

### References:

<https://www.cdc.gov/coronavirus/2019-ncov/community/get-your-household-ready-for-COVID-19.html>

<https://www.americanchemistry.com/Novel-Coronavirus-Fighting-Products-List.pdf>

[https://www.cdc.gov/coronavirus/2019-ncov/infection-control/control-recommendations.html?CDC\\_AA\\_refVal=https://www.cdc.gov/coronavirus/2019-ncov/hcp/infection-control.html](https://www.cdc.gov/coronavirus/2019-ncov/infection-control/control-recommendations.html?CDC_AA_refVal=https://www.cdc.gov/coronavirus/2019-ncov/hcp/infection-control.html)



# Peninsula Metropolitan Park District

PO Box 425 – Gig Harbor, WA 98335  
253-858-3400 – info@penmetparks.org  
[www.penmetparks.org](http://www.penmetparks.org)

## DISTRICT COMMISSION MEMO

**To:** District Commission  
**From:** Glenn Akramoff, Interim Sr. Operations Manager  
**Date:** May 19, 2020  
**Subject:** Authorization to Negotiate – A&E Design Firm

### Background / Analysis

The next step in the Community Recreation Center (CRC) project is to begin the design process. The initial step in the process is to select an Architectural/Engineering (A/E) firm. On February 20, 2020, the procurement procedure began with the advertisement of the Request for Qualifications (RFQ). A scoring committee consisting of two Commissioners, the Executive Director, and outside Capital Projects expert and three staff members. Parametrix facilitated the proceedings.

A summary of the discussions, scoring, and findings of the Scoring Committee, which were prepared by Parametrix, are attached.

### Timeline and Funding

The Procurement process moved forward on the following timeline

- February 20, 2020 – Advertisement of the A /E Request for Qualifications (RFQ)
- March 3, 2020 – Pre submittal Conference
- April 7, 2020 – Statement of Qualification were received (9 total)
- April 24, 2020 – All nine firms were screened, and a final four were selected for interviews. Prior to the interview, six specific questions were sent to all four finalist firms requiring written responses by Friday, May 1, 2020.
- May 4, 2020 – Finalist Firms were interviewed.
- May 6, 2020 – The Scoring Committee met to discuss the interviews and accompanying materials. The Committee decided on the proposed direction, which is listed below.

The cost of the Architectural/Engineering (A/E) firm services will be determined in the negotiation of the scope of work. The total project is currently at an estimated cost of \$26,879,730. The design costs will be allocated out of the District capital funds set aside for the project.



# Peninsula Metropolitan Park District

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## Policy Implications/Support

1. Continuation of the project as scheduled
2. Preparation for the May 28, 2020, Project Review Committee presentation
3. Beginning the Design process including public involvement
4. Cost and financing of the project
5. Project phasing and timeline

## Recommendation

The Scoring Committee proposes the following recommendation:

1. Select BLRB Architects as the Architect of Record
2. Request of BLRB that they hire BRS Architects as a Subconsultant to support BLRB design expertise with BRS strength in the Public Outreach front end process, as well as interior recreation, enter programming experience
3. Present the Scoring Team recommendation for Board consideration at the regularly scheduled May 19, 2020 Board of Commissioners meeting
4. Allowing the District to have the design team of choice present at the GC/CM Project Review Committee CRC presentation on May 28, 2020

## 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: phone or via e-mail at [gakramoff@PenMetParks.org](mailto:gakramoff@PenMetParks.org).

## Motion

I move to approve the Executive Director and staff begin negotiations with BLRB Architects as the architects of record for the Community Recreation Center Project and request that BRS Architects be included as a subconsultant focus, at a minimum on public outreach process and the Interior design of the building.

## Attachments

Memo Summarizing Selection Committee process (Parametrix)



May 15, 2020

Mr. Glenn Akramoff  
Peninsula Metropolitan Parks District  
5717 Wollochet Dr. NW BLDG 3  
Gig Harbor, WA 98335

Re: Architect/Engineer (A/E) Procurement Process  
Community Recreation Center Project

Glenn,

The Architectural/Engineering (A/E) design team procurement process as outlined in the A/E Request for Qualifications (RFQ) as final amended on April 10, 2020, is a written qualification and interview-based process. Following a February 20, 2020 advertisement in the Daily Journal of Commerce, a pre-submittal conference on March 3, 2020 and responses to any applicant questions on April 7, 2020, nine (9) in total Statements of Qualifications were received by the PenMet Parks District ("District").

The firms that submitted SOQ's were:

- BLRB Architects
- Dahlin Group
- fi architecture
- Architecture for Everyone
- Helix Design Group
- BCRA Design
- BRS Architects
- Innova Architects
- Weinstein A+U

A six (6) member Scoring Team was selected inclusive of two Board Commissioners. The members of the Scoring Team are:

- Commissioner Amanda Babich
- Commissioner Steve Nixon
- Doug Nelson
- Eric Guenther
- Ed Lewis
- Patrick Gillespie

The Statements of Qualifications were scored by the Scoring Team individually and summarized in an Excel spreadsheet. The scores were averaged and ranked for the purpose of Scoring Team discussion, alignment and shortlisting from the nine that submitted, those firms that would be invited to the second step of the A/E procurement process, the Interview. Listed in the order of first to last, the nine firms scored as follows:

1. 34.0 BCRA Design
2. 33.7 BLRB Architects
3. 30.2 BRS Architects
4. 29.7 Helix Design Group
5. 26.4 fi architecture
6. 25.1 Dahlin Group
7. 24.8 Weinstein Group
8. 21.8 Innova Architects
9. 18.4 Architecture for Everyone

The scoring Team evaluated in open discussion the above listed SOQ's and resultant scores and concluded with the decision to invite the firms noted in yellow above to the Interview phase of A/E procurement process. Interviews for all four firms were scheduled for Monday May 4, 2020 as follows:

- 9 AM BRS Architects
- 11 AM Helix Design Group
- 1 PM BLRB Architects
- 3 PM BCRA Design

As preparation for the May 4, 2020 Interviews, the following additional steps were taken:

- Six (6) specific questions were sent to all four firms on April 24, 2020 requiring written responses by Friday, May 1, 2020.
- Joe Missel of Parametrix called all of the References for all four Firms and documented in a standard written template response from those references that were available and/or called back.
- Jim Dugan of Parametrix conducted a Scoring Team training session on April 29, 2020 to prepare the Scoring Team for the all-day interview sessions.

Note: Prior to the Interviews, Glenn Akramoff was added to the District team as the CRC Project Manager and to the Scoring Team (now a total of seven). As such, Glenn Akramoff participated in the Interview process as a member of the Scoring Team.

All four Firms interviewed as planned on Monday, May 4, 2020. The Scoring Team completed their individual scores the same day as the Interviews. The Interview Scoring Team summary of scores was distributed on Wednesday May 6, 2020 just prior to the May 6, 2020 "Design Firm Selection Discussion" meeting scheduled for 10 AM. Listed in the order of first to last, the Interview scores were as follows:

1. 50.7 BLRB Architects
2. 50.4 BCRA Design
3. 48.4 BRS Architects
4. 42.5 Helix Design Group

For more than one hour, the Scoring Team engaged in a comprehensive discussion regarding all four Interviews, the resultant scores from each Interview and the pros and cons of each firm interviewed. Shortly thereafter, the Scoring Team agreed to the following:

- Select BLRB Architects as the Architect of Record
- Request of BLRB that they hire BRS Architects as a Subconsultant to support BLRB design expertise with BRS strength in the Public Outreach front end process as well as interior recreation enter programming experience
- Meet with the other three Commissioners the week of May 11, 2020 to discuss this process and the resultant outcome
- Present the Scoring Team recommendation for Board consideration at the regularly scheduled May 19, 2020 Board of Commissioners meeting
- Allowing the District to have the design team of choice present at the GC/CM Project Review Committee CRC presentation on May 28, 2020

Thank you for the opportunity to plan and facilitate the PMP CRC A/E Procurement Process. Should you have any questions or desire further clarification regarding the contents of this letter, please contact me by phone at 253.278.8105, or by email at [jdugan@parametrix.com](mailto:jdugan@parametrix.com).

Kindest regards,



## **Parametrix**

ENGINEERING . PLANNING . ENVIRONMENTAL SCIENCES

### **Jim Dugan**

Owners Representative Services

Group Manager

710 Pacific Avenue, Suite #100, Tacoma, WA 98402

253.278.8105 | cell

[jdugan@parametrix.com](mailto:jdugan@parametrix.com)



# Peninsula Metropolitan Park District

PO Box 425 – Gig Harbor, WA 98335  
253-858-3400 – [info@penmetparks.org](mailto:info@penmetparks.org)  
[www.penmetparks.org](http://www.penmetparks.org)

## DISTRICT COMMISSION MEMO

**To:** Peninsula Metropolitan Park District Board of Commissioners  
**From:** Doug Nelson, Executive Director  
**Date:** May 19, 2020  
**Subject:** Demarche Consulting Group Contract - Interim Senior Operations Manager

### Background / Analysis

PenMet Parks has completed the feasibility phase of the project and purchased the property to develop a community recreation center. The second phase of the design and development process is to finalize the site and building design and proceed to construction. As this project is the largest the District has taken, is high profile in the region, and will require fundraising and grants to complete, the project team selection process needs to be transparent, consistent, and collaborative to be successful. Glenn Akramoff, as Interim Senior Operations Manager (SOM), along with the in-house capital project team and the consultant project partners will coordinate on the effort. The position will also include reevaluating the need for a Senior Operations Manager and facilitating the recruitment process and preparations for the new SOM's arrival.

The Interim Senior Operations Manager will report directly to the PenMet District Executive Director and will work on-site at the District Administration building as well as remotely. It will be necessary for the Interim Senior Operations Manager 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 Executive Director.

### Timeline and Funding

Attached is the contract and scope of work for the Interim Senior Operations Manager services. The scope of work outlines the Interim Senior Operations Manager focus for approximately seven months starting on May 1, 2020. 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 \$100,000.

### Recommendation

Staff recommends that the Board of Commissioners (I move to...) authorize the Executive Director to sign the contract, in substantially the form attached, with Demarche Consulting Group for the Interim Senior Operations Manager services per the scope of work.

### Policy Implications/Support

1. The Peninsula Metropolitan Park District needs an Interim Senior Operations Manager to lead the Capital Project division and meet the needs of The District's customers.

### Staff Contact

Should you have any questions or comments please contact Doug Nelson at the earliest opportunity should additional research be required to provide answers at the meeting: 253-858-3408 or via e-mail at [dnelson@penmetparks.org](mailto:dnelson@penmetparks.org).

# Peninsula Metropolitan Park District



## PROFESSIONAL SERVICES AGREEMENT For Consulting Services

THIS PROFESSIONAL SERVICES AGREEMENT ("Agreement") is made and entered into this \_\_\_\_ day of May 2020 (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 – 1<sup>st</sup> Ave., Suite 621, Seattle, WA, 98104, hereinafter referred to as the "Consultant".

WITNESSETH:

WHEREAS, the Consultant through Glenn Akramoff provides senior-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](http://www.sam.gov) and [www.ini.wa.gov/TradesLicensing/PrevWage/AwardingAgencies/default.asp](http://www.ini.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 Thousand Dollars (\$100,000.00) 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 May 1, 2020.

DISTRICT:

PENINSULA METROPOLITAN  
PARK DISTRICT, a municipal corporation

By: \_\_\_\_\_

Dated: May \_\_\_\_, 2020.

CONSULTANT:

DEMARCHE CONSULTING GROUP

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Dated: May \_\_\_\_, 2020.

601 – 1<sup>st</sup> 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)



# Interim Senior Operations Manager





## Scope of Work: Interim Senior Operations Manager

The PenMet Parks District will contract with Glenn Akramoff of Demarche Consulting Group to fill the position of Interim Senior Operations Manager (SOM). The purpose of this position is to coordinate, facilitate and provide oversight of the consultant acquisition process for the Community Recreation Center (CRC), development of the CRC project team, provide leadership and supervision for the Capital Projects team and offer strategies and recommendations on how to proceed with projects to the Executive Director and Board of Commissioners.

PenMet Parks has completed the feasibility phase of the project and purchased the property for development of the community recreation center. The second phase of the design and development process is to finalize the site and building design and proceed to construction. As this project is the largest the District has taken, is high profile in the region and will require fundraising and grants to complete, the project team selection process needs to be transparent, consistent, and collaborative to be successful. The Interim SOM, along with the in-house capital project team and the consultant project partners will coordinate on the effort. The position will also include reevaluating the need for a Senior Operations Manager and facilitating the recruitment process and preparations for the new SOM's arrival.

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

The Interim Senior Operations Manager will provide weekly verbal and monthly written progress updates to the Executive Director and provide updates during the monthly PenMet Board meetings. The District will also be provided with a written report with the monthly billing from Demarche Consulting Group.

The Interim Senior Operations Manager will 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 Executive Director.



## Key Work Items

The following tasks are the primary focus areas for the Glenn Akramoff, the consultant:

### **TASK 1 – Community Recreation Center Oversight and Team Building**

The Interim SOM will provide leadership and oversight for the CRC project team. Assignments will include acquisition of all project partners, negotiation of scope and cost, review and submittal of project partners billing, a communication plan, coordinating and facilitating the development of the project team, and oversight of the design process. Glenn will keep the Executive Director and the Board of Commissioners up to date on project details and provide recommendations for moving through the process. Glenn will be the point of contact for project partners, both internal and external, including the CRC Operations Committee.

Consultant team members include:

- Owners Representation: Parametrix
- Architecture/ Engineering Consultant: TBD
- General Contractor/Construction Manager: TBD
- Bond Council: Andrew Greene, Perkins Coie
- Bond Consultant: Jim Nelson
- Fundraising Consultant: TBD
- Others as needed

Key deliverables include:

1. Finalize the Architecture and Engineering selection process to include Commission decision, negotiations, and onboarding process.
2. Finalize the private fundraising consultant acquisition process.
3. Administration of the GCCM selection process
4. Draft and present the final recommendation for all selection processes to the Executive Director and the District Board for approval.
5. Facilitate the Project Team, to include finalizing project schedule, milestones, and a communication plan.
6. Act as the central point of contact for consultant firms to coordinate and develop a cohesive project team.
7. Create, submit for approval, and implement Commission and Public communication plan for the design and construction phase of the project.
8. In partnership with the Finance Manager, develop financial strategies, goals, and processes for funding the project.



## **TASK 2 – Leadership and Management of Capital Projects Team**

Take the leadership role of the Capital Division. Provide direction to division staff in all areas of the operation. Evaluate all processes and procedures for effectiveness and efficiency and make changes as necessary. Provide the Executive Director with regular updates on actions taken. Document decisions and changes.

### Key deliverables include:

1. Provide day to day general direction and supervision to the Planning and Special Project Manager and Construction Project Manager.
2. Be lead staff member on the CRC Operations Committee.
3. Support the CRC Finance Committee and the CRC Marketing and Fundraising Committee.
4. Draft and submit for approval a Capital Division work plan for the remainder of 2020 and 2021.

## **TASK 3 – Transition of Leadership**

As this is an Interim position for six months, and the project is planned to take between two and three years, a transition strategy will need to be developed. In collaboration with the Executive Director, Glenn will develop options and transition plans to include a permanent replacement for leading the CRC project and the Capital Division.

### Key deliverables include:

1. Prepare a transition plan for the Interim SOM to exit from the team when appropriate to include replacement options and recommendations.
2. Prepare job description and recruitment plan for consideration for the permanent Sr. Operations Manager or like position.
3. Prepare for and support the implementation of the new Sr. Operations Manager recruitment, to include the search process and preparation for arrival.
4. Facilitate a seamless transition to the new Sr. Operations Manager.
5. Be available to the Executive Director and new Sr. Operations Manager.



### Estimated Project Cost:

The scope of work is divided into tasks, beginning on Friday, May 1, 2020, and concluding on October 31, 2020. The Interim Sr. Operations Manager will provide a minimum of 30 hours of availability per week. The estimated costs are provided below.

Task Description	Weekly Rate	Estimated weeks	Estimated Cost
Interim SR. Operations Manager	\$4000	25	\$100,000.00
<b>Estimated Total:</b>			<b>\$100,000.00</b>

The estimates provided above do not include reimbursable expenses, such as mileage or other costs, and are subject to authorization of the Executive Director.

### Other Relevant Information:

The Interim Sr. Operations Manager will not be available for work on the following dates:

1	August 18
2	September 7 - 11

The list provided above does not preclude the Interim Sr. Operations Manager from requesting additional time-off. Days off will not be billed to the District. District Holidays will not be charged unless the Executive Director assigns work. The Interim SOM may be providing service to other clients. Other work 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, as determined by the Executive Director and in coordination with the District. Bios and resumes of Demarche Staff will be provided as requested. A statement of qualifications is offered separately as a reference.





# Peninsula Metropolitan Park District

PO Box 425 – Gig Harbor, WA 98335  
253-858-3400 – info@penmetparks.org  
[www.penmetparks.org](http://www.penmetparks.org)

## DISTRICT COMMISSION MEMO

**To:** District Commission  
**From:** Eric Guenther, Planning & Special Projects Manager  
**Date:** May 19, 2020  
**Subject:** Approve Resolutions R2020-007, R2020-008 and R2020-009 Authorizing Applications to the Washington State Recreation and Conservation Office for Grant Funding Assistance

### Background / Analysis

On a periodic basis, the Washington State Recreation and Conservation Office (RCO) conducts a grant application process for various programs.

The RCO grant applications being considered for funding during this cycle are from the:

- Youth Athletic Facilities (YAF) category for SHP Turf Replacement for \$350,000. (project estimate \$750,000)
- Washington Wildlife and Recreation Program – Local Parks (WWRP-LP) for the Narrows Park West Acquisition for \$1,000,000.
- Land and Water Conservation Fund (LWCF) for the Narrows Park West Acquisition for \$500,000 (LWCF Federal funding as was used to acquire Narrows Park by Pierce County Parks).

The grant amounts requested of \$1,000,000, \$500,000 and \$350,000 represent the maximum awards available in those programs.

The grants require matching money from the sponsor, normally equal to at least the grant amounts (50%), but the match has been reduced by the RCO for this grant cycle to 25%.

The Narrows Park West Acquisition (estimated at \$3,000,000) will also be the subject for a Pierce County Conservation Futures (CF) grant application in 2021 for the balance of the funding required for the acquisition. The LWCF and CF grants would also provide the match for the WWRP-LP grant.



# Peninsula Metropolitan Park District

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The following is a chronology of the RCO grant process:

- Comprehensive Plan due March 1, 2018 (completed 2018)
- Completed grant applications are due by June 1, 2020
- Authorizing Resolution due by May 31, 2020 (Planned for May 19, 2020)
- Technical review June 2020
- Project presentations and evaluations August 2020
- The RCO will meet in October-November 2020 to rank the projects, and the list will be published after that, providing a sense of whether the project will be funded or not.
- The State Legislature will meet in 2021 to approve funding for the grant programs
- If the grant application ranks high enough for funding, grant money will be available in the summer/fall of 2021
- The RCO will negotiate agreements for the funded projects after funding approved

## Recommendation

Staff requests that the Commission review and (I move to...) approve Resolutions R2020-007, R2020-008 & R2020-009, authorizing grant assistance applications to the Washington State Recreation and Conservation Office (RCO) for the Sehmel Homestead Park Turf Replacement, Narrows Park West Acquisition including review of the Sample Project Agreement.

## Motion

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 future appropriate property acquisitions as they become available.
3. At their regular meeting on November 19, 2019 the Board of Park Commissioners approved Resolution R2019-016 adopting the 2020 Peninsula Metropolitan Parks District Annual Budget which included the identification of funding to replace long term assets including the Sehmel Homestead Park turf.
4. RCO grant applications require formal authorization from the Board.

Should you have any questions or comments please contact me at the earliest opportunity should additional research be required to provide answers at the meeting: 253-313-5086 or via e-mail at [EGuenther@PenMetParks.org](mailto:EGuenther@PenMetParks.org)



# Peninsula Metropolitan Park District

## RESOLUTION NO. R2020-007



### Applicant Resolution/Authorization

Organization Name (sponsor) Peninsula Metropolitan Park District (PenMet Parks)

Resolution No. or Document Name R2020-007

Project(s) Number(s), and Name(s) 20-1560 D Sehmel Homestead Park Turf Replacement

This resolution/authorization authorizes the person(s) identified below (in Section 2) to act as the authorized representative/agent on behalf of our organization and to legally bind our organization with respect to the above Project(s) for which we seek grant funding assistance managed through the Recreation and Conservation Office (Office).

WHEREAS, grant assistance is requested by our organization to aid in financing the cost of the Project(s) referenced above;

NOW, THEREFORE, BE IT RESOLVED that:

1. Our organization has applied for or intends to apply for funding assistance managed by the Office for the above "Project(s)."
2. Our organization authorizes the following persons or persons holding specified titles/positions (and subsequent holders of those titles/positions) to execute the following documents binding our organization on the above projects:

Grant Document	Name of Signatory or Title of Person Authorized to Sign
Grant application (submission thereof)	Eric Guenther, Planning & Special Projects Manager
Project contact (day-to-day administering of the grant and communicating with the	Eric Guenther
RCO Grant Agreement (Agreement)	Doug Nelson, Executive Director
Agreement amendments	Doug Nelson
Authorizing property and real estate documents (Notice of Grant, Deed of Right or Assignment of Rights if applicable). These are items that are typical recorded on the property with the county.	Doug Nelson

The above persons are considered an "authorized representative(s)/agent(s)" for purposes of the documents indicated. Our organization shall comply with a request from the RCO to provide documentation of persons who may be authorized to execute documents related to the grant.

3. Our organization has reviewed the sample RCO Grant Agreement on the Recreation and

Conservation Office's WEB SITE at:

<https://rcow.wa.gov/wp-content/uploads/2019/06/SampleProjAgreement.pdf>.

We understand and acknowledge that if offered an agreement to sign in the future, it will contain an indemnification and legal venue stipulation and other terms and conditions substantially in the form contained in the sample Agreement and that such terms and conditions of any signed Agreement shall be legally binding on the sponsor if our representative/agent enters into an Agreement on our behalf. The Office reserves the right to revise the Agreement prior to execution.

4. Our organization acknowledges and warrants, after conferring with its legal counsel, that its authorized representative(s)/agent(s) have full legal authority to act and sign on behalf of the organization for their assigned role/document.
5. Grant assistance is contingent on a signed Agreement. Entering into any Agreement with the Office is purely voluntary on our part.
6. Our organization understands that grant policies and requirements vary depending on the grant program applied to, the grant program and source of funding in the Agreement, the characteristics of the project, and the characteristics of our organization.
7. Our organization further understands that prior to our authorized representative(s)/agent(s) executing any of the documents listed above, the RCO may make revisions to its sample Agreement and that such revisions could include the indemnification and the legal venue stipulation. Our organization accepts the legal obligation that we shall, prior to execution of the Agreement(s), confer with our authorized representative(s)/agent(s) as to any revisions to the project Agreement from that of the sample Agreement. We also acknowledge and accept that if our authorized representative(s)/agent(s) executes the Agreement(s) with any such revisions, all terms and conditions of the executed Agreement shall be conclusively deemed to be executed with our authorization.
8. Any grant assistance received will be used for only direct eligible and allowable costs that are reasonable and necessary to implement the project(s) referenced above.
9. [for Recreation and Conservation Funding Board Grant Programs Only] If match is required for the grant, we understand our organization must certify the availability of match at least one month before funding approval. In addition, our organization understands it is responsible for supporting all non-cash matching share commitments to this project should they not materialize.
10. Our organization acknowledges that if it receives grant funds managed by the Office, the Office will pay us on only a reimbursement basis. We understand reimbursement basis means that we will only request payment from the Office after we incur grant eligible and allowable costs and pay them. The Office may also determine an amount of retainage and hold that amount until all project deliverables, grant reports, or other responsibilities are complete.
11. [for Acquisition Projects Only] Our organization acknowledges that any property acquired with grant assistance must be dedicated for the purposes of the grant in perpetuity unless otherwise agreed to in writing by our organization and the Office. We agree to dedicate the property in a signed "Deed of Right" for fee acquisitions, or an "Assignment of Rights" for other than fee acquisitions (which documents will be based upon the Office's standard versions of those documents), to be recorded on the title of the property with the county auditor. Our organization acknowledges that any property acquired in fee title must be immediately made available to the public unless otherwise provided for in policy, the Agreement, or authorized in writing by the Office Director.
12. [for Development, Renovation, Enhancement, and Restoration Projects Only–If our organization owns the project property] Our organization acknowledges that any property owned by our organization that is developed, renovated, enhanced, or restored with grant assistance must be dedicated for the purpose of the grant in perpetuity unless otherwise allowed by grant program policy, or Office in writing and per the Agreement or an amendment thereto.

13. [for Development, Renovation, Enhancement, and Restoration Projects Only–If your organization DOES NOT own the property] Our organization acknowledges that any property not owned by our organization that is developed, renovated, enhanced, or restored with grant assistance must be dedicated for the purpose of the grant as required by grant program policies unless otherwise provided for per the Agreement or an amendment thereto.
14. [Only for Projects located in Water Resources Inventory Areas 1-19 that are applying for funds from the Critical Habitat, Natural Areas, State Lands Restoration and Enhancement, Riparian Protection, or Urban Wildlife Habitat grant categories; Aquatic Lands Enhancement Account; or the Puget Sound Acquisition and Restoration program, or a Salmon Recovery Funding Board approved grant] Our organization certifies the following: the Project does not conflict with the Puget Sound Action Agenda developed by the Puget Sound Partnership under RCW 90.71.310.
15. This resolution/authorization is deemed to be part of the formal grant application to the Office.
16. Our organization warrants and certifies that this resolution/authorization was properly and lawfully adopted following the requirements of our organization and applicable laws and policies and that our organization has full legal authority to commit our organization to the warranties, certifications, promises and obligations set forth herein.

This resolution/authorization is signed and approved on behalf of the resolving body of our organization by the following authorized member(s):

\_\_\_\_\_  
President

\_\_\_\_\_  
Clerk  
Peninsula Metropolitan Park District Commission

\_\_\_\_\_  
Attest

On File at: PenMet Parks, 5717 Wollochet Dr NW, Gig Harbor, WA 98335

This Applicant Resolution/Authorization was adopted by our organization during the meeting held: (Local Governments and Nonprofit Organizations Only):

Location: Gig Harbor, Washington Date: 5/19/2020

Washington State Attorney General's Office

Approved as to form *Bruce Tallen* 2/13/2020  
*Assistant Attorney General* *Date*



# Peninsula Metropolitan Park District

## RESOLUTION NO. R2020-008



### Applicant Resolution/Authorization

Organization Name (sponsor) Peninsula Metropolitan Park District (PenMet Parks)

Resolution No. or Document Name R2020-008

Project(s) Number(s), and Name(s) 20-1782 A Narrows Park West LP Acquisition

This resolution/authorization authorizes the person(s) identified below (in Section 2) to act as the authorized representative/agent on behalf of our organization and to legally bind our organization with respect to the above Project(s) for which we seek grant funding assistance managed through the Recreation and Conservation Office (Office).

WHEREAS, grant assistance is requested by our organization to aid in financing the cost of the Project(s) referenced above;

NOW, THEREFORE, BE IT RESOLVED that:

1. Our organization has applied for or intends to apply for funding assistance managed by the Office for the above "Project(s)."
2. Our organization authorizes the following persons or persons holding specified titles/positions (and subsequent holders of those titles/positions) to execute the following documents binding our organization on the above projects:

Grant Document	Name of Signatory or Title of Person Authorized to Sign
Grant application (submission thereof)	Eric Guenther, Planning & Special Projects Manager
Project contact (day-to-day administering of the grant and communicating with the	Eric Guenther
RCO Grant Agreement (Agreement)	Doug Nelson, Executive Director
Agreement amendments	Doug Nelson
Authorizing property and real estate documents (Notice of Grant, Deed of Right or Assignment of Rights if applicable). These are items that are typical recorded on the property with the county.	Doug Nelson

The above persons are considered an "authorized representative(s)/agent(s)" for purposes of the documents indicated. Our organization shall comply with a request from the RCO to provide documentation of persons who may be authorized to execute documents related to the grant.

3. Our organization has reviewed the sample RCO Grant Agreement on the Recreation and

Conservation Office's WEB SITE at:

<https://rcow.wa.gov/wp-content/uploads/2019/06/SampleProjAgreement.pdf>.

We understand and acknowledge that if offered an agreement to sign in the future, it will contain an indemnification and legal venue stipulation and other terms and conditions substantially in the form contained in the sample Agreement and that such terms and conditions of any signed Agreement shall be legally binding on the sponsor if our representative/agent enters into an Agreement on our behalf. The Office reserves the right to revise the Agreement prior to execution.

4. Our organization acknowledges and warrants, after conferring with its legal counsel, that its authorized representative(s)/agent(s) have full legal authority to act and sign on behalf of the organization for their assigned role/document.
5. Grant assistance is contingent on a signed Agreement. Entering into any Agreement with the Office is purely voluntary on our part.
6. Our organization understands that grant policies and requirements vary depending on the grant program applied to, the grant program and source of funding in the Agreement, the characteristics of the project, and the characteristics of our organization.
7. Our organization further understands that prior to our authorized representative(s)/agent(s) executing any of the documents listed above, the RCO may make revisions to its sample Agreement and that such revisions could include the indemnification and the legal venue stipulation. Our organization accepts the legal obligation that we shall, prior to execution of the Agreement(s), confer with our authorized representative(s)/agent(s) as to any revisions to the project Agreement from that of the sample Agreement. We also acknowledge and accept that if our authorized representative(s)/agent(s) executes the Agreement(s) with any such revisions, all terms and conditions of the executed Agreement shall be conclusively deemed to be executed with our authorization.
8. Any grant assistance received will be used for only direct eligible and allowable costs that are reasonable and necessary to implement the project(s) referenced above.
9. [for Recreation and Conservation Funding Board Grant Programs Only] If match is required for the grant, we understand our organization must certify the availability of match at least one month before funding approval. In addition, our organization understands it is responsible for supporting all non-cash matching share commitments to this project should they not materialize.
10. Our organization acknowledges that if it receives grant funds managed by the Office, the Office will pay us on only a reimbursement basis. We understand reimbursement basis means that we will only request payment from the Office after we incur grant eligible and allowable costs and pay them. The Office may also determine an amount of retainage and hold that amount until all project deliverables, grant reports, or other responsibilities are complete.
11. [for Acquisition Projects Only] Our organization acknowledges that any property acquired with grant assistance must be dedicated for the purposes of the grant in perpetuity unless otherwise agreed to in writing by our organization and the Office. We agree to dedicate the property in a signed "Deed of Right" for fee acquisitions, or an "Assignment of Rights" for other than fee acquisitions (which documents will be based upon the Office's standard versions of those documents), to be recorded on the title of the property with the county auditor. Our organization acknowledges that any property acquired in fee title must be immediately made available to the public unless otherwise provided for in policy, the Agreement, or authorized in writing by the Office Director.
12. [for Development, Renovation, Enhancement, and Restoration Projects Only–If our organization owns the project property] Our organization acknowledges that any property owned by our organization that is developed, renovated, enhanced, or restored with grant assistance must be dedicated for the purpose of the grant in perpetuity unless otherwise allowed by grant program policy, or Office in writing and per the Agreement or an amendment thereto.

13. [for Development, Renovation, Enhancement, and Restoration Projects Only–If your organization DOES NOT own the property] Our organization acknowledges that any property not owned by our organization that is developed, renovated, enhanced, or restored with grant assistance must be dedicated for the purpose of the grant as required by grant program policies unless otherwise provided for per the Agreement or an amendment thereto.
14. [Only for Projects located in Water Resources Inventory Areas 1-19 that are applying for funds from the Critical Habitat, Natural Areas, State Lands Restoration and Enhancement, Riparian Protection, or Urban Wildlife Habitat grant categories; Aquatic Lands Enhancement Account; or the Puget Sound Acquisition and Restoration program, or a Salmon Recovery Funding Board approved grant] Our organization certifies the following: the Project does not conflict with the Puget Sound Action Agenda developed by the Puget Sound Partnership under RCW 90.71.310.
15. This resolution/authorization is deemed to be part of the formal grant application to the Office.
16. Our organization warrants and certifies that this resolution/authorization was properly and lawfully adopted following the requirements of our organization and applicable laws and policies and that our organization has full legal authority to commit our organization to the warranties, certifications, promises and obligations set forth herein.

This resolution/authorization is signed and approved on behalf of the resolving body of our organization by the following authorized member(s):

\_\_\_\_\_  
President

\_\_\_\_\_  
Clerk  
Peninsula Metropolitan Park District Commission

\_\_\_\_\_  
Attest

On File at: PenMet Parks, 5717 Wollochet Dr NW, Gig Harbor, WA 98335

This Applicant Resolution/Authorization was adopted by our organization during the meeting held: (Local Governments and Nonprofit Organizations Only):

Location: Gig Harbor, Washington Date: 5/19/2020

Washington State Attorney General's Office

Approved as to form *Bruce Tallen* 2/13/2020  
*Assistant Attorney General* *Date*





# Peninsula Metropolitan Park District

## RESOLUTION NO. R2020-009



### Applicant Resolution/Authorization

Organization Name (sponsor) Peninsula Metropolitan Park District (PenMet Parks)

Resolution No. or Document Name R2020-009

Project(s) Number(s), and Name(s) 20-1798 A Narrows Park West LWCF Acquisition

This resolution/authorization authorizes the person(s) identified below (in Section 2) to act as the authorized representative/agent on behalf of our organization and to legally bind our organization with respect to the above Project(s) for which we seek grant funding assistance managed through the Recreation and Conservation Office (Office).

WHEREAS, grant assistance is requested by our organization to aid in financing the cost of the Project(s) referenced above;

NOW, THEREFORE, BE IT RESOLVED that:

1. Our organization has applied for or intends to apply for funding assistance managed by the Office for the above "Project(s)."
2. Our organization authorizes the following persons or persons holding specified titles/positions (and subsequent holders of those titles/positions) to execute the following documents binding our organization on the above projects:

Grant Document	Name of Signatory or Title of Person Authorized to Sign
Grant application (submission thereof)	Eric Guenther, Planning & Special Projects Manager
Project contact (day-to-day administering of the grant and communicating with the	Eric Guenther
RCO Grant Agreement (Agreement)	Doug Nelson, Executive Director
Agreement amendments	Doug Nelson
Authorizing property and real estate documents (Notice of Grant, Deed of Right or Assignment of Rights if applicable). These are items that are typical recorded on the property with the county.	Doug Nelson

The above persons are considered an "authorized representative(s)/agent(s)" for purposes of the documents indicated. Our organization shall comply with a request from the RCO to provide documentation of persons who may be authorized to execute documents related to the grant.

3. Our organization has reviewed the sample RCO Grant Agreement on the Recreation and

Conservation Office's WEB SITE at:

<https://rcow.wa.gov/wp-content/uploads/2019/06/SampleProjAgreement.pdf>.

We understand and acknowledge that if offered an agreement to sign in the future, it will contain an indemnification and legal venue stipulation and other terms and conditions substantially in the form contained in the sample Agreement and that such terms and conditions of any signed Agreement shall be legally binding on the sponsor if our representative/agent enters into an Agreement on our behalf. The Office reserves the right to revise the Agreement prior to execution.

4. Our organization acknowledges and warrants, after conferring with its legal counsel, that its authorized representative(s)/agent(s) have full legal authority to act and sign on behalf of the organization for their assigned role/document.
5. Grant assistance is contingent on a signed Agreement. Entering into any Agreement with the Office is purely voluntary on our part.
6. Our organization understands that grant policies and requirements vary depending on the grant program applied to, the grant program and source of funding in the Agreement, the characteristics of the project, and the characteristics of our organization.
7. Our organization further understands that prior to our authorized representative(s)/agent(s) executing any of the documents listed above, the RCO may make revisions to its sample Agreement and that such revisions could include the indemnification and the legal venue stipulation. Our organization accepts the legal obligation that we shall, prior to execution of the Agreement(s), confer with our authorized representative(s)/agent(s) as to any revisions to the project Agreement from that of the sample Agreement. We also acknowledge and accept that if our authorized representative(s)/agent(s) executes the Agreement(s) with any such revisions, all terms and conditions of the executed Agreement shall be conclusively deemed to be executed with our authorization.
8. Any grant assistance received will be used for only direct eligible and allowable costs that are reasonable and necessary to implement the project(s) referenced above.
9. [for Recreation and Conservation Funding Board Grant Programs Only] If match is required for the grant, we understand our organization must certify the availability of match at least one month before funding approval. In addition, our organization understands it is responsible for supporting all non-cash matching share commitments to this project should they not materialize.
10. Our organization acknowledges that if it receives grant funds managed by the Office, the Office will pay us on only a reimbursement basis. We understand reimbursement basis means that we will only request payment from the Office after we incur grant eligible and allowable costs and pay them. The Office may also determine an amount of retainage and hold that amount until all project deliverables, grant reports, or other responsibilities are complete.
11. [for Acquisition Projects Only] Our organization acknowledges that any property acquired with grant assistance must be dedicated for the purposes of the grant in perpetuity unless otherwise agreed to in writing by our organization and the Office. We agree to dedicate the property in a signed "Deed of Right" for fee acquisitions, or an "Assignment of Rights" for other than fee acquisitions (which documents will be based upon the Office's standard versions of those documents), to be recorded on the title of the property with the county auditor. Our organization acknowledges that any property acquired in fee title must be immediately made available to the public unless otherwise provided for in policy, the Agreement, or authorized in writing by the Office Director.
12. [for Development, Renovation, Enhancement, and Restoration Projects Only–If our organization owns the project property] Our organization acknowledges that any property owned by our organization that is developed, renovated, enhanced, or restored with grant assistance must be dedicated for the purpose of the grant in perpetuity unless otherwise allowed by grant program policy, or Office in writing and per the Agreement or an amendment thereto.

13. [for Development, Renovation, Enhancement, and Restoration Projects Only–If your organization DOES NOT own the property] Our organization acknowledges that any property not owned by our organization that is developed, renovated, enhanced, or restored with grant assistance must be dedicated for the purpose of the grant as required by grant program policies unless otherwise provided for per the Agreement or an amendment thereto.
14. [Only for Projects located in Water Resources Inventory Areas 1-19 that are applying for funds from the Critical Habitat, Natural Areas, State Lands Restoration and Enhancement, Riparian Protection, or Urban Wildlife Habitat grant categories; Aquatic Lands Enhancement Account; or the Puget Sound Acquisition and Restoration program, or a Salmon Recovery Funding Board approved grant] Our organization certifies the following: the Project does not conflict with the Puget Sound Action Agenda developed by the Puget Sound Partnership under RCW 90.71.310.
15. This resolution/authorization is deemed to be part of the formal grant application to the Office.
16. Our organization warrants and certifies that this resolution/authorization was properly and lawfully adopted following the requirements of our organization and applicable laws and policies and that our organization has full legal authority to commit our organization to the warranties, certifications, promises and obligations set forth herein.

This resolution/authorization is signed and approved on behalf of the resolving body of our organization by the following authorized member(s):

\_\_\_\_\_  
 President

\_\_\_\_\_  
 Clerk  
 Peninsula Metropolitan Park District Commission

\_\_\_\_\_  
 Attest

On File at: PenMet Parks, 5717 Wollochet Dr NW, Gig Harbor, WA 98335

This Applicant Resolution/Authorization was adopted by our organization during the meeting held: (Local Governments and Nonprofit Organizations Only):

Location: Gig Harbor, Washington Date: 5/19/2020

Washington State Attorney General's Office

Approved as to form *Brian Tallen* 2/13/2020  
*Assistant Attorney General* *Date*