



Peninsula Metropolitan Park District

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

REGULAR MEETING AGENDA

October 06, 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 Corona-virus, the Park Board has decided to host the meeting Online via Zoom. 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 join the zoom meeting for the study session and regular meeting by using the Meeting ID: 876 8848 6044 Password: PenMet1006 or call in at +1 253-215-8782 Password: 1666709770. Meeting agendas can be accessed online at PenMetParks.org. Citizen Comments can be emailed to admin@penmetparks.org by October 5th at 5:00 PM and will be read at the meeting.

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 up until 5:00 PM October 5, 2020. Comments will be read and recorded in the meeting

ITEM 3 Presentations

3a. Director's Report

3b. President's Report

ITEM 4 Consent Agenda

4a. Approval of Minutes

09/15/2020 Regular Minutes

4b. Approval of Vouchers

\$282,183.22 Reference Number V2020-481-521

ITEM 5 Unfinished Business



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- 5a.** CRC Project Update
- ITEM 6** New Business
 - 6a.** Approve Transfer of Restricted Major Capital Replacement Fund to SHP(Sehmel Homestead Park)Turf Replacement Fund (Resolution R2020-023)
 - 6b.** Recreation Leader 1 & 2 Job Description and Salary Range Approval
- ITEM 7** Committee Reports
 - 7a.** CRC Finance
 - 7b.** CRC Marketing
 - 7c.** CRC Operations
- ITEM 8** Comments by Board
- ITEM 9** Next Board Meetings
 - Tues. October 20, 2020 (Study and Regular) Via Zoom or Teleconference 5:00 PM
- ITEM 10** Executive Session:
- ITEM 11** Adjournment

AGENDA POLICY

No comments or discussion will be allowed on consent items.

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

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

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

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



Peninsula Metropolitan Park District

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REGULAR MEETING MINUTES

September 15, 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 Corona-virus, the Park Board has decided to host the meeting Online via Zoom. 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 join the zoom meeting for the study session and regular meeting by using the Meeting ID: 860 1450 0906 Password: PenMet0915 or call in at +1 253-215-8782 Password: 4180111445. Meeting agendas can be accessed online at PenMetParks.org. Citizen Comments can be emailed to admin@penmetparks.org by September 14th at 5:00 PM and will be read at the meeting.

Call to Order: The meeting was called to order by Commissioner Hill at 6:01 pm

Commissioners Present:

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

Staff:

Doug Nelson
Elaine Sorensen
Eric Guenther
Stacie Snuffin
Glenn Akramoff
Chuck Cuzzetto
Kelly Darling
Brycen Toney

Others in Attendance:

Joe Missel – Parametrix
Mark Roberts – PenMet Attorney
Matthew Struthers - Korsmo Project Manager

ITEM 1 Approval of Agenda

Commissioner Grimmer made a motion to approve the agenda, seconded by Commissioner Nixon. Commissioner Kingsbury made a motion to amend the agenda concerning item 5b.1 that it should be a discussion of the status of the CRC program requirement phase and item 5b. 2 should be a discussion of the project budget with all other items listed in 5b. being directed to their appropriate CRC budget project committee for discussion and the recommendations if any and then be presented to the board. The amended agenda was then seconded by Commissioner Babich. The amended agenda was approved with a 5-0 vote.

ITEM 2 Citizen Comments: None

ITEM 3 Presentations

3a. Director's Report



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Executive Director, Doug Nelson reported that he had recently met with PenMet's Special Populations Recreation Technician, Denise Tremblay. He reported he was reviewing the current process for hiring a Senior Operations Manager along with the recruitment of a new Recreation Manager. Nelson announced that PenMet had been featured in 3 different media articles. Nelson highlighted some PenMet staff efforts including 2 very successful blood drives at the CRC, drive-in movies, work on a miniature golf partnership, work with the steering committee, recreational sports opportunities, and storm cleanup by the maintenance staff.

3b. President's Report: None

3c. Finance Report

HR and Finance Manager, Elaine Sorensen gave a report on all funds of the District and reported that currently, all funds are on target to meet budget.

ITEM 4 Consent Agenda

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

4a. Approval of Minutes

09/01/2020 Regular Minutes

4b. Approval of Vouchers

\$191,101.79 Reference Number V2020-436-473

ITEM 5 Unfinished Business

5a. Covid-19 Fiscal Update

Executive Director, Doug Nelson gave an update on fall programming and answered questions by the Board regarding additional opportunities for school-age children in the coming months.

5b. CRC Project Update

1. CRC Program Requirement Phase

Executive Director, Doug Nelson gave a brief project budget update. Interim Senior Operations Manager, Glenn Akramoff gave an update on the Steering Committee meetings and discussed the schedule of CRC, staff, and public meetings. Akramoff then answered questions from the Board regarding the Steering Committee and noted that he had received some very good feedback from the Steering Committee members and that they were and will be polled throughout the meetings.



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2. Project Budget (See above in 5b. 1)

ITEM 6 New Business: None

ITEM 7 Committee Reports

7a. CRC Finance

Commissioner Nixon reported that the CRC Finance Committee had met on September 10, 2020. Nixon reported that the committee had reviewed a BLRB invoice, discussed the project budget and expense ledger. He also reported that they had discussed moving forward with the bond which would be roughly \$16,000,000.00.

7b. CRC Marketing

Commissioner Grimmer reported that the CRC Marketing Committee had met with the Fundraising Consultants, The Briggs Group at the CRC site to talk about the feasibility. Grimmer noted that the next meeting will be on September 23 at 1:30 PM. He gave a brief update on the project timeline, fundraising phases and goals, pricing models, design elements, and grants. He also noted that The Briggs Group and Executive Director Doug Nelson would be meeting with each Commissioner individually to discuss their goals and visions for the CRC Project.

7c. CRC Operations

Commissioner Babich reported that the CRC Operations Committee had met, and they had a discussion regarding the Steering Committee Meetings and providing feedback to staff about the meetings. Babich reported that they had discussed the mission, purpose, and vision of the project, and discussing program requirements with the design firms, BLRB and BRS. She reported that they would like to do a community survey specific to the CRC beyond the Steering Committee.

ITEM 8 Comments by Board

Commissioner Kingsbury commented that her children really enjoyed the drive-in movies put on by PenMet and would like to have PenMet host another one. Commissioner Grimmer also commented that he had enjoyed the Goonies drive-in movie put on by PenMet Parks. Commissioner Nixon commented on having a chance to meet with Linda Kaye Briggs and Jean Jackman from the Briggs Group via Zoom and that he was super impressed and looking forward to working with them. Commissioner Grimmer mentioned a few of the parks that Gene Jackman has written for. Marketing Specialist, Chuck Cuzzetto discussed the upcoming miniature golf tournament that PenMet park is partnering with the Kiwanis which is taking place on September 26, 2020 at the CRC.

ITEM 9 Next Board Meetings

Tues. October 06, 2020 (Study and Regular) Via Zoom or Teleconference 5:00 PM



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ITEM 10 **Executive Session: None**

ITEM 11 **Adjournment** President Hill adjourned the meeting at 6:40 pm

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
9/16/20	V2020-481	HealthEquity	\$100.00
9/16/20	V2020-482	Snapology	\$546.00
9/16/20	V2020-483	Simplot Partners	\$551.15
9/16/20	V2020-484	HOME DEPOT	\$1,329.21
9/16/20	V2020-485	Doggie Walk Bags	\$1,000.00
9/16/20	V2020-486	ACE HARDWARE	\$102.09
9/16/20	V2020-487	PCRCD, LLC	\$79.76
9/16/20	V2020-488	Pierce County Security	\$3,808.00
9/16/20	V2020-489	ZUMAR INDUSTRIES INC	\$215.40
9/16/20	V2020-490	PURDY TOPSOIL & GRAVEL	\$193.13
9/16/20	V2020-491	Legal Shield	\$139.60
9/16/20	V2020-492	KCDA	\$2,271.10
9/16/20	V2020-493	DPI PRINT	\$586.98
9/16/20	V2020-494	POA Leasing - PA	\$215.89
9/16/20	V2020-495	SoftwareONE	\$4,356.40
9/16/20	V2020-496	Skyhawks Sports Academy Inc.	\$1,058.60
9/16/20	V2020-497	Fun Express LLC	\$318.93
9/16/20	V2020-498	Robert Droll Landscape Architect, P.S.	\$3,993.75
9/16/20	V2020-499	Linda Kaye Briggs	\$2,241.25
9/16/20	V2020-500	DEPARTMENT OF RETIREMENT SYSTEMS	\$100.00
9/16/20	V2020-501	GeoResources	\$142.50
9/16/20	V2020-502	Zee Medical Service Co.	\$140.79
9/16/20	V2020-503	DON SMALL & SONS OIL	\$409.65
9/16/20	V2020-504	WILCO	\$2.04
9/16/20	V2020-505	Adam Thomsen	\$154.43
9/16/20	V2020-506	Brown Dog Realty LLC	\$9,358.75
9/16/20	V2020-507	Daniel K Oestreich	\$1,000.00
9/16/20	V2020-508	Brycen Toney	\$173.99
9/16/20	V2020-509	Sally Swenson	\$1,058.40
9/16/20	V2020-510	Tiffany Chambers	\$25.00
9/16/20	V2020-511	PARAMETRIX	\$15,699.00
9/16/20	V2020-512	BLRB Architects	\$147,248.86
9/16/20	V2020-513	Perkins Cole LLP	\$16,032.75
9/16/20	V2020-514	WESTBAY AUTO PARTS	\$65.19
9/16/20	V2020-515	Glass Works	\$1,707.19
9/16/20	V2020-516	Star Tree Service	\$2,712.50
9/16/20	V2020-517	Stacy Gargalione	\$612.50
9/16/20	V2020-518	Madeline Hunter	\$3,574.40

9/16/20	V2020-519	Peninsula Metropolitan Park District	\$54,949.24
9/16/20	V2020-520	Brad Owen	\$2,165.80
9/16/20	V2020-521	Snapology	\$1,743.00
Payment Count: 41			Total Amount: <u>\$282,183.22</u>

Payment Count: 41
Payment Total: \$282,183.22

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>9-16-20</u> _____ Date	_____ Authorized District Official Signature	_____ Date
 _____ Authorized District Official Signature	<u>9/23/20</u> _____ Date	_____ Authorized District Official Signature	_____ Date
 _____ Authorized District Official Signature	<u>9/24/2020</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 Received on _____

Batch Verified by _____



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CRC PROJECT UPDATE: October 6, 2020

- Items to be presented by BLRB/BRS
 - What has been done
 - Steering Committee Meetings
 - Public Meetings
 - What we're going to do
 - Draft program and Proforma
 - Steering Committee Meeting #3
 - Community Public Meeting #2
 - On-going efforts
 - Permitting
 - Other
 - Proforma Discussion
 - Fundraising Case Statement – DRAFT REVIEW
 - Questions?

Please contact Executive Director Doug Nelson at dnelson@penmetparks.org or 253-858-3408 if you have any questions.



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DISTRICT COMMISSION MEMO

To: District Commission
From: Eric Guenther, Planning & Special Projects Manager
Date: October 6, 2020
Subject: Resolution R2020-023 Authorizing Transfer of Capital Funds for SHP Turf Replacement

Background / Analysis

This project will be replacing the synthetic turf playing surface at Sehmel Homestead Park's soccer/football/lacrosse multipurpose field, Phase 2 in the overall upgrade project (10123 78th Ave NW, Gig Harbor). Phase 1 involved the addition of lighting to this field in 2019-20. The turf was installed in 2010, and is within a year, at most two years, of its functional lifespan. The field is showing wear issues typical of fields this age. The turf fibers exhibit wear and are laying flat in many areas, which makes it difficult for Staff to add additional infill to maintain a safe cushioning level. The field drains very slowly--often standing water is present during heavier rains, causing events to be halted or postponed. Visual inspections from Staff and outside consultants have failed to identify a cause, but it is likely associated with either the deterioration over time of the infill (a typical occurrence on fields this age) or an issue with the subsurface drainage system. There are existing patched areas where the turf was damaged by repetitive use, an issue typically found on fields this age.

Replacing the turf surface will address most of these issues, and the project will resolve the drainage problem which is included in the scope of work for this project.

These funds will provide for design and grant assistance, as well as construction. The RCO YAF grant is for \$350,000.

Policy Implications/Support

1. The Board of Park Commissioners approved the 2014 and 2015 Budgets which included \$100,000 and \$500,000 respectively (totaling \$600,000) allocated to the Restricted Major Capital Replacement Fund, specifically for the replacement of the synthetic turf at Sehmel Homestead Park.

2. At their regular meeting on May 19, 2020, the Board of Park Commissioners approved Resolution 2020-007 authorizing a grant assistance application to the Washington State Recreation and Conservation Office (RCO) in the Youth Athletic Facilities (YAF) category for the Sehmel Homestead Park Turf Replacement project.

Recommendation

Staff recommends that the Board (I move to...) approve Resolution R2020-023 authorizing the transfer of up to \$600,000 from the Restricted Major Capital Replacement Fund to the Sehmel Homestead Park Turf Replacement Fund and amend the 2020 Capital Project budget.

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

Cost Estimate

Worksite #1: Sehmel Homestead Park

Category	Work Type	Estimated Cost
Athletic Fields	Multi-purpose field development	\$720,631
Cultural Resources	Cultural resources	\$5,000
Permits	Obtain permits	\$3,000
Site Preparation	General site preparation	\$148,100
Utilities	Install stormwater system	\$65,735
	Subtotal:	\$942,466
Admin, Architecture, and Engineering		\$45,000
	Total Estimate For Worksite:	\$987,466

Summary

Total Estimated Costs Without AA&E:	\$942,466
Total Estimated AA&E:	\$45,000
Total Estimated Development Costs:	\$987,466



Peninsula Metropolitan Park District

RESOLUTION NO. R2020-023

A RESOLUTION OF PENMET PARKS TO TRANSFER FROM RESTRICTED MAJOR CAPITAL REPLACEMENT FUND AND AMEND 2020 CAPITAL BUDGET

WHEREAS, the Peninsula Metropolitan Park District (PenMet Parks) Board of Park Commissioners may by resolution amend its current year budget; and

WHEREAS, the PenMet Parks Board of Park Commissioners has identified costs related to the replacement of the synthetic turf at Sehmel Homestead Park; and

WHEREAS, monies in the Restricted Major Capital Replacement Fund have been identified as specifically allocated for and currently available to fund these costs in an amount not to exceed \$600,000; and

WHEREAS, the PenMet Parks Comprehensive Financial Management Policy requires a resolution of the Board to transfer funds between projects; NOW, THEREFORE BE IT

RESOLVED by the Board of Park Commissioners of the Peninsula Metropolitan Park District that up to \$600,000 from the Restricted Major Capital Replacement Fund be transferred to the Sehmel Homestead Park Turf Replacement Fund and amend the 2020 Capital Project budget.

The foregoing resolution was adopted at a regular meeting of the Board of Park Commissioners of the Peninsula Metropolitan Park District held on October 6, 2020.

President

Clerk
Peninsula Metropolitan Park District Commission

Attest

Resolution R2020-023



Peninsula Metropolitan Park District

P.O. Box 425 Gig Harbor, WA 98333
Office: 253-858-3400 Fax: 253-858-3401
E-mail: Info@PenMetParks.org

DISTRICT COMMISSION MEMO

To: Peninsula Metropolitan Park District Board of Commissioners

From: Brycen Toney, Community Recreation Specialist

Date: October 6th, 2020

Subject: **Approval of Job Description**

Recommendation

Staff recommends that The Board review and approve the attached job descriptions for: Recreation Leader I and Recreation Leader II

Policy Implications/Support

1. Community Recreation Specialist Position is updated to reflect new Recreation Leader I & Recreation Leader II positions
2. Funding for this position is available within the approved 2020 District Budget
3. Recreation Leader I changes are as follows:
 - a. Hiring age is 16+
 - b. Recreation will facilitate youth-oriented programs, camps, events, and after-school programs
 - c. Updated Physical Environment and weight lifting requirements
 - d. Salary Range of \$13.50 to \$18.50
4. Recreation Leader II changes are as follows:
 - a. Hiring age is 18+
 - b. Recreation Leader II will have lead responsibilities at youth-oriented programs, camps, events, and afterschool programs
 - c. One year of experience working with children is required
 - d. Updated Physical Environment and weight lifting requirements
 - e. Salary Range of \$14.50 to \$19.50

Background/Analysis

1. Updating these positions will broaden our scope of qualified applicants to facilitate recreation programming
2. Updating these positions to include after-school programs will provide more opportunities for after-school programming and after-school child care
3. Recreation Leader II position will allow current recreation staff to provide more opportunities for summer classes and camps. This will allow for more camps at multiple facilities on the same dates.

Motion:

I move to approve the attached revised job descriptions for Recreation Leader I and Recreation Leader II

Should you have any questions or comments please feel free to contact me at 253.858.3400 ext. 1404 or via e-mail at Btoney@penmetparks.org

PENINSULA METROPOLITAN PARK DISTRICT

Classification Description

Department: Recreation Services	Title: Recreation Leader I
Position Authorized by Commission:	Reports to: Recreation Specialists/Coordinators

Position Purpose

To assist with the organization, planning, and facilitation of a variety of recreation activities in various seasonal programs. Work hours will vary, up to 69 hours per month.

Essential Responsibilities

- Assist the Recreation Specialists/Coordinators with the planning, coordination and supervision of youth orientated programs, camps, after-school programs, and events
- Assist with the supervision of volunteers, and program participants to meet the needs of the activity, event or program.
- Communicate feedback between participants and program supervisor
- Prepare documents such as letters, program evaluation forms, memos, accident reports, and rosters
- Utilize software system to process program registrations and update client accounts
- Able to make appropriate decisions as needed regarding personnel, activity, event or program.
- Attend meetings as assigned.
- Perform facility opening and closing responsibilities
- Perform minor maintenance and custodial duties
- Assist with other recreation programs as requested
- Perform related duties, as assigned.

Skills and Abilities

- Working knowledge of recreation programs, services and appropriate activities for youth; strong interest in working with youth.
- Interact effectively and professionally with a wide variety of program participants, community members, and co-workers
- Must be creative, energetic, and patient
- Knowledge of basic needs and safety concerns associated with the care of assigned populations.
- Ability to maintain a safe work environment in accordance with program and district policies and procedures for participants, patrons, co-workers and self.
- Ability to communicate clearly and concisely, both orally and in writing any incidents, decisions and issues pertaining to activity, event or program to assigned supervisor.
- Experience, education and/or training that would provide the required knowledge and abilities to meet the needs of the program

Working Conditions

Physical Requirements:

Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and or up to 10 pounds of force constantly to move objects.

Work Environment:

Position is subject to environmental conditions. Activities occur inside and outside.

Position is subject to noise, and/or vibration.

Minimum Qualifications

- Successful completion of pre-employment background check;
- Successful completion of pre-employment reference check;
- Valid State Driver's License with proof of satisfactory driving record;
- CPR, First AID, and AED Certification within the last year.
- 16+ years of age
- Non-smoker.

PENINSULA METROPOLITAN PARK DISTRICT

Classification Description

Department: Recreation Services	Title: Recreation Leader II
Position Authorized by Commission:	Reports to: Recreation Specialists/Coordinators

Position Purpose

Provide excellent customer service to all program patrons by exemplifying a positive attitude and exceeding the needs of patrons. Assist with the organization, planning, and implementation of a variety of recreation activities in various seasonal programs under the supervision of Recreation Specialist as assigned and a wide variety of populations. Work hours will vary, up to 69 hours per month.

Essential Responsibilities

- Assist the Recreation Specialists/Coordinators with the planning, coordination and supervision of youth orientated programs, camps, after-school programs, and events
- Assist with the supervision of volunteers, staff, and program participants and exercise the necessary supervision of personnel to meet the needs of the activity, event or program.
- Communicate feedback between participants and program supervisor
- Prepare documents such as letters, program evaluation forms, memos, accident reports, and rosters
- Utilize software system to process program registrations and update client accounts
- Able to make appropriate decisions as needed regarding personnel, activity, event or program.
- Attend meetings as assigned.
- Perform facility opening and closing responsibilities
- Perform minor maintenance and custodial duties
- Assist with other recreation programs as requested
- Perform related duties, as assigned.

Skills and Abilities

- Working knowledge of recreation programs, services and appropriate activities for youth; strong interest in working with youth.
- Interact effectively and professionally with a wide variety of program participants, community members, and co-workers
- Must be creative, energetic, and patient
- Knowledge of basic needs and safety concerns associated with the care of assigned populations.
- Ability to maintain a safe work environment in accordance with program and district policies and procedures for participants, patrons, co-workers and self.

- Ability to communicate clearly and concisely, both orally and in writing any incidents, decisions and issues pertaining to activity, event or program to assigned supervisor.
- Experience, education and/or training that would provide the required knowledge and abilities to meet the needs of the program

Working Conditions

Physical Requirements:

Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and or up to 10 pounds of force constantly to move objects.

Work Environment:

Position is subject to environmental conditions. Activities occur inside and outside. Position is subject to noise, and/or vibration.

Minimum Qualifications

- Successful completion of pre-employment background check;
- Successful completion of pre-employment reference check;
- Valid State Driver's License with proof of satisfactory driving record;
- CPR, First AID, and AED Certification within the last year.
- 18+ years of age
- One year of experience working in an environment with children
- Non-smoker.