



Peninsula Metropolitan Park District

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

REGULAR MEETING AGENDA

January 19, 2021, 6:00 PM

ATTENTION: Park Board meetings are being held online via Zoom under Governor Inslee's public health proclamations regarding the COVID-19 virus. Members of the public are encouraged to join the study session and/or regular meeting by using the Meeting ID 867 6758 6538 Password: PenMet0119, or call in at +1 253-215-8782 Password: 5143506289. Meeting agendas can be accessed online at PenMetParks.org. Comments submitted via email will be read into the record during the meeting; the deadline to submit comments is 5 pm on January 18, 2021.

Call to Order

Commissioner Roll Call:

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

ITEM 1 Approval of Agenda

ITEM 2 Citizen Comments

Due to current circumstances surrounding the COVID-19 Pandemic, we will be accepting citizen comments via email at admin@penmetparks.org up until 5:00 PM on January 18, 2021. Comments will be read and recorded in the meeting.

ITEM 3 Presentations

- 3a. Interim Executive Director's Report
- 3b. [Springbrook Migration Update](#)
- 3c. President's Report
- 3d. Paddle Sports Partnership Presentation

ITEM 4 Consent Agenda

- 4a. [Approval of Minutes](#)
[12/30/2020 Special Meeting Minutes, 01/05/2020 Study Session and Regular Minutes](#)
- 4b. [Approval of Vouchers](#)
[\\$159,535.58 Reference Number: V2020-697-730](#)

ITEM 5 Unfinished Business

- 5a. 6-Year Capital Improvement Plan Follow-Up



Peninsula Metropolitan Park District

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5b. [Sehmel Lighting Project Budget Update](#)

ITEM 6 New Business

6a. [Community Recreation Center Absher Project Management Contract Amendment #2 Resolution R2021-002](#)

6b. [Confirming CRC Project Delivery Method, Resolution 2021-003](#)

ITEM 7 Community Recreation Center Project

7a. CRC Update

7b. CRC Committee Reports

ITEM 8 Comments by Board

ITEM 9 Next Board Meetings

Thursday, January 21, 2021 (Special Meeting for CRC Siting Options), via Zoom or teleconference, 6:00 PM

Tuesday, February 2, 2021 (Study and Regular) Via Zoom or Teleconference
Study Session at 4:00 and Regular Meeting at 6:00 PM

ITEM 10 Executive Session: None

ITEM 11 Adjournment

AGENDA POLICY

No comments or discussion will be allowed on consent items.

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

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

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

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

2021 BUDGET POSITION

Peninsula Metropolitan Park District

Time: 20:04:50 Date: 01/14/2021

Page: 1

001 General Expense Fund 01/01/2021 To: 12/31/2021

| | Amt Budgeted | Revenues | Remaining |
|--|--------------|----------|-----------|
|--|--------------|----------|-----------|

002 Revenue

| | | | |
|--|---------------------|------------------|---------------------------|
| 311 10 00 001 Real and Personal Property Tax | 7,306,786.00 | 0.00 | 7,306,786.00 100.0% |
| 313 17 00 000 Sales Tax | 377,000.00 | 0.00 | 377,000.00 100.0% |
| 317 20 00 000 Leasehold Excise Tax | 1,500.00 | 0.00 | 1,500.00 100.0% |
| 317 30 00 000 REET Excise Tax | 0.00 | 0.00 | 0.00 100.0% |
| 317 40 00 000 Private Harvest Tax | 0.00 | 0.00 | 0.00 100.0% |
| 347 20 00 000 Facility Rental Fee | 72,500.00 | 2,676.00 | 69,824.00 96.3% |
| 361 11 00 001 Investment Interest | 18,000.00 | 0.00 | 18,000.00 100.0% |
| 362 30 01 000 Parking Space Lease | 0.00 | 0.00 | 0.00 100.0% |
| 362 50 01 000 Long Term Golf Course Lease | 57,000.00 | 11,697.68 | 45,302.32 79.5% |
| 362 60 01 000 Housing Rentals/Leases | 48,385.08 | 0.00 | 48,385.08 100.0% |
| 362 70 01 000 Concessions Lease Facilities | 0.00 | 0.00 | 0.00 100.0% |
| 002 Revenue | 7,881,171.08 | 14,373.68 | 7,866,797.40 99.8% |

003 NonRevenue

| | | | |
|------------------------------------|-------------|-------------|--------------------|
| 389 00 00 000 OTHER GF NON REVENUE | 0.00 | 0.00 | 0.00 100.0% |
| 003 NonRevenue | 0.00 | 0.00 | 0.00 100.0% |

| | | | |
|-----------------------|---------------------|------------------|---------------------------|
| Fund Revenues: | 7,881,171.08 | 14,373.68 | 7,866,797.40 99.8% |
|-----------------------|---------------------|------------------|---------------------------|

| | Amt Budgeted | Expenditures | Remaining |
|--|--------------|--------------|-----------|
|--|--------------|--------------|-----------|

010 Legislative

| | | | |
|---|-------------------|-------------|--------------------------|
| 511 10 10 000 Compensation | 61,440.00 | 0.00 | 61,440.00 100.0% |
| 511 10 20 000 Benefits | 5,652.00 | 0.00 | 5,652.00 100.0% |
| 511 10 31 000 Office & Operating Supplies | 650.00 | 0.00 | 650.00 100.0% |
| 511 10 44 000 Printing and Advertising | 375.00 | 0.00 | 375.00 100.0% |
| 511 20 41 000 Professional Services | 80,000.00 | 0.00 | 80,000.00 100.0% |
| 511 40 43 000 Travel | 4,312.05 | 0.00 | 4,312.05 100.0% |
| 511 40 49 000 Memberships & Training | 2,128.00 | 0.00 | 2,128.00 100.0% |
| 511 50 45 000 Rentals | 5,500.00 | 0.00 | 5,500.00 100.0% |
| 511 70 51 000 Elections | 56,061.00 | 0.00 | 56,061.00 100.0% |
| 010 Legislative | 216,118.05 | 0.00 | 216,118.05 100.0% |

020 Debt Service

| | | | |
|----------------------------------|---------------|-------------|----------------------|
| 592 84 00 000 Bond Issue Costs | 300.00 | 0.00 | 300.00 100.0% |
| 592 89 00 000 Bond Service Costs | 0.00 | 0.00 | 0.00 100.0% |
| 020 Debt Service | 300.00 | 0.00 | 300.00 100.0% |

030 Executive

| | | | |
|-------------------------------------|------------|------|-------------------|
| 513 10 10 000 Salaries - Exec | 130,000.00 | 0.00 | 130,000.00 100.0% |
| 513 10 11 000 Wages - Regular | 129,887.00 | 0.00 | 129,887.00 100.0% |
| 513 10 20 000 Benefits | 111,340.00 | 0.00 | 111,340.00 100.0% |
| 513 10 44 000 Marketing | 3,425.94 | 0.00 | 3,425.94 100.0% |
| 513 10 44 001 Supplies | 13,250.00 | 0.00 | 13,250.00 100.0% |
| 513 10 44 002 Printing | 53,528.00 | 0.00 | 53,528.00 100.0% |
| 513 10 44 003 Professional Services | 29,500.00 | 0.00 | 29,500.00 100.0% |
| 513 10 45 000 Office Lease | 112,305.00 | 0.00 | 112,305.00 100.0% |

2021 BUDGET POSITION

Item 3b.

Peninsula Metropolitan Park District

Time: 20:04:50 Date: 01/14/2021

Page: 2

001 General Expense Fund

01/01/2021 To: 12/31/2021

| Expenditures | Amt Budgeted | Expenditures | Remaining | |
|--------------|--------------|--------------|-----------|--|
|--------------|--------------|--------------|-----------|--|

030 Executive

| | | | | | |
|----------------------|---------------------------------|-------------------|-------------|-------------------|---------------|
| 513 10 49 000 | Dues & Training | 8,810.00 | 0.00 | 8,810.00 | 100.0% |
| 513 20 41 000 | Executive-Professional Services | 63,700.00 | 0.00 | 63,700.00 | 100.0% |
| 513 40 43 000 | Executive - Travel | 9,740.00 | 0.00 | 9,740.00 | 100.0% |
| 515 20 41 000 | Legal - Professional Services | 60,000.00 | 0.00 | 60,000.00 | 100.0% |
| 576 10 31 000 | Office and Operating Supplies | 7,000.00 | 0.00 | 7,000.00 | 100.0% |
| 576 10 35 000 | Minor Equipment | 0.00 | 0.00 | 0.00 | 100.0% |
| 576 10 41 000 | Prof. Serv -Computer & Security | 37,696.00 | 0.00 | 37,696.00 | 100.0% |
| 576 10 43 000 | Administration - Travel | 500.00 | 0.00 | 500.00 | 100.0% |
| 576 10 45 000 | Operating Rentals and Leases | 10,000.00 | 0.00 | 10,000.00 | 100.0% |
| 576 10 46 000 | Insurance - General Liability | 81,000.00 | 0.00 | 81,000.00 | 100.0% |
| 576 10 49 000 | Miscellaneous / Events | 2,500.00 | 0.00 | 2,500.00 | 100.0% |
| 576 20 31 000 | Postage | 1,300.00 | 0.00 | 1,300.00 | 100.0% |
| 576 20 36 001 | Computer Hardware | 12,000.00 | 0.00 | 12,000.00 | 100.0% |
| 576 20 36 002 | Computer Software | 15,000.00 | 0.00 | 15,000.00 | 100.0% |
| 576 20 41 001 | Telephone | 37,800.00 | 0.00 | 37,800.00 | 100.0% |
| 576 20 41 002 | Internet | 20,000.00 | 0.00 | 20,000.00 | 100.0% |
| 576 89 53 000 | Sales Tax | 2,573.86 | 0.00 | 2,573.86 | 100.0% |
| 589 30 53 000 | Leasehold Excise Taxes | 10,000.00 | 0.00 | 10,000.00 | 100.0% |
| 030 Executive | | 962,855.80 | 0.00 | 962,855.80 | 100.0% |

040 Budget & Finance

| | | | | | |
|---------------------------------|------------------------|-------------------|-------------|-------------------|---------------|
| 514 10 11 000 | Wages - Regular | 150,735.00 | 0.00 | 150,735.00 | 100.0% |
| 514 10 20 000 | Personnel Benefits | 54,341.00 | 0.00 | 54,341.00 | 100.0% |
| 514 10 31 000 | Supplies | 1,149.00 | 0.00 | 1,149.00 | 100.0% |
| 514 20 00 000 | Financial Services | 600.00 | 0.00 | 600.00 | 100.0% |
| 514 23 36 000 | Computers - Finance | 0.00 | 0.00 | 0.00 | 100.0% |
| 514 23 41 000 | Professional Services | 36,584.00 | 0.00 | 36,584.00 | 100.0% |
| 514 23 49 000 | Bank Charges | 600.00 | 0.00 | 600.00 | 100.0% |
| 514 40 43 000 | Travel | 545.00 | 0.00 | 545.00 | 100.0% |
| 514 40 49 000 | Memberships & Training | 0.00 | 0.00 | 0.00 | 100.0% |
| 040 Budget & Finance | | 244,554.00 | 0.00 | 244,554.00 | 100.0% |

050 Recreational Services

| | | | | | |
|----------------------------------|---------------------------|-------------------|-------------|-------------------|---------------|
| 571 10 11 000 | Wages - Administration | 79,146.00 | 0.00 | 79,146.00 | 100.0% |
| 571 10 20 000 | Benefits - Administration | 41,176.00 | 0.00 | 41,176.00 | 100.0% |
| 571 10 43 000 | Conferences | 4,340.05 | 0.00 | 4,340.05 | 100.0% |
| 050 Recreational Services | | 124,662.05 | 0.00 | 124,662.05 | 100.0% |

060 Parks & Grounds

| | | | | | |
|---------------|---------------------------|------------|------|------------|--------|
| 576 85 11 000 | Wages - Regular | 641,063.00 | 0.00 | 641,063.00 | 100.0% |
| 576 85 20 000 | Benefits | 321,923.50 | 0.00 | 321,923.50 | 100.0% |
| 576 85 31 000 | Operating Supplies | 0.00 | 0.00 | 0.00 | 100.0% |
| 576 85 31 001 | Toilet Paper/Paper Towels | 3,122.00 | 0.00 | 3,122.00 | 100.0% |
| 576 85 31 002 | Soap/Cleaning Products | 1,561.00 | 0.00 | 1,561.00 | 100.0% |
| 576 85 31 003 | Signs | 5,000.00 | 0.00 | 5,000.00 | 100.0% |
| 576 85 31 004 | Garbage Bags | 4,950.00 | 0.00 | 4,950.00 | 100.0% |
| 576 85 31 005 | Dog Bags | 15,350.00 | 0.00 | 15,350.00 | 100.0% |
| 576 85 31 006 | Fertilizer | 2,700.00 | 0.00 | 2,700.00 | 100.0% |

2021 BUDGET POSITION

Item 3b.

Peninsula Metropolitan Park District

Time: 20:04:50 Date: 01/14/2021

Page: 3

001 General Expense Fund

01/01/2021 To: 12/31/2021

| Expenditures | Amt Budgeted | Expenditures | Remaining |
|--|--------------|--------------|------------------|
| 060 Parks & Grounds | | | |
| 576 85 31 007 COVID | 7,177.00 | 0.00 | 7,177.00 100.0% |
| 576 85 31 008 Plumbing/Heating | 8,000.00 | 0.00 | 8,000.00 100.0% |
| 576 85 31 009 Pesticide | 3,100.00 | 0.00 | 3,100.00 100.0% |
| 576 85 31 010 Rubber | 3,300.00 | 0.00 | 3,300.00 100.0% |
| 576 85 31 011 Sand/Seed | 8,700.00 | 0.00 | 8,700.00 100.0% |
| 576 85 31 012 Paint | 13,300.00 | 0.00 | 13,300.00 100.0% |
| 576 85 31 013 Infield Mix | 6,000.00 | 0.00 | 6,000.00 100.0% |
| 576 85 31 014 Bark | 8,900.00 | 0.00 | 8,900.00 100.0% |
| 576 85 31 015 Hardware/Fasteners | 6,900.00 | 0.00 | 6,900.00 100.0% |
| 576 85 31 016 Lights | 6,500.00 | 0.00 | 6,500.00 100.0% |
| 576 85 31 017 Gravel | 6,900.00 | 0.00 | 6,900.00 100.0% |
| 576 85 31 018 Uniforms | 5,000.00 | 0.00 | 5,000.00 100.0% |
| 576 85 31 019 Vehicle/Trailer | 0.00 | 0.00 | 0.00 100.0% |
| 576 85 31 020 Supply Oil | 1,200.00 | 0.00 | 1,200.00 100.0% |
| 576 85 32 000 Fuel | 0.00 | 0.00 | 0.00 100.0% |
| 576 85 32 001 Diesel | 7,000.00 | 0.00 | 7,000.00 100.0% |
| 576 85 32 002 Fuel Oil | 1,000.00 | 0.00 | 1,000.00 100.0% |
| 576 85 32 003 Gasoline | 9,000.00 | 0.00 | 9,000.00 100.0% |
| 576 85 32 004 Propane | 500.00 | 0.00 | 500.00 100.0% |
| 576 85 34 000 Concessions Expense | 55.00 | 0.00 | 55.00 100.0% |
| 576 85 35 000 Small Tools & Minor Equipment | 12,300.00 | 0.00 | 12,300.00 100.0% |
| 576 85 36 000 Computers - Shop | 0.00 | 0.00 | 0.00 100.0% |
| 576 85 40 000 Extraordinary Park Repairs | 0.00 | 0.00 | 0.00 100.0% |
| 576 85 41 000 Professional Services | 0.00 | 0.00 | 0.00 100.0% |
| 576 85 41 001 Fire Alarm Inspection | 4,500.00 | 0.00 | 4,500.00 100.0% |
| 576 85 41 002 Septic Inspection | 10,900.00 | 0.00 | 10,900.00 100.0% |
| 576 85 41 003 Backflow Assembly | 900.00 | 0.00 | 900.00 100.0% |
| 576 85 41 004 Septic Tank Pumping | 10,700.00 | 0.00 | 10,700.00 100.0% |
| 576 85 41 005 Asphalt Repair | 5,000.00 | 0.00 | 5,000.00 100.0% |
| 576 85 41 006 Plumbing | 0.00 | 0.00 | 0.00 100.0% |
| 576 85 41 007 Auto Services | 5,000.00 | 0.00 | 5,000.00 100.0% |
| 576 85 41 008 Locks & Deadbolts | 0.00 | 0.00 | 0.00 100.0% |
| 576 85 41 010 Sani Cans | 17,330.00 | 0.00 | 17,330.00 100.0% |
| 576 85 41 011 Security | 10,000.00 | 0.00 | 10,000.00 100.0% |
| 576 85 43 000 Travel | 0.00 | 0.00 | 0.00 100.0% |
| 576 85 43 001 Bridge Tolls | 1,500.00 | 0.00 | 1,500.00 100.0% |
| 576 85 43 002 Meals | 500.00 | 0.00 | 500.00 100.0% |
| 576 85 43 003 Mileage Reimbursement | 500.00 | 0.00 | 500.00 100.0% |
| 576 85 44 000 Printing & Advertising | 0.00 | 0.00 | 0.00 100.0% |
| 576 85 45 000 Operating Rentals & Leases | 0.00 | 0.00 | 0.00 100.0% |
| 576 85 45 001 Scissor Lift | 1,700.00 | 0.00 | 1,700.00 100.0% |
| 576 85 45 002 Boom | 2,000.00 | 0.00 | 2,000.00 100.0% |
| 576 85 45 003 Demo Hammer | 150.00 | 0.00 | 150.00 100.0% |
| 576 85 45 004 Excavators | 4,000.00 | 0.00 | 4,000.00 100.0% |
| 576 85 45 005 Concrete Mixer | 1,650.00 | 0.00 | 1,650.00 100.0% |
| 576 85 45 006 Copier | 0.00 | 0.00 | 0.00 100.0% |
| 576 85 45 007 Septic Excavation | 0.00 | 0.00 | 0.00 100.0% |
| 576 85 45 008 Sod Cutter and Repair | 0.00 | 0.00 | 0.00 100.0% |
| 576 85 45 009 Cleaning | 1,300.00 | 0.00 | 1,300.00 100.0% |
| 576 85 46 000 Surface Water/Noxious Weed Tax | 3,700.00 | 0.00 | 3,700.00 100.0% |
| 576 85 47 000 Utility Services | 0.00 | 0.00 | 0.00 100.0% |
| 576 85 47 001 Electric | 44,300.00 | 0.00 | 44,300.00 100.0% |

2021 BUDGET POSITION

Item 3b.

Peninsula Metropolitan Park District

Time: 20:04:50 Date: 01/14/2021

Page: 4

001 General Expense Fund 01/01/2021 To: 12/31/2021

| Expenditures | Amt Budgeted | Expenditures | Remaining | |
|--|---------------------|-------------------|---------------------|---------------|
| 060 Parks & Grounds | | | | |
| 576 85 47 002 Water | 10,855.00 | 0.00 | 10,855.00 | 100.0% |
| 576 85 47 003 Sani Cans | 0.00 | 0.00 | 0.00 | 100.0% |
| 576 85 47 004 Garbage | 12,700.00 | 0.00 | 12,700.00 | 100.0% |
| 576 85 47 005 Trash - Dump Runs | 4,000.00 | 0.00 | 4,000.00 | 100.0% |
| 576 85 47 006 Natural Gas | 0.00 | 0.00 | 0.00 | 100.0% |
| 576 85 48 000 Repairs & Maintenance | 0.00 | 0.00 | 0.00 | 100.0% |
| 576 85 48 001 Buildings | 14,000.00 | 0.00 | 14,000.00 | 100.0% |
| 576 85 48 002 Equipment | 6,000.00 | 0.00 | 6,000.00 | 100.0% |
| 576 85 48 003 Vandalism | 4,000.00 | 0.00 | 4,000.00 | 100.0% |
| 576 85 48 004 Heating | 0.00 | 0.00 | 0.00 | 100.0% |
| 576 85 48 005 Plumbing | 0.00 | 0.00 | 0.00 | 100.0% |
| 576 85 48 006 Structures | 5,000.00 | 0.00 | 5,000.00 | 100.0% |
| 576 85 49 000 Memberships & Training | 10,600.00 | 0.00 | 10,600.00 | 100.0% |
| 060 Parks & Grounds | 1,303,286.50 | 0.00 | 1,303,286.50 | 100.0% |
| 070 Capital | | | | |
| 576 80 10 000 Wages - Regular | 196,418.00 | 0.00 | 196,418.00 | 100.0% |
| 576 80 20 000 Benefits | 83,262.00 | 0.00 | 83,262.00 | 100.0% |
| 576 80 31 000 Supplies | 5,000.00 | 0.00 | 5,000.00 | 100.0% |
| 576 80 35 000 Small Equipment | 1,600.00 | 0.00 | 1,600.00 | 100.0% |
| 576 80 41 000 Professional Services | 60,000.00 | 0.00 | 60,000.00 | 100.0% |
| 576 80 43 000 Travel | 3,300.00 | 0.00 | 3,300.00 | 100.0% |
| 576 80 44 000 Printing | 0.00 | 0.00 | 0.00 | 100.0% |
| 576 80 45 000 Facility Rentals | 5,000.00 | 0.00 | 5,000.00 | 100.0% |
| 576 80 49 000 Miscellaneous | 2,217.00 | 0.00 | 2,217.00 | 100.0% |
| 070 Capital | 356,797.00 | 0.00 | 356,797.00 | 100.0% |
| 090 NonExpenditures | | | | |
| 589 99 00 000 Payroll Clearing | 0.00 | 0.00 | 0.00 | 100.0% |
| 589 99 00 001 Leasehold Excise Tax Clearing | 0.00 | (1,501.99) | 1,501.99 | 100.0% |
| 597 20 55 001 Transfer Out to Recreation Fund | 150,847.64 | 0.00 | 150,847.64 | 100.0% |
| 597 76 64 001 Transfer Out to Capital Equipment Fund | 106,932.00 | 0.00 | 106,932.00 | 100.0% |
| 597 76 65 001 Transfer Out to Capital Project Fund | 3,868,942.10 | 0.00 | 3,868,942.10 | 100.0% |
| 597 76 71 001 Transfer Out to Debt Service Fund | 541,600.00 | 0.00 | 541,600.00 | 100.0% |
| 598 11 52 000 Intergovt Payment | 0.00 | 0.00 | 0.00 | 100.0% |
| 598 22 52 000 Intergovt Pmt - Fire Protect | 4,275.94 | 0.00 | 4,275.94 | 100.0% |
| 090 NonExpenditures | 4,672,597.68 | (1,501.99) | 4,674,099.67 | 100.0% |
| Fund Expenditures: | 7,881,171.08 | (1,501.99) | 7,882,673.07 | 100.0% |
| Fund Excess/(Deficit): | 0.00 | 15,875.67 | | |

2021 BUDGET POSITION TOTALS

Item 3b.

Peninsula Metropolitan Park District

Time: 20:04:50 Date: 01/14/2021

Page: 5

| Fund | Revenue Budgeted | Received | | Expense Budgeted | Spent | |
|--------------------------|---------------------|------------------|--------------|---------------------|------------------|---------------|
| 001 General Expense Fund | 7,881,171.08 | 14,373.68 | 99.8% | 7,881,171.08 | -1,501.99 | 100% |
| | <u>7,881,171.08</u> | <u>14,373.68</u> | <u>99.8%</u> | <u>7,881,171.08</u> | <u>-1,501.99</u> | <u>100.0%</u> |



Peninsula Metropolitan Park District

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www.penmetparks.org

SPECIAL MEETING MINUTES

December 30, 2020, 4:00 PM

ATTENTION: Park Board meetings are being held online via Zoom under Governor Inslee’s public health proclamations regarding the COVID-19 virus. Members of the public are encouraged to join the Special Meeting by using the Meeting ID: 985 1911 2686 Password: 347028. You can also join the meeting via teleconference by calling +1 253-215-8782. Meeting ID: 985 1911 2686 Password: 347028. The public will be able to observe the call to order, roll call, and the approval of the agenda before the Executive Session starts and then the Public Meeting and the adjournment time after the executive session is over. Citizen Comments can be emailed to admin@penmetparks.org by December 30, 2020 at 4:30 PM and will be read at the meeting.

Call to Order: The meeting was called to order by President Hill at 4:00 PM

Commissioners Present:

- Maryellen (Missy) Hill
- Kurt Grimmer (Joined the meeting at 4:05 PM)
- Amanda Babich
- Laurel Kingsbury
- Steve Nixon

Staff:

- Hunter George
- Stacie Snuffin

Attorney:

Mark Roberts

ITEM 1 Approval of Agenda

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

ITEM 2 Executive Session: For the purpose of reviewing the performance of a public employee pursuant to RCW 42.30.110(g).

Commissioners entered into Executive Session at 4:07 PM, joined by attorney Mark Roberts. Anticipated Length: 45 Minutes
Re-entered public portion of the special meeting at 4:45 PM.

ITEM 3 Public Meeting – Resolution 2020-028, Termination of Executive Director Employment Agreement

Clerk Babich read the resolution into the record. Moved by Commissioner Grimmer, second by Commissioner Kingsbury. Attorney Mark Roberts outlined details in the executive director's "at will" employment contract, including the authority of the Park Board to terminate either "for cause" or "not for cause." President Hill asked staff if any written comments were submitted by the public; there were none. The Board voted 5-0 to approve the resolution.

ITEM 4 Adjournment President Hill adjourned the meeting at 4:49 pm



Peninsula Metropolitan Park District

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APPROVED BY THE BOARD ON: _____

President

Clerk



Peninsula Metropolitan Park District

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STUDY SESSION MINUTES

January 5, 2021, **4:00 PM**

ATTENTION: Park Board meetings are being held online via Zoom under Governor Inslee's public health proclamations regarding the COVID-19 virus. Members of the public are encouraged to join the study session and/or regular meeting by using the Meeting ID 861 9574 0057 Password: PenMet0105, or call in at +1 253-215-8782 Password: 5367507868. Meeting agendas can be accessed online at PenMetParks.org. Comments submitted via email will be read into the record during the meeting; the deadline to submit comments is 5 pm on January 4, 2021.

Call to Order: The meeting was called to order by Commissioner Hill at 4:03 PM

Commissioners Present:

Maryellen (Missy) Hill
 Kurt Grimmer (Joined meeting at 4:05)
 Amanda Babich
 Laurel Kingsbury
 Steve Nixon

Staff:

Hunter George
 Elaine Sorensen
 Stacie Snuffin
 Chuck Cuzzetto
 Eric Guenther

Outside Staff:

Ally Bujacich

ITEM 1 Approval of Agenda

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

ITEM 2 Board Discussion - Capital Improvement Plan Priorities

Interim Executive Director Hunter George gave the Board some background on PenMet's Six-Year Capital Improvement Plan (CIP). He noted that Community Recreation Center Project Manager Ally Bujacich is working on a cash flow projection that will soon provide useful data on funds that will be available for other PenMet projects. George briefly discussed some of the items on the CIP list and their rankings along with grants and how those have affected the order of the list. Planning and Special Projects Manager Eric Guenther answered questions regarding the CIP list from Commissioners to help them get a better understanding of the order of the those items and how they get formulated. George reported that he will bring back the CIP list with the PenMet Staff score separated from the Commissioners' scores.

Commissioners discussed their reasoning behind their rankings, which led to dialogue about moving items up or down the priority list. Commissioners and staff had discussion about the need for an updated Master Plan for the Peninsula Gardens property since some of the original needs have been handled by other projects. They discussed the possible acquisition of the Narrows Park West



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property, including the need for a Conceptual Plan. Commissioners and staff discussed PenMet’s Maplewood property and the parks with open space in the district. George and Commissioners discussed the possibility of partnering with the Peninsula School District to create more playgrounds for public use that could be guaranteed by Inter-Local Agreements. Staff and Commissioners discussed the need to update the Parks Recreation and Open Space (PROS) Plan.

Commissioners and George discussed the merits of doing a Park Board field trip in the spring to visit some PenMet properties and better visualize the capital improvement needs. They touched on other items on the CIP list and other properties in general, including a possible spray park and the status of Peter’s Pond.

Staff noted that PenMet holds easements that would allow for building a trail between Sehmel Homestead Park and Rotary Bark Park, and there was discussion about communicating with neighbors to remind them of those easements.

Commissioner Babich made a request for the Board to be updated on any issues or changes that come up regarding PenMet properties that would change the urgency of the rankings on the CIP list. George and Commissioners agreed that Commissioners and staff will do a new round of CIP project rankings in light of all the information from the discussion, and the Board will discuss it at the January 19 meeting. The staff’s recommended ranking will also be updated to include input from maintenance and recreation staff.

ITEM 3 Adjournment President Hill adjourned the meeting at 5:40 PM

APPROVED BY THE BOARD ON: _____

President

Clerk



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REGULAR MEETING MINUTES

January 05, 2021, 6:00 PM

ATTENTION: Park Board meetings are being held online via Zoom under Governor Inslee's public health proclamations regarding the COVID-19 virus. Members of the public are encouraged to join the study session and/or regular meeting by using the Meeting ID 861 9574 0057 Password: PenMet0105, or call in at +1 253-215-8782 Password: 5367507868. Meeting agendas can be accessed online at PenMetParks.org. Comments submitted via email will be read into the record during the meeting; the deadline to submit comments is 5 pm on January 4, 2021.

Call to Order: The meeting was called to order by Commissioner Hill at 6:00 PM

Commissioners Present:

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

Staff:

Hunter George
 Elaine Sorensen
 Stacie Snuffin
 Chuck Cuzzetto
 Eric Guenther

Outside Staff:

Ally Bujacich
 Sarah Fischer

ITEM 1 Board Officers Election

President Hill reported that the following nominations for Board officers were made on December 15, the last regular business meeting of 2020: Commissioner Grimmer nominated Commissioner Babich for President, and Commissioner Nixon nominated Commissioner Grimmer for Clerk. Per District policy, President Hill asked if there were any additional nominations for President. There were none, and Commissioner Babich was elected 5-0. President Hill asked if there were additional nominations for Clerk. There were none, and Commissioner Grimmer was elected Clerk with a 5-0 vote.

ITEM 2 Approval of Agenda

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

ITEM 3 Citizen Comments: None

ITEM 4 Presentations

4a. Interim Director's Report

Interim Executive Director Hunter George congratulated the newly elected President and Clerk. George introduced the temporary PenMet Parks Recreation Manager Matthew Kerns and reported that this appointment will last up to 4 months under PenMet personnel policy.



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George reported that Jim Nelson from the D.A. Davidson Companies will be presenting a questionnaire to the PenMet Finance Committee for a Non-Voter approved bond for the new PenMet Community Recreation Center.

George informed the Board that PenMet Staff was still working on the revised close-out report for the Sehmel Homestead Lighting Project and that they will receive those documents in the next few days. He also reported that PenMet Staff have been continuing their BIAS financial software training.

George announced that PenMet's Parks and Maintenance Manager Ron Martinez is communication with the City of Gig Harbor about establishing an Inter-Local Agreement (ILA) to purchase brine from them. George reported that PenMet is looking into some other ways PenMet and the City of Gig Harbor could utilize an ILA and will bring it back to the Board for further discussion and approval. He gave an update on the sign for Harbor Family Park that was being replaced due to the fact that the previous sign had been damaged and that PenMet also had a new sign made for Tubby's Dog Park.

4b. President's Report

President Babich welcomed the new Recreation Manager, Matthew Kerns. No report.

ITEM 5 Consent Agenda

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

5a. Approval of Minutes

12/11/2020 Special Meeting Minutes and 12/15/2020 Study Session and Regular Meeting Minutes

5b. Approval of Vouchers

\$333,257.05 Reference Number: V2020-622 -659

\$347,254.09 Reference Number: V2020-660-696

ITEM 6 Unfinished Business: None

ITEM 7 New Business

7a. Resolution R2021-001: Acceptance of the CRC Feasibility, Concept Design & Pro Forma Report

Commissioner Grimmer made a motion to approve Resolution R2021-001, which accepts the Community Recreation Center Feasibility, Concept Design and Pro Forma Report and advances the project to the Schematic Design phase. Seconded by Commissioner Hill. Hunter George and CRC Project Manager All Bujacich made presentations about the report, and the Board had a follow-up discussion. The Motion passed with a 5-0 vote.



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ITEM 8 Committee Reports

8a. CRC General Update by Project Manager

CRC Project Manager Ally Bujacich gave updates on the schematic design for the CRC Project and reported that there will be a site options document going out on January 14, 2021 via email for review by the Board before the January 19, 2021 Board Meeting that it will be presented in the meeting. She also reported that GeoResources is doing geo technical work on the CRC site and at the adjacent Tubby's Dog Park.

8b. BLRB Report on Schedule for Schematic Design

Sarah Fischer from BLRB gave an overview of the timeline and the Schematic Design process for the PenMet CRC Project. Bujacich briefly discussed focus groups for this project with Commissioner Nixon. The Board and Fischer had discussion.

8c. CRC Finance

Commissioner Nixon reported that the CRC Finance Committee will meet the week of January 11.

8d. CRC Marketing

Commissioner Grimmer reported that the CRC Marketing Committee will meet on January 13, 2021 and Fundraising Consultant Linda Kaye Briggs will attend. Grimmer gave a brief update on the Feasibility Study. The Board, Bujacich, and George had discussion.

8e. CRC Operations

President Babich reported the committee's next meeting is the week of January 11.

ITEM 9 Comments by Board

Commissioner Grimmer welcomed new Recreation Manager Matthew Kerns. He thanked CRC Project Manager Ally Bujacich and Sarah Fisher from BLRB for all the work they've done on the CRC Project. He also said that he really appreciated Marketing Specialist Chuck Cuzzetto's hard work on the feasibility study. Grimmer commented that the Board and Staff's discussion on the CIP during the study session was extremely valuable and thanked Planning and Special Project Manager Eric Guenther for sharing information about some of the sites that PenMet has in its inventory.

Commissioner Kingsbury expressed appreciation for the leadership by Commissioner Hill and Commissioner Babich in the last year, and especially noted how much time and effort they have made. Kingsbury also commented that she really enjoyed working with the Board and is looking forward to the next five years.

Commissioner Hill commented that she had forwarded an email to an Interim Executive Director Hunter George and the commissioners from a constituent, Tod Cole, a Master kayaking canoe coach with the Gig Harbor Canoe and Kayak



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Racing Team. She commented that he is approaching PenMet Parks about the possibility of a partnership developing a paddle sports program similar to what PenMet does with the Dragon Boat Team. She invited him to speak at the next Board meeting. She commented that paddle sports are a great way to stay flexible and healthy. She then shared that the Kiwanis Club has enjoyed partnering with PenMet staff and they are interested in doing the Santa village event again in 2021 as well as a mini golf experience; she will refer them to staff for further discussions.

President Babich suggested now is a good time for a committee membership review to see if any commissioners want to change their assigned internal and external committees. She asked the Commissioners to send George a list of any external committees that they're on representing PenMet Parks, and she asked if any want to change their CRC committee assignment. She noted it would be helpful to give her position on the CRC Operations Committee to another commissioner as a way to include more voices since she will have regular communications with the project manager in her capacity as Board President. She recommended Commissioner Hill. Commissioners Kingsbury and Nixon agreed that makes sense because of Commissioner Hill's extensive knowledge of the project. Commissioner Hill agreed to the change. President Babich commented that they will bring back the idea of review at the next meeting on January 19, 2020 and hopefully that works for them.

ITEM 10 Next Board Meetings

Tues., January 19, 2021 (Study and Regular) Via Zoom or Teleconference
Study Session at 4:00 and Regular Meeting at 6:00 PM

ITEM 11 Executive Session: None

ITEM 12 Adjournment President Babich adjourned the meeting at 7:10 pm

APPROVED BY THE BOARD ON: _____

President

Clerk



Finance Department
District Payment Transmittal

Item 4b.

District Name: Metro Park District-Peninsula

PAYMENT LISTING

| Trans Date | District Ref # | Payee Printed Name | Amount |
|-------------------|----------------|--------------------------------------|---------------------|
| 12/29/20 | V2020-697 | U.S. Bank Corporate Payment System | \$23,042.29 |
| 12/29/20 | V2020-698 | HOME DEPOT | \$1,199.92 |
| 12/29/20 | V2020-699 | Strohs Water Company Inc. | \$93.19 |
| 12/29/20 | V2020-700 | Doggie Walk Bags | \$1,000.00 |
| 12/29/20 | V2020-701 | PAPE MACHINERY | \$2,584.09 |
| 12/29/20 | V2020-702 | Gig Harbor Kiwanis Club | \$1,000.00 |
| 12/29/20 | V2020-703 | Jurassic Parliament | \$1,700.00 |
| 12/29/20 | V2020-704 | Zee Medical Service Co. | \$145.64 |
| 12/29/20 | V2020-705 | Fireshield | \$700.00 |
| 12/29/20 | V2020-706 | PURDY TOPSOIL & GRAVEL | \$119.35 |
| 12/29/20 | V2020-707 | HealthEquity | \$100.00 |
| 12/29/20 | V2020-708 | DON SMALL & SONS OIL | \$214.44 |
| 12/29/20 | V2020-709 | Brown Dog Realty LLC | \$9,358.75 |
| 12/29/20 | V2020-710 | Peninsula Metropolitan Park District | \$55,420.58 |
| 12/29/20 | V2020-711 | Department of Retirement Services | \$20,422.55 |
| 12/29/20 | V2020-712 | Custom Shirt Shop | \$5,109.84 |
| 12/29/20 | V2020-713 | Heather Lantz | \$140.00 |
| 12/29/20 | V2020-714 | CIT | \$188.61 |
| 12/29/20 | V2020-715 | PACIFIC OFFICE AUTOMATION | \$300.52 |
| 12/29/20 | V2020-716 | Snapology | \$3,515.00 |
| 12/29/20 | V2020-717 | LynnFit | \$364.00 |
| 12/29/20 | V2020-718 | Bricks 4 Kidz | \$2,138.50 |
| 12/29/20 | V2020-719 | Skyhawks Sports Academy Inc. | \$325.00 |
| 12/29/20 | V2020-720 | Fun Express LLC | \$104.91 |
| 12/29/20 | V2020-721 | CW Janitorial Services | \$1,414.50 |
| 12/29/20 | V2020-722 | PACIFIC OFFICE AUTOMATION | \$1,832.32 |
| 12/29/20 | V2020-723 | The Driftmier Architects, P.S. | \$4,540.00 |
| 12/29/20 | V2020-724 | Eric Guenther | \$739.97 |
| 12/29/20 | V2020-725 | Spencer Manjarrez | \$62.64 |
| 12/29/20 | V2020-726 | Kelly Darling | \$107.99 |
| 12/29/20 | V2020-727 | Carter Belton | \$37.40 |
| 12/29/20 | V2020-728 | Emily Muske | \$64.38 |
| 12/29/20 | V2020-729 | Legal Shield | \$279.20 |
| 12/29/20 | V2020-730 | Metropolitan Park District of Tacoma | \$21,170.00 |
| Payment Count: 34 | | Total Amount: | <u>\$159,535.58</u> |

Payment Count: 34
Payment Total: \$159,535.58

CERTIFICATION

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


Authorized District Official Signature
Date 12/29/2020

Authorized District Official Signature Date


Authorized District Official Signature
Date 1/6/21

Authorized District Official Signature Date


Authorized District Official Signature
Date 1/6/21

Authorized District Official Signature Date

Authorized District Official Signature Date

Authorized District Official Signature Date

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

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



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DISTRICT COMMISSION MEMO

To: District Commission

From: Eric Guenther, Planning & Special Projects Manager

Date: January 8, 2021

Subject: **Sehmel Homestead Park (SHP) Lighting Project Update**

Background

PenMet Planning & Public Meetings

SHP Turf Lights have been on PenMet’s capital projects list since 2013. PenMet conducted an extensive comprehensive planning process in 2018 that included references to the lighting of the SHP turf field.

PenMet conducted public meetings in August of 2019 to share and exchange information and issues related to the lighting project. Project information, Q&A, and citizen comment documents have been previously shared and are available upon request.

RCO Grant

PenMet submitted a Washington State Recreation and Conservation Office (RCO) grant application for funding from the Youth Athletic Facilities (YAF) category for SHP Turf Lights in 2018. The grant amount of \$350,000 was awarded in 2019 and represented the maximum award for the YAF category and almost half of the estimated project cost. Since the final project cost was \$635,596.94, the final RCO reimbursement was \$304,529.68.

Project Preparation

At the end of a Request for Qualifications (RFQ) process the Commission approved Resolution R2019-010 authorizing the Executive Director to sign the Architectural/Engineering Agreement with Cross Engineers, Inc. to design lighting at the Sehmel Homestead Park turf field.

During the planning and granting phases of the Sehmel Homestead Park Lighting Project, staff consulted with other jurisdictions and industry professionals to identify efficient processes to complete the project. It was highly recommended that PenMet use King County Directors’ Association (KCDA) to purchase the lighting system. KCDA was formed in 1938 as a purchasing cooperative for school districts, and its availability has expanded over time to other public agencies. KCDA arranged for contractors to evaluate the project to provide KCDA-contracted pricing. Resultant numbers from Musco Sports Lighting were very competitive with prices quoted during a 2019 lighting systems evaluation process.

The purchase of the field lighting system through KCDA was only part of the project. The installation of parking lot lighting and the extension of utilities required a public works bidding process. The bid for the Sehmel Homestead Park Lighting Project was published in September 2019 and opened on October 10, 2019. The Board of Park Commissioners awarded the bid for the Sehmel Homestead Park Lighting Project to the low bidder, MB Electric, in the amount of \$207,168, which includes Washington State Sales Tax.

Project Details

The primary elements of the project include:

- Four LED directed-light standards for the turf field.
- Approximately eleven parking area light posts, similar to existing SHP lights, but LED for the turf-area parking.
- Another eleven parking area light posts for the amphitheater-area parking.
- Arranging power from the amphitheater area and new restroom area.

Field Lighting

As designed, the field lighting portion of the project consisted of four LED, directed-light standards for the turf field. The location of the poles was designed for placement just outside the eastern fence line for the field, to be placed outside of the field activity safety zone. The fence line is the demarcation between the active and natural areas of the park there. The SHP Conservation Easement, which provides for the management of the natural areas portion of SHP, has language related to the allowance of utilities serving the active areas, and the Great Peninsula Conservancy (GPC) felt that placing the poles outside of the field safety zone, in the natural area, would be an acceptable allowance.

The field light installation was completed in February 2020. In May-June of 2020, Musco performed an assessment on the lighting system and adjusted the fixture angles to further minimize any off-field lighting spillage.

Parking Lighting

There are two areas of parking related to this project that have been designated for safety lighting. The area near the turf field and turf restroom is completely within the active recreation area and permitted.

The area between the amphitheater and the “T” intersection is primarily within the natural area and is governed by the SHP conservation easement. PenMet and the GPC have discussed the issues related to the goals of the conservation easement and the need for safely lit parking areas, and are currently working to refine language and identify concessions that will amend the conservation easement to recognize the goals and the needs of both organizations. In the meantime, the parties agreed that the lighting project could occur. The conservation easement boundaries at the SHP southern meadow are also undergoing adjustment to better align with the grass area of the meadow.

Scoreboard

A scoreboard for the Boeing Mariners Care Baseball Field (Field #1) has been on the District’s wish list since the park was built in 2010. Due to cost savings in the project bid, the expense of adding the scoreboard fit within the project budget. The RCO was consulted and agreed that the scoreboard could also be part of the grant reimbursement.

The design, selection, installation, and training related to the scoreboard was completed in May 2020.

Project Schedule

| | |
|----------------|--|
| Summer 2018 | Submitted RCO Grant |
| Spring 2019 | Grant Awarded |
| September 2019 | KCDA contract for Musco Lighting |
| October 2019 | Awarded construction contract to MB Electric |
| January 2020 | KCDA contract for Daktronics Scoreboard |
| July 2020 | Board approved R2020-011 to accept MB Electric work |
| July 2020 | Board approved R2020-015 to accept KCDA/Musco Lighting work |
| July 2020 | Board approved R2020-016 to accept KCDA/Daktronics Scoreboard work |
| July 2020 | Notice of Completion submitted to Washington State for all three contracts |
| October 2020 | Received final State release for Retainage |
| November 2020 | Submitted final billing and report to RCO |
| December 2020 | Sent invoices to Harbor Soccer Club and Narrows FC |
| December 2020 | Received \$304,529 from RCO |

Budget

A detailed project budget is appended below. In summary, the original estimated budget for the project was sourced from PenMet capital funding (\$700,000), an RCO grant (\$350,000 reimbursement), and contributions from two private soccer clubs (\$32,500 combined). The RCO grant is a reimbursement grant, which means PenMet had to pay for the work up front and then seek reimbursement, which is why the project allocation is so much higher than the actual expenditures.

The final project cost was \$695,596.86, which is less than the estimated cost. As a result of the lower project cost, the final RCO grant amount was \$304,529.68 and was received on December 10, 2020.

In December 2020 PenMet invoiced the two soccer clubs for \$30,000 and \$2,500, respectively, and the District hopes to receive payment in January 2021.

Thanks to the RCO grant, the project budget is currently \$368,933.73 “to the good.” That amount will increase to \$401,433.73 if the two soccer club pledges come in as expected. Since the project is complete, those funds return to the District’s Capital Fund for use in other projects.

Should you have any questions or comments please contact me at the earliest opportunity should additional research be required to provide answers at the meeting: 253-858-3400x1222 or via e-mail at EGuenther@PenMetParks.org.

Attachments:

Project Budget

Sehmel Homestead Park Lighting Project

| | | <u>Contract</u> | <u>Budget</u> | <u>To-Date</u> | <u>Remaining</u> |
|-----------------------------|-------|---------------------|-----------------------|-----------------------|--------------------|
| Allocations | | | | | |
| Budget | | | \$495,000.00 | \$495,000.00 | \$0.00 |
| REET | | | \$205,000.00 | \$205,000.00 | |
| Capital Funding | | | | \$700,000.00 | |
| RCO Grant | | | \$350,000.00 | \$304,529.68 | |
| Resolutions/Transfers | | | \$0.00 | \$0.00 | \$0.00 |
| Other Sources | | | \$32,500.00 | \$0.00 | \$32,500.00 |
| Total Allocations | | | \$1,082,500.00 | \$1,004,529.68 | \$32,500.00 |
| Expenditures | | | | | |
| Personnel & Legal (for RCO) | | | \$42,787.00 | \$42,787.00 | \$0.00 |
| Design - Cross | 6.21% | \$39,448.00 | \$39,448.00 | \$39,448.00 | \$0.00 |
| Construction (w/ Tax) | | | | | |
| MB Electric Bid | | \$228,391.93 | \$207,168.00 | \$228,391.93 | \$0.00 |
| KCDA Lighting system | | \$271,002.72 | \$271,002.72 | \$271,002.72 | \$0.00 |
| KCDA Scoreboard | | \$48,988.76 | \$48,988.76 | \$48,988.76 | \$0.00 |
| | | \$319,991.48 | | | |
| Other | | | | | |
| Advertising | | | \$535.20 | \$535.20 | \$0.00 |
| Permits | | | \$4,442.34 | \$4,442.34 | \$0.00 |
| Contingency (10%) | 10% | | \$58,783.14 | | |
| Project Total | | \$587,831.41 | \$694,379.09 | \$635,595.95 | \$0.00 |
| Net | | | \$388,120.91 | \$368,933.73 | \$32,500.00 |



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DISTRICT COMMISSION MEMO

To: District Commission

From: Hunter T. George, Interim Executive Director

Date: January 14, 2021

Subject: **Approve Amendment to Agreement for CRC Project Management**

Background/Analysis

PenMet Parks entered into a short-term contract with Absher Construction Company in October 2020 to provide initial project management services for the Community Recreation Center (CRC) at 2416 14th Ave. NW, the former golf driving range. The original contract authorized up to \$25,000 in expenditures.

The Board of Parks Commissioners adopted Resolution R2020-027 at their regular meeting on December 15, 2020, which amended Absher's contract to authorize an additional \$20,500 and reflect an adjusted workload and timeline for project management services through the program phase and into early Schematic Design. Since then, the Feasibility, Design Concept, and Pro Forma Report was completed and accepted by the Board, and Schematic Design has begun.

As reported in the December 10, 2020 Memo to the Board, Absher has provided a comprehensive proposal for extending project management services through the remaining phases of the project, which includes the balance of schematic design through project closeout. The proposal is broken into phases and a scope of work is identified for each phase. Consistent with the current agreement, the proposal is structured on a time and materials basis.

Additional funds are needed to extend and amend the Professional Services Agreement to provide project management services beyond early Schematic Design. The proposed Second Amendment increases the contract amount by \$47,236 to fund the additional services necessary to complete the remainder of Schematic Design and the permitting phase. For work beyond those phases, another amendment will be provided to the Board for approval.

The proposed Second Amendment increases the contract total to \$92,736.

Recommendation

Staff requests that the Board approve Resolution R2021-002, authorizing the Interim Executive Director to sign the Second Amendment to the Personal Services Agreement, in substantially the form attached, with Absher Construction to continue assisting with the CRC project.

Policy Implications/Support

1. The District has adopted goals including:
 - Developing and Maintaining High Quality Facilities: To build and maintain high quality facilities consistent with community planning.
 - District Funds: To maximize the use of tax revenues by using other resources such as grants, user fees, volunteers, and appropriate professional resources.
2. The cost of this contract amendment is within the allocated budget to date for the Community Recreation Center project.

Motion

I move to approve Resolution 2021-002, authorizing the Interim Executive Director to sign the Second Amendment to the Personal Services Agreement, in substantially the form attached, with Absher Construction Company to continue providing project management services for the Community Recreation Center project.

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: 253-8583408 or via e-mail at HGeorge@PenMetParks.org.

Peninsula Metropolitan Park District



SECOND AMENDMENT TO PERSONAL SERVICES AGREEMENT

THIS SECOND AMENDMENT to the PERSONAL SERVICES AGREEMENT is made and entered into this _____ day of January, 2021 by and between The PENINSULA METROPOLITAN PARK DISTRICT, a municipal corporation, hereinafter referred to as the "District", and ABSHER CONSTRUCTION COMPANY, Washington corporation, , hereinafter referred to as the "Consultant".

WITNESSETH:

WHEREAS, the District and Consultant entered into a Personal Services Agreement dated October ___, 2020 (the "Agreement");

WHEREAS, the District and Consultant entered into the First Amendment to Personal Services Agreement on December ___, 2020 (the "First Amendment");

WHEREAS, the Consultant has completed most if not all of the services specified in the earlier scope of work and the District and Consultant wish to again add to the scope of services and increase the amount of total compensation available as provided herein;

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

1. Scope of Services. The Consultant agrees to provide the scope of services as amended in Exhibit A of this Second Amendment. The parties acknowledge that the Consultant has been providing services since October ___, 2020 and that many of the services specified on the earlier scope of work have been completed. This Second Amendment is intended to provide for Consultant's continued services through the schematic design and permitting phases.

2. Compensation and Method of Payment.

A. In consideration of the services to be provided by the Consultant, including the additional services, the District hereby increases the compensation available by FORTY-SEVEN THOUSAND TWO HUNDRED AND THIRTY-SIX DOLLARS (\$47,236.00) so that the total compensation for the amended scope of work will not exceed NINETY-TWO THOUSAND SEVEN HUNDRED AND THIRTY-SIX DOLLARS (\$92,736.00).

3. Entire Agreement. Except as amended herein, all of the other terms in the Agreement remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have executed this document as of the day and year first above written.

Signature Page and Amended Exhibit A Follows

PENINSULA METROPOLITAN PARK DISTRICT, a municipal corporation

ABSHER CONSTRUCTION COMPANY, a Washington corporation

Hunter T. George, Interim Executive Director
P.O. Box 425
Gig Harbor, WA 98335
Phone: 253.858.3408
E-Mail: hgeorge@penmetparks.org

(Signature)

(Name, Printed)

(Title)

Amanda Babich, Board President
P.O. Box 425
Gig Harbor, WA 98335
Phone: 253.230.3631
E-Mail: ababich@penmetparks.org

APPROVED AS TO FORM

Attorney For the Peninsula Metropolitan Park District

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

EXHIBIT A
Second Amended Scope of Services

The Consultant shall provide project management services related to the proposed PenMet Parks Community Recreation Center (CRC) Project to be located at 2416-14th Avenue N.W. (the site is at intersection of State Route 16, 14th Avenue NW, and 24th Street NW), in Gig Harbor, Washington. The Consultant's responsibility will be to assist PenMet Parks in the daily coordination and administration of the Project, and by using the Consultant's skill, knowledge, and experience, comply with PenMet Parks' agenda for the successful completion of the schematic design and permitting phases of the Project.

Consultant's services will principally be provided through Ally Bujacich, who will serve as PenMet Parks' Project Manager and Consultant's primary point of contact. Ms. Bujacich shall report to and take direction from the PenMet Parks' Board President or designee.

Consultant's services will be provided on a time and materials basis to provide maximum flexibility and efficiency and presently assumes a baseline of 24 hours/week of work. However, the Consultant has the ability and resources to ramp up or down in response to the project's needs. The Consultant shall report his/her hours worked to the Board President or designee on a weekly or other agreed upon periodic basis. Consultant will advise PenMet Parks when Consultant has been paid 80% of the not to exceed dollar amount set forth in Paragraph 2(A) of this Second Amendment. If it appears that Consultant's continued services might reasonably cause the limit to be exceeded, then the parties may negotiate another amendment reflecting a new compensation limit.

Services During All phases: Consultant will provide and perform the following general tasks for all phases of the work:

1. Ensure smooth and accurate communication among project stakeholders.
2. Ensure PenMet Parks' expectations are clearly communicated, and that consultants and contractors providing services during each phase, and community talents and resources, are leveraged to the maximum benefit of the project.
3. Assist with project-related communications with the public and/or guide the Board President and Executive Director in communication to promote stakeholder engagement. Assist in the development and implementation of a project communication plan.
4. Analyze information and make strategic recommendations in the best interest of the project and PenMet Parks.
5. Prepare and deliver Board and Committee reports as needed.
6. Attend Park Board meetings as directed.
7. Attend project team meetings as needed.
8. Review and maintain the project budget (including construction and soft costs) and the cash flow analysis.
9. Review and maintain the project schedule.
10. Participate in project related committee meetings as needed.
11. Manage PenMet Parks' project consultants.
12. Procure and manage additional consultants as needed (for example: FF&E procurement, signage design, special testing and inspections, acoustician, commissioning agent, security consultant, LEED consultant, etc.).
13. Procure and manage additional contractors/vendors as needed (for example: FF&E supply and installation, specialized sports equipment provider, signage/donor signage fabricator, movers,

etc.).

- 14. Review and approve project expenditures.
- 15. Ensure existing conditions at the project site are appropriately addressed, either in the primary GCCM project scope or by other PenMet Parks obtained consultants and/or contractors (for example, addressing deficiencies at the existing septic system).
- 16. Fulfill reporting requirements for the GCCM procurement method.
- 17. Develop and maintain the PenMet Parks' project risk log.
- 18. Serve as PenMet Parks' advocate, and perform project management duties not specifically listed elsewhere as required for project success.

Services for Design phases (in addition to the scope of work for "all phases" listed above):

- 1. Establish target focus groups designed to seek specific feedback from key project stakeholders in order to ensure the finished space meets end user needs.
- 2. Manage, leverage, and participate in preconstruction services to obtain maximum project benefit.
- 3. Review cost estimates and constructibility recommendations.
- 4. Evaluate project phasing and make recommendations.
- 5. Identify program elements that are noted in the program as "future" and define their estimated costs.
- 6. Review design documents to ensure alignment with PenMet Parks' vision and requirements.

Services for Permitting phase (in addition to the scope of work for "all phases" listed above):

- 1. Track permit statuses and timelines needed to support the project schedule.
- 2. Manage permitting specialist (PenMet Parks' consultant) and oversee permitting work.
- 3. Coordinate with authorities having jurisdiction and agencies (Pierce County, Tacoma Pierce County Health Department, WSDOT, RCO, etc.) to secure permits and approvals. Strategically enlist individuals to assist as District ambassadors as needed to promote a smooth and expedient permit process.

Hourly Rates:

The following is a rate schedule for Consultant's key staff who would be provided along with their respective estimated time commitment for this project. As noted above, actual billed hours will depend on the project needs and scope of services requested by PenMet Parks.

| Name | Role | Hourly Rate | Est. Hrs/Wk |
|--------------------|--------------------------|-------------|-------------|
| James Christianson | Principal In Charge | \$185.00 | 1 |
| Ally Bujacich | Project Manager | \$148.00 | 22 |
| Adam Buckley | Chief Estimator | \$150.00 | 1 |
| Clint Absher | Project Engineer Support | \$ 99.00 | 0 |

Additional support staff may be added as dictated by the project and the rates for those staff will be submitted in advance for PenMet Parks' approval. Rates are effective through March 31, 2021 and are subject to a 3% annual increase.



Peninsula Metropolitan Park District

RESOLUTION NO. R2021-002

A RESOLUTION OF PENMET PARKS AUTHORIZING THE EXECUTIVE DIRECTOR TO SIGN THE SECOND AMENDMENT TO THE AGREEMENT FOR PROJECT MANAGEMENT SERVICES FOR THE COMMUNITY RECREATION CENTER

WHEREAS, the Peninsula Metropolitan Park District (PenMet Parks) was formed in May 2004 by a vote of the people; and

WHEREAS, RCW 35.61 authorizes and establishes the powers of a metropolitan park district including delivery of parks and recreation services; and

WHEREAS, PenMet Parks signed a Professional Services Agreement with Absher Construction Company (Absher) on October 6, 2020 to provide project management services related to the Community Recreation Center (CRC); and

WHEREAS, PenMet Parks approved the First Amendment to the original contract on December 15, 2020 to expand the scope of work and complete the identified work; and

WHEREAS, PenMet Parks and Absher wish to expand the scope of services and complete additional identified work regarding CRC design and permitting, and thereby increase the amount of total compensation; and

WHEREAS, staff negotiated with Absher to develop the attached agreement to amend the scope of work and increase the compensation available by FORTY-SEVEN THOUSAND TWO HUNDRED THIRTY SIX (\$47,236.00) so that the total compensation will not exceed NINETY-TWO THOUSAND SEVEN HUNDRED THIRTY-SIX DOLLARS (\$92,736.00).

NOW THEREFORE BE IT

RESOLVED, by the Board of Park Commissioners that the Interim Executive Director be authorized to sign the Second Amendment to the Agreement with Absher to provide additional project management services to PenMet Parks for the Community Recreation Center and to increase the compensation available by FORTY-SEVEN THOUSAND TWO HUNDRED THIRTY SIX (\$47,236.00) so that the total compensation will not exceed NINETY-TWO THOUSAND SEVEN HUNDRED THIRTY-SIX DOLLARS (\$92,736.00) in substantially the form attached as Exhibit "A".

The foregoing resolution was adopted at a regular meeting of the Board of Park Commissioners of the Peninsula Metropolitan Park District held on January ____, 2021.

President

Clerk

Attest

Resolution R2021-002



Peninsula Metropolitan Park District

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DISTRICT COMMISSION MEMO

To: District Commission

From: Hunter T. George, Interim Executive Director

Date: January 14, 2021

Subject: **R2020-003, Recommended Confirmation of the CRC Project Delivery Method**

Background/Analysis

PenMet Parks acquired the 17-acre site of the former Pro Golf Center with the intention of building a Community Recreation Center (CRC) to serve the indoor recreational and social gathering needs of the community. The project is currently in the Schematic Design phase, with BLRB Architects and Barker Rinker Seacat Architecture providing professional design services.

On April 7, 2020, the Park Board approved Resolution 2020-005, regarding the General Contractor/Construction Manager (GC/CM) delivery method. In this method, the GC/CM is selected through a competitive process based on qualifications and some cost elements. The GC/CM is generally engaged early in the design process. That April 2020 action authorized the then-Executive Director to enter into a Professional Services Agreement with a firm to assist with the GC/CM approval process through the Washington State Capital Projects Advisory Review Board (CPARB) and to select a CRC design firm and the GC/CM. These services have been provided.

An Application for Project Approval to Use the GC/CM Alternative Contracting Procedure was submitted to the CPARB Project Review Committee (PRC) in April 2020. The PRC authorized the District to utilize the GC/CM alternative contracting procedure for the CRC project on May 28, 2020.

The District subsequently engaged in a competitive selection process and identified Korsmo Construction as the GC/CM. The Commission approved a motion on August 4, 2020, to authorize staff to begin contract negotiations with Korsmo.

At the same time, a robust and detailed programming effort got under way, which provided a deeper level of analysis of the project's scope, budget and schedule, as well as ongoing operational impacts. This effort was informed by input from the public, the Board, staff, and other project stakeholders. The results of the programming phase are documented in the project Feasibility, Design Concept, and Pro Forma Report that was accepted by the Commission on January 5, 2021.

The completed Feasibility, Design Concept, and Pro Forma Report contains sufficient project information to reaffirm the desired delivery method. After evaluating factors such as cost, schedule, flexibility, quality, performance, outreach, and the site design requirements, the GC/CM alternative contracting procedure remains an appropriate delivery method for the CRC project.

A guaranteed maximum price (GMP) will be negotiated with the GC/CM. The project's estimated total cost remains at \$30 million (not including cost of the acquired land), and the Maximum Allowable Construction Cost (MACC) remains at \$22 million. The GC/CM contract costs will be allocated out of the District capital funds set aside for the project.

If the Park Board affirms the decision to proceed with the GC/CM method, staff will complete negotiations with Korsmo for a preconstruction services agreement. The goal is to bring a proposed agreement to the Board at its February 2, 2021 meeting.

Recommendation

Staff requests that the Board approve Resolution 2021-003, which confirms the CRC project will proceed using the General Contractor / Construction Manager project delivery method.

Policy Implications/Support

1. The District has adopted goals including:
 - Developing and Maintaining High Quality Facilities: To build and maintain high quality facilities consistent with community planning.
 - District Funds: To maximize the use of tax revenues by using other resources such as grants, user fees, volunteers, and appropriate professional resources.
2. This resolution will support continuing the project as scheduled.

Motion

I move to approve Resolution 2021-003, which confirms the Community Recreation Center project will proceed using the General Contractor / Construction Manager project delivery method.

If you have questions or comments please contact either Project Manager Ally Bujacich (253-579-6654 or Ally.Bujacich@AbsherCo.com) or me (253-858-3408 or hgeorge@PenMetParks.org) at the earliest opportunity.



Peninsula Metropolitan Park District

RESOLUTION NO. R2021-003

A RESOLUTION OF PENMET PARKS ACCEPTING THE RECOMMENDATION TO USE THE GC/CM ALTERNATIVE CONTRACTING PROCEDURE FOR THE COMMUNITY RECREATION CENTER PROJECT

WHEREAS, the Peninsula Metropolitan Park District (PenMet Parks) was formed in May 2004 by a vote of the people and provides parks and recreation services under the authority established by RCW 35.61; and

WHEREAS, PenMet Parks evaluated public input on the need for a Community Recreation Center (CRC); and

WHEREAS, in May 2020 the State of Washington’s Capital Projects Advisory Review Board’s Project Review Committee approved PenMet Parks’ application to use the General Contractor / Construction Manager (GC/CM) method of project delivery for the CRC project; and

WHEREAS, PenMet Parks conducted an RFQ process and contracted with BLRB Architects to provide Phase 1 architectural and design services for the CRC; and

WHEREAS, PenMet Parks conducted a GC/CM procurement process and selected Korsmo Construction as the most qualified proposer; and

WHEREAS, the District’s attorney has reviewed the recommendation; NOW THEREFORE BE IT

RESOLVED, by the Board of Park Commissioners that the recommendation to use the GC/CM Alternative Contracting Procedure for development of the Community Recreation Center is reaffirmed.

The foregoing resolution was adopted at a regular meeting of the Board of Park Commissioners of the Peninsula Metropolitan Park District held on January 19, 2021.

President

Clerk

Attest