



Peninsula Metropolitan Park District

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

REGULAR MEETING AGENDA: January 7, 2020, 6:00 pm

Gig Harbor Civic Center Council Chambers (3510 Grandview St., Gig Harbor, WA 98335)

SWEARING-IN CEREMONY,

INCOMING ELECTED COMMISSIONER LAUREL KINGSBURY & COMMISSIONER KURT GRIMMER

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 (three-minute time limit)

ITEM 3 Board Officers Election

ITEM 4 Presentations

- 4.a Executive Director’s Report**
 New Board Commissioner Orientation Packet
 Update on Sub-Committees
- 4.b Financial Report**
 November Financial Statements
- 4.c President’s Report**
- 4.d Special Presentations**
 PEG Reports (2)

ITEM 5 Consent Agenda

- 5.a Approval of Meeting Minutes**
 12-03-19 Regular Session
- 5.b Approval of Vouchers**
 \$170,751.52 Reference Number: V2019-654-686
 \$106,105.85 Reference Number: V2019-687-721
 \$246,990.09 Reference Number: V2019-722-750

ITEM 6 Unfinished Business: None

ITEM 7 New Business

7.a Renumbering R2019-021 Amending 3rd Party Contract Agreement with KCDA and MUSCO to R2019-026

7.b R2020-001 Adopting a 457 Deferred Compensation Plan with the State of Washington Deferred Compensation Program

7.c R2020-002 Authorize Doug Nelson Executive Director as Financial Institution & Signers

7.d R2020-003 Madrona Lease Extension

ITEM 7 Comments by Board

ITEM 8 Next Board Meeting: Tues. January 21st, 2020 (Study Session and Regular) at City Hall location at 6pm

ITEM 9 Executive Session: None

ITEM 10 Adjournment ___: ___



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DEPARTMENT STAFF REPORT: December 4 – January 7, 2019

EXECUTIVE

- Attended several local civic meetings to get acquainted with as many people as possible, especially representatives from the many partnering agencies in the Peninsula area.
- Worked with each Park Board Commissioner to develop regular one-on-one meeting schedules and other arrangements; including agendas, phone calls, Board Meeting protocol, etc.
- Continued to work with Mark Roberts on the land exchange transaction with the Peninsula School District.
- Currently establishing a one-on-one staff meeting schedule with PenMet leadership team.
- Working with Marketing Specialist, Chuck Cuzzetto, to shore up the PenMet web-site and also reviewing other key functions; public relations, communication, social media.
- Worked with Administrative Assistant, Stacie Snuffin, to facilitate and update the procedures for Public Records Requests.
- After completing the purchase of the Performance Golf property, we went straight to work with PenMet staff members to get the Request for Qualifications (RFQ) together for the next phase of design work on the Community Recreation Center. Several resources are being pulled together to script the RFQ.
- With assistance from Finance & Human Resources Assistant, Sandra Kern, completed the orientation for incoming Park Board Commissioner, Laurel Kingsbury on Tuesday, December 17th. During this process, the Orientation Packet was updated and filed at the PenMet Administrative Office for future use and review.
- Currently reviewing the PenMet sub-committee format for future consideration. A summary and report will be provided at the January 7th Park Board meeting, seeking consideration on the topic as a future Study Session.
- Completed a review of the current Lease agreement for Madrona Links Golf Course, and prepared a proposal to move forward with a Sixth Amendment to extend the lease
- Working with members of the PenMet staff to make final edits to the 2019 Annual Report]

ADMINISTRATION

- Elaine was on vacation the 20th-30th
- Audit resumed starting on January 6, 2020
- Final Year End Reports from Pierce County will be available to PenMet Parks on February 3, 2020.
- PenMet Parks year end 2019 financials will be finalized for the Board once these reports are received.

MARKETING

- Working on Spring Parks and Recreation Guide including Summer Camp guide inside. The Guide will also contain a three-month calendar, capital project update and channel successes from 2019 and goals for 2020
- Moving to new mass email system to meet industry standards. First email to be issued Jan 13th with an introduction from New Executive Director, message from Recreation Manager channeling recreation sports league goals and achievements
- Developing/updating new webpages/news ticker for clear communication on District Website (History page to include clear image of 15 years as a Park District, Mission and Vision with message from Executive Director, About the Board, Community Partners, District Info and Updates, Capital Projects)
- Working on processes to provide updated and accurate information on the District Website Calendar
- Working with departments to complete Annual Report
- Developing joint Media Release with PSD for property exchange
- Developing Media Release for Sehmel Park Lighting Project
- Scheduling informational meetings with neighboring communities impacted by the Community Recreation Center, Lighting at Sehmel Park and Hales Pass

CAPITAL

- Permits in progress for SHP Lighting project.
- Negotiating with GPC over amphitheater parking lights.
- Processing permits for Hales Pass roof replacement.
- PC Landmarks and Historic Preservation Commission approved chimney removal request. State now reviewing.
- Approved contract for Hales Pass renovation design.
- Discussion of Memorials and Donations Policy to continue.
- City of Gig Harbor conducted planning meeting on Cushman Trail Phase V to refine route from Borgen Blvd to PC Line.
- Most computers have been upgraded to Windows 10 (Windows 7 won't be supported after 2019). Other computer upgrades in progress.
- Finalizing post-move IT and phone adjustments.

PEG GRANTS

- Tubby's small dog area shelter (finalizing application)
- Narrows fencing (preparing application)
- McCormick trail map and signs (preparing application)
- Voyager PTA Playground (approved, in progress)
- Three other scouts currently discussing projects

VOLUNTEER PROJECTS

- Working with community service people at Narrows continues.
- PHS runners trimmed trails at McCormick Forest; GHHS to trim trails at Rotary Bark Park.
- Considering National Trails Day event in June.

- Discussing GPC tree planting project at Sehmel Homestead Park.

MAINTENANCE & FACILITIES

- Signed a safety contract David M. Kernan, CIH, CSP Of Sound Environmental Solutions, Commissioner Steve Nixon gave his \$5000.00 towards the contract
- Picked up new Pen Met trailer still need to figure out the design of the wrap
- Installed new door stops on pavilion doors
- Replaced light globes I Rosedale Hall
- Winterized all hose bibs at all parks and caretaker properties
- Graveling SHP trails
- Starting to cut grasses at SHP
- Weeding raised beds in front of pavilion getting ready to plant color flowers
- Ordering a Headache rack and safety beacons for truck 106

RECREATION

- Breakfast with Santa was a HUGE hit. 350 people attended this year and was held at Goodman MS. Families loved the live Reindeer, Photos with Santa, Crafts, Games and the delicious pancakes for breakfast.
- Cookies with Mrs. Claus was an AMAZING event. Kelly had 2 different times due to the popularity and both sold out. Sandra did a great job as Mrs. Claus and the kids loved the story time with her.
- Basketball is off to a great start with a Jamboree on December 14th and first week of games happened on the 21st. This year we have 61 teams and over 550 kids participating.
- Staff will be interviewing 4 candidates for the Recreation Specialist Position that was open. Looking for that position to start 1st week in February if all goes to plan.
- Aiden is cleaning up past permits, sending out field request applications for 2020 and showing facilities on a weekly basis.
- Responses from coaches-
Also, I wanted to provide some feedback from the Jamboree this weekend.

“Things appeared to run very smoothly at Purdy and your staff did a great job from refereeing down to the score table. Thank you for being so organized this year.”

- Coach Matt

“Jamboree went much better than in years past. Good job.”

- Coach Todd

“The Jamboree was great.”

- Spencer

“Off to a successful start.”

- Coach Mike

“What a great jamboree!”

- Coach Kristen

AGENDA LONG RANGE CALENDAR 2020

Meeting Date	Packet Material Due	Time	Meeting Type	Topics
Jan 2020				
Tues 1/7	1/3	6:00p	Study Session	Discussion:
Tues 1/7	1/3	7:00p	Regular Meeting	<p>Presentation: Laurel Sworn In</p> <p>Discussion: Board Officers</p> <p style="padding-left: 40px;">Finance Policy</p> <p>Approval: R2019-26 Renumbering R2019-021 Amending 3rd Party Contract Agreement with KCDA and MUSCO</p> <p>R2020-001 Adopting a 457 Deferred Compensation Plan with the State of Washington Deferred Compensation Program</p> <p>R2020-002 Authorize Doug Nelson Executive Director as authorized signer with Financial Institutions</p> <p>R2020-003 Madrona Lease Extension</p> <p><u>Consent:</u></p> <p>Minutes: 12/3</p> <p>Vouchers:</p> <p>Executive Session:</p>
Tues 1/21	1/17	6:00p	Study Session	Discussion: Board Values

Tues 1/21	1/17	7:00p	Regular Meeting	Presentation: Discussion: <u>Consent:</u> Minutes: Vouchers: Executive Session:
Feb 2020				
Tues 2/4	1/31	6:00p	Study Session	Discussion: Board Logistics
Tues 2/4	1/31	7:00p	Regular Meeting	Presentation: Discussion: Approval: Fee Study Contract <u>Consent:</u> Minutes: Vouchers: Executive Session:
Tues 2/18	2/14	6:00p	Study Session	Discussion: Jurassic Parliament Training

Tues 2/18	2/14	7:00p	Regular Meeting	Presentation: Discussion: Approval: Easement Communication Ran Contract Accounting Software Contract <u>Consent:</u> Minutes: Vouchers: Executive Session:
BUDGET	Finance Dept delivers budget documents and assists staff with budget preparation			
Mar 2020				
Tues 3/3	2/28	6:00p	Study Session	Discussion: Present & Training on new accounting software
Tues 3/3	2/28	7:00p	Regular Meeting	Presentation: Discussion: Vehicle Surplus Approval: CRC Design contract <u>Consent:</u> Minutes: Vouchers: Executive Session:
Tues 3/17	3/14	6:00p	Study Session	Discussion: ??Board discussion on external committee involvement; i.e. commissions, boards, foundations, etc. - Doug

Tues 3/17	3/14	7:00p	Regular Meeting	Presentation: Discussion: PEG grant updates Approval: Legislative Funds <u>Consent:</u> Minutes: Vouchers: Executive Session:
BUDGET	Leadership staff review budget goals, accomplishments and performance objectives			
April 2020				
Tues 4/07	4/03	6:00p	Study Session	Discussion: Communication Protocol Presents/ Discuss
Tues 4/07	4/03	7:00p	Regular Meeting	Presentation: Discussion: Policy Updates Approval: <u>Consent:</u> Minutes: Vouchers: Executive Session:
Tues 4/21	4/17	6:00p	Study Session	Discussion: Sports Recreation Plan "Change the conversation"

Tues 4/21	4/17	7:00p	Regular Meeting	Presentation: Discussion: Approval: <u>Consent:</u> Minutes: Vouchers: Executive Session:
May 2020				
Tues 5/05	5/01	6:00p	Study Session	Discussion: Teen advisory Committee
Tues 5/05	5/01	7:00p	Regular Meeting	Presentation: Discussion: Approval: <u>Consent:</u> Minutes: Vouchers: Executive Session:
Tues 5/19	5/15	6:00p	Study Session	Discussion: Present Event Calendar and Events Dashboard

Tues 5/19	5/15	7:00p	Regular Meeting	Presentation: Discussion: Approval: <u>Consent:</u> Minutes: Vouchers: Executive Session:
June 2020				
Tues 6/02	5/29	6:00p	Study Session	Discussion: Hales Pass Design update
Tues 6/02	5/29	7:00p	Regular Meeting	Presentation: Discussion: Approval: <u>Consent:</u> Minutes: Vouchers: Executive Session:
Tues 6/16	6/12	6:00p	Study Session	Discussion:

Tues 6/16	6/12	7:00p	Regular Meeting	Presentation: Discussion: Approval: <u>Consent:</u> Minutes: Vouchers: Executive Session:
BUDGET	Executive Director reviews staff budget requests and revenue projections			
July 2020				
Tues 7/7	7/3	6:00p	Study Session	Discussion:
Tues 7/7	7/3	7:00p	Regular Meeting	Presentation: Discussion: PEG Grant update Approval: Legislative Fund Update <u>Consent:</u> Minutes: Vouchers: Executive Session:
Tues 7/21	7/3	6:00p	Study Session	Discussion:

Tues 7/21	7/3	7:00p	Regular Meeting	Presentation: Discussion: Approval: Policy update <u>Consent:</u> Minutes: Vouchers: Executive Session:
Aug 2020				
Tues 8/4	7/31	6:00p	Study Session	Discussion:
Tues 8/4	7/31	7:00p	Regular Meeting	Presentation: Discussion: Approval: <u>Consent:</u> Minutes: Vouchers: Executive Session:
Tues 8/18	8/14	6:00p	Study Session	Discussion:

Tues 8/18	8/14	7:00p	Regular Meeting	Presentation: Discussion: Approval: <u>Consent:</u> Minutes: Vouchers: Executive Session:
Sept 2020				
Tues 9/1	8/28	6:00p	Study Session	Discussion: Cancel?
Tues 9/1	8/28	7:00p	Regular Meeting	Presentation: Discussion: Approval: Cancel? <u>Consent:</u> Minutes: Vouchers: Executive Session:
Tues 9/15	9/11	6:00p	Study Session	Discussion:

Tues 9/15	9/11	7:00p	Regular Meeting	Presentation: Discussion: Approval: PEG grant update Legislative Fund update <u>Consent:</u> Minutes: Vouchers: Executive Session:
Oct 2020				Board Annual Strategic Retreat
Tues 10/06	10/2	6:00p	Study Session	Discussion:
Tues 10/06	10/2	7:00p	Regular Meeting	Presentation: Discussion: Approval: Policy update <u>Consent:</u> Minutes: Vouchers: Executive Session:
Tues 10/20	10/16	6:00p	Study Session	Discussion:

Tues 10/20	10/16	7:00p	Regular Meeting	Presentation: Discussion: Approval: <u>Consent:</u> Minutes: Vouchers: Executive Session:
Nov 2020				
Tues 11/03	10/30	6:00p	Study Session	Discussion:
Tues 11/03	10/30	7:00p	Regular Meeting	Presentation: Discussion: Approval: <u>Consent:</u> Minutes: Vouchers: Executive Session:
Tues 11/17	11/13	6:00p	Study Session	Discussion:

Tues 11/17	11/13	7:00p	Regular Meeting	Presentation: Discussion: Approval: 2021 Budget Approval PEG Grant Updates Legislative Fund Update <u>Consent:</u> Minutes: Vouchers: Executive Session:
Dec 2020				
Tues 12/1	11/27	6:00p	Study Session	Discussion:
Tues 12/1	11/27	7:00p	Regular Meeting	Presentation: Discussion: Approval: <u>Consent:</u> Minutes: Vouchers: Executive Session:
Tues 12/15	12/11	6:00p	Study Session	Discussion:

Tues 12/15	12/11	7:00p	Regular Meeting	Presentation: Discussion: Approval: <u>Consent:</u> Minutes: Vouchers: Executive Session:
Jan 2021				
Tues 1/5	1/1	6:00p	Study Session	Discussion:
Tues 1/5	1/1	7:00p	Regular Meeting	Presentation: Discussion: Approval: <u>Consent:</u> Minutes: Vouchers: Executive Session:



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EXECUTIVE DIRECTOR REPORT: January 7, 2020

- **Orientation for incoming Park Board Commissioner, Laurel Kingsbury**
 - Finance & Human Resources Assistant, Sandra Kern, played a key roll in updating and supplying the New Board Commissioner Orientation Packet to Laurel Kingsbury.
 - Executive Director, Doug Nelson, conducted the orientation session with Laurel on Tuesday, December 17th
 - The contents of the updated Orientation Packet will be available for Commissioner review at the January 7th Park Board Meeting.
 - Commissioners wishing to receive any updated materials for their packet should contact Sandra at (253) 313-5068 or skern@penmetparks.org
- **Report on Sub-Committees**
 - I have received positive feedback from Commissioners and PenMet staff alike, as well as a great variety of ideas on the sub-committee concept. My vision of sub-committees would entail three specialized work groups consisting of 1-2 Commissioners and 1-2 PenMet staff members.
 - The three specialized areas of responsibility would be:
 - **Operations** – Capital Projects, Park Maintenance, Recreation Services
 - **Finance** – Budget, Fundraising, Grants, Sponsorship
 - **Marketing & Communications** – Promotion, Advertising, Social Media, Public Relations, Research
 - Each sub-committee would impart their area of expertise on substantial District projects throughout the calendar year, with meeting frequency dependent upon the scale of said projects. The results of sub-committee meetings; i.e. recommendations, etc. would be reported at Park Board meetings by a Commissioner representative.
 - I would also ask the Board to consider whether community stakeholders should take part in sub-committee meetings. A stakeholder could come from a partnering civic agency, recreational user group, athletic team or club.
 - My recommendation would be for PenMet Park Board Commissioners to consider options and we bring the subject back as a Study Session in the near future.
- **The property purchase at Performance Golf site** was completed on December 13th, 2019. PenMet staff is currently working on a Request for Qualification (RFQ) for the next phase of design for the Community Recreation Center.
- **A DRAFT year-long Park Board Meeting agenda calendar** has been added to the agenda packet for review.
 - Upcoming Board Meeting agenda packets will include a short-range (2-3 months) DRAFT calendar with updates.
 - **Questions?** Please contact Doug Nelson at (253) 858-3408 or dnelson@penmetparks.org



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Welcome Park Board Commissioner Laurel Kingsbury

Laurel,

December 17th, 2019

On behalf of the entire PenMet staff and your fellow Board of Commissioners, I want to welcome you to the Peninsula Metropolitan Park District. We are enthused to have you join our team during an exciting era for our organization and the Greater Gig Harbor Peninsula.

As I am sure you are aware, our District includes some of the most beautiful parks and finest recreation programs in the Pacific Northwest. Whether you are hiking in McCormick Forest, biking the Cushman Trail, watching a loved one's ballet recital, or observing passing whales at Narrows Park, PenMet Parks has something for everybody.

We are so honored to serve our community with dedicated, passionate individuals like yourself. We are committed to providing top-level park and recreation services that make the Gig Harbor Peninsula an amazing place to live and know that we will further our mission and vision with you on board.

Lastly, we encourage you to browse our web-site, Parks & Recreation Guide, New Board Commissioner Orientation packet, and other materials so you can become better informed about our abundant recreational opportunities. If there is anything else that I, or our staff, can provide for you at any time, please do not hesitate to ask. We welcome your inquiries and feedback and are dedicated to ensuring your experience with PenMet Parks is enjoyable and fulfilling.

Actively Yours,

Doug Nelson
Executive Director
Peninsula Metropolitan Park District

Explanation Financial Statement Line Items 2019 November

- #5112041 & 55 Legislative – Professional Services – Commissioner Iverson \$1,500 Ecoquest Camp, Commissioner Babich \$2,500 Women’s Wellness Event, Commissioner Grimmer \$2,500 Women’s Wellness Event & \$400 Adult Egg Hunt, Commissioner Grimmer \$2,025 Harbor Wildwatch, Commissioner Iverson \$1,214.65 Scarecrow Carnival Games, Commissioner Babich \$2,500 Recreation Christmas Santa Events
- #5114049 Legislative – Professional Services – Cedar River Group \$4,629.94
- #5115045 Legislative – Rental of Board Meeting Facilities \$2,820.00
- #5117051 Legislative – Elections \$35,491.00 Timing issue budget.
- #5131042 Executive Cell Phone - Verizon \$1,529.08
- #5131045 Executive – Office Lease – Brown Dog - \$46,181.90
- #5132041 Executive – Professional Services – Demarche Consulting Group, Revenue Study, HR Investigation, Salary Survey Robert Half Temporary Services, Board Retreat \$129,856.51
- #5135041 Executive – Office Cleaning - \$2,370.00
- #5152041 Executive – Legal – Mark Roberts \$13,604.30 District Attorney General Counsel
- #5761035 Executive – Minor Equipment - \$20,188.63 New Office Furniture
- #5761041 Executive – Professional Computer Services – Nicholas Huff Follow Up Invoices and Pacific Office Automation, New Computer Setup \$13,929.45
- #5761045 Executive – Rentals – Copier Buy Out Payment and final trailer payment \$5,969.20 (Refund was received Wells Fargo)
- #5761046 Executive – Insurance – Enduris Auto Damage and Additional Property \$13,640.00
- #6103601 Executive – Computer Hardware – New Server and Installation \$11,570.88
- #6104204 Executive – Internet – Voice Edge - \$4,364.56
- #5711043 Recreation – Conferences – Revenue School & NRPA \$197.49
- #5768534 Maintenance – Health Department Permit \$55.00
- #5768540 Maintenance - Snow Removal & Broken Benches \$6,480.39



Project	Year Started	CIP Fund 1/1/2019	2019 Capital Projects			CIP 11/30/2019	Notes
			2019 Budgeted Transfers In	Land Sale Donations and Fund Transfers	Capital Fund Expenses		
Park Improvement Program	2006	\$6,836,758.20	\$3,576,114.68	\$691,379.72	\$0.00	\$11,104,252.60	Transfer to Community Recreation Center + Sale of Boys and Girls Club Land
Peninsula Enhancement Grant Program (PEG)	2007	\$25,000.00	\$0.00	\$0.00	\$1,655.66	\$23,344.34	Walrath Peg Grant Supplies Heritage Garden Irrigation Trail Markers
Community Recreation Center	2017	\$750,868.70	\$0.00	\$500,000.00	\$823,449.69	\$427,419.01	Ed Lewis, Snodgrass Freeman & Associates; Roberts Johns & Hemphill; PALS
Lighting Project - Sehnel Homestead Park	2019	\$0.00	\$400,000.00	\$205,000.00	\$27,993.20	\$577,006.80	Note: \$350,000 of future grant money has been awarded to this project. \$251,901.60 will be transferred back into the PIP
Service Options	2014	\$0.00	\$50,000.00	\$0.00	\$5,905.98	\$44,094.02	Electric Meter Installation Sunrise Beach, Hales Pass Roof Repair, Narrows Mobile Home, Partnership Horseshoe Lake; Muntcode Software
Hales Pass - Renovation	2018	\$16,986.25	\$0.00	\$15,000.00	\$93.60	\$31,892.65	Note: A \$1,000,000 transfer will be requested from the PIP to fund this renovation. Includes Pierce County Planning Grant
Sunrise Beach	2019	\$0.00	\$0.00	\$8,500.00	\$4,200.00	\$4,300.00	Esement Reimbursement Fund
Building Fund	2015	\$100,905.00	\$0.00	\$0.00	\$0.00	\$100,905.00	GPA Valuation / Note: The balance of this fund will be transferred into the PIP at year end.
Total Capital Funds		\$7,730,518.15	\$4,026,114.68	\$1,419,879.72	\$863,298.13	\$12,313,214.42	

The actual cash for these 2019 capital fund transfers will come in during the months of April and October.



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REGULAR MEETING MINUTES: Tuesday, December 3, 2019, 6:00 pm

Gig Harbor Civic Center Council Chambers (3510 Grandview St., Gig Harbor, WA 98335)

Call to Order: The meeting of the Peninsula Metropolitan Park District was called to order by President Hill at 6:04 pm

Commissioners Present:

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

Staff:

Glenn Akramoff
Eric Guenther
Aiden Krug
Elaine Sorensen
Stacie Snuffin

Citizens:

Kendalyn Harris
Joel Wingard

ITEM 1 Approval of Agenda

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

ITEM 2 Citizen Comments: None

ITEM 3 Presentations

3.a Interim Final Report

Glenn Akramoff reported that PenMet Parks was invited to participate in an Audit which is an annual event. There will be an exit interview with a board member or two, the Executive Director and Financial Manager. Staff put together an Annual Draft Report for 2019. It will be posted on the website when it is finalized. In addition, Akramoff presented a summary of his final assessment of PenMet Parks.

3.b Financial Report: None

3.c President's Report

Commissioner Grimmer nominated Commissioner Babich to serve as the Clerk on the 2020 PenMet Board. Commissioner Nixon nominated Commissioner Hill for President. Commissioners will vote at the next Board meeting on January 7th, 2020. President Hill announced that

Laurel Kingsbury will be joining us at the next meeting where she will be sworn into office as a new Commissioner for PenMet Parks.

ITEM 4 Consent Agenda

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

4.a Approval of Meeting Minutes

12-03-2019 Regular Session

4.b Approval of Vouchers

\$179,472.70 Reference number: V2019 609-V2019 653

ITEM 5 Old Business

5.a R2019-020 Park Enhancement Grant (PEG) Program Policy Update

Interim Executive Director Akramoff discussed the (PEG) Program Policy Update. Commissioner Nixon asked about the possibility of collaborating with KeyPen Parks regarding their recreation programs. Commissioner Grimmer motioned to approve the policy update. Commissioner Iverson seconded the motion. The motion passed with a 5-0.

5.b R2019-024 PEG Grant Project Approval -Voyager Elementary Playground

Commissioner Babich asked about access to the schools' playgrounds after school hours. Commissioner Babich motioned to approve PEG Grant Project – Voyager Elementary Playground. Commissioner Grimmer second the motion. The motion passed with a 5-0.

ITEM 6 New Business

6.a Public Hearing: Surplus Property & Property Exchange

President Hill began the public hearing at 6:30 PM. Interim Executive Director Akramoff recommended approving the exchange of property between Peninsula School District and PenMet Parks. President Hill gave details for the exchange which are as follows: PenMet Parks' property Lot 2 of the Gig Harbor Short Plat recorded under Pierce County Auditor File No. 201412305002 (Pierce County Tax Parcel No. 0221067001) which is surplus and no longer needed for District park or recreation purposes pursuant to RCW 35.61 if surplus, to transfer and exchange the real property pursuant to chapter 39.33 RCW for a portion of certain real property owned by the Peninsula School District with a site address of 10202 Bujacich Rd N.W., Gig Harbor, WA (Pierce County Tax Parcel No. 0122363023) which is subject to a boundary line adjustment or lot segregation, and other good and valuable consideration. Citizen Joel Wingard spoke about the value of keeping the open spaces for recreation purposes. Discussion closed at 6:37 PM

6.b R2019-015 PSD Property Surplus, Land Exchange, Easements, Joint Use Agreement

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

**6.c R2019-025 Amending Pay and Classification Plan Budget
Salary Survey Results**

Interim Executive Director, Akramoff presented the Salary Survey results and how it will not affect the 2020 budget. President Hill made the motion to approve the resolution, seconded by Commissioner Nixon. The resolution was approved with a 5-0 vote.

6.d Consider: Staff Position Changes

Interim Director Glenn Akramoff presented two new job titles. First, an Administrative Service Manager position. President Hill made the motion to approve the amendment, seconded by Commissioner Grimmer. The amendment was approved with a 5-0 vote. The second is a Special Events Coordinator position. Commissioner Babich made the motion to approve the amendment, seconded by Commissioner Nixon. The amendment was approved with a 5-0 vote.

6.e R2019-023 Contract for Consultant Service – Driftmier Architects

Staff member Eric Guenther presented the resolution for a Consulting Contract with Driftmier Architects to assess and design renovations for the Hales Pass School House. Commissioner Babich inquired on the interview process. Eric Guenther explained the vetting process. President Hill made the motion to approve the resolution, seconded by Commissioner Nixon. The resolution was approved with a 5-0 vote.

ITEM 7 Comments by Board

Commissioner Iverson stated he wanted to donate the rest of his legislative funds to the Adaptive Recreation Program. Commissioner Iverson gave his last remarks as commissioner and thanked PenMet commissioners and staff. The Board thanked Commissioner Iverson for all his service over the years.

ITEM 8 Next Board Meeting: Tues. January 21st, 2020 (Regular) at City Hall location at 6 pm

ITEM 9 Executive Session:

The Executive session was public. Interim Executive Director Akramoff discussed the lease options at the Performance Golf Center. PenMet Parks will extend the lease for the Harbor Soccer Club and not extend the lease to Fox Island Brewery. Akramoff gave an exit speech to the Board and staff members.

ITEM 10 Adjournment

Commissioner Hill adjourned the meeting at 7:45 pm

APPROVED BY THE BOARD ON: _____

President

Clerk

Submitted by: *Stacie Snuffin*



Finance Department
District Payment Transmittal

District Name: Metro Park District-Peninsula

PAYMENT LISTING

Trans Date	District Ref #	Payee Printed Name	Amount
12/2/19	V2019-654	Legal Shield	\$105.70
12/2/19	V2019-655	Kim Moureen Arnold	\$1,580.00
12/2/19	V2019-656	Tosca Equipment	\$580.75
12/2/19	V2019-657	Pacific Office Automation Headquarters	\$3,607.94
12/2/19	V2019-658	POA Leasing - PA	\$514.81
12/2/19	V2019-659	Sukhui and Don Sumner	\$905.50
12/2/19	V2019-660	NW Management Consulting, LLC	\$2,892.00
12/2/19	V2019-661	Roberts, Johns & Hemphill, PLLC	\$27,702.00
12/2/19	V2019-662	PENINSULA SCHOOL DISTRICT	\$3,000.00
12/2/19	V2019-663	Max Walsh	\$371.25
12/2/19	V2019-664	US BANK CORPORATE PAYMENT SYSTEM	\$27,378.75
12/2/19	V2019-665	Sofia Verratti	\$384.00
12/2/19	V2019-666	Oliver Silberman	\$716.25
12/2/19	V2019-667	Prestin Reed	\$558.75
12/2/19	V2019-668	ZUMAR INDUSTRIES INC	\$367.94
12/2/19	V2019-669	HEALTH CARE AUTHORITY	\$20,868.17
12/2/19	V2019-670	Pacific Office Automation Headquarters	\$1,492.00
12/2/19	V2019-671	Royann Gurley	\$600.00
12/2/19	V2019-672	Judy Buskirk	\$180.00
12/2/19	V2019-673	LynnFit	\$1,004.50
12/2/19	V2019-674	Gig Harbor Kiwanis Club	\$130.00
12/2/19	V2019-675	The First Tee of South Puget Sound	\$6,511.30
12/2/19	V2019-676	Narrows Construction	\$14,027.00
12/2/19	V2019-677	United Rentals	\$1,621.94
12/2/19	V2019-678	HEMLEYS HANDY KANS	\$815.00
12/2/19	V2019-679	Zee Medical Service Co.	\$139.52
12/2/19	V2019-680	Tacoma Winsupply	\$144.88
12/2/19	V2019-681	Pioneer Fire & Security	\$93.88
12/2/19	V2019-682	PCRCO, LLC	\$240.07
12/2/19	V2019-683	Pacific Mobile Structures	\$1,536.37
12/2/19	V2019-684	CSI Group International Inc.	\$549.12
12/2/19	V2019-685	DEPARTMENT OF RETIREMENT SYSTEMS	\$13,404.58
12/2/19	V2019-686	Peninsula Metropolitan Park District	\$36,727.55
Payment Count: 33		Total Amount:	<u>\$170,751.52</u>

Payment Count: 33
Payment Total: \$170,751.52

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>12/5/19</u> _____ Date	_____ Authorized District Official Signature	_____ Date
 _____ Authorized District Official Signature	_____ Date	_____ Authorized District Official Signature	_____ Date
 _____ Authorized District Official Signature	_____ Date	_____ Authorized District Official Signature	_____ Date
_____ 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 _____



Finance Department
District Payment Transmittal

District Name: Metro Park District-Peninsula

PAYMENT LISTING

Trans Date	District Ref #	Payee Printed Name	Amount
12/16/19	V2019-687	Custom Shirt Shop	\$760.38
12/16/19	V2019-688	Doug Nelson	\$56.66
12/16/19	V2019-689	NW Management Consulting, LLC	\$1,300.00
12/16/19	V2019-690	DPI PRINT	\$1,343.32
12/16/19	V2019-691A	PCCFOA	\$20.00
12/16/19	V2019-691B	Doggie Walk Bags	\$1,136.26
12/16/19	V2019-692	HOME DEPOT	\$434.28
12/16/19	V2019-693	CSI Group International Inc.	\$549.12
12/16/19	V2019-694	PURDY TOPSOIL & GRAVEL	\$128.84
12/16/19	V2019-695	DON SMALL & SONS OIL	\$1,103.31
12/16/19	V2019-696	Washington Tractor	\$125.40
12/16/19	V2019-697	Sarco Supply	\$599.34
12/16/19	V2019-698	Express Septic Tank Cleaning	\$722.94
12/16/19	V2019-699	Snapology	\$461.70
12/16/19	V2019-700	Adria Hanson	\$224.00
12/16/19	V2019-701	Demarche Consulting Group, Inc	\$20,000.00
12/16/19	V2019-702	Whistle Workwear	\$2,014.00
12/16/19	V2019-703	CUSTOM PRINTS NW LLC	\$3,359.01
12/16/19	V2019-704	SUPERIOR SAW & SUPPLY INC	\$253.46
12/16/19	V2019-705	KITSAP SUN	\$7,803.00
12/16/19	V2019-706	Stacie Snuffin	\$42.02
12/16/19	V2019-707	Isalah Juvik	\$86.25
12/16/19	V2019-708	DEPARTMENT OF REVENUE	\$733.50
12/16/19	V2019-709	Studio Dorsey Inc	\$380.00
12/16/19	V2019-710	Isaac Colavecchio	\$3,500.00
12/16/19	V2019-711	GIG HARBOR CHAMBER OF COMMERCE	\$2,145.00
12/16/19	V2019-712	Caroline Konkol	\$313.60
12/16/19	V2019-713	CUSTOM PRINTS NW LLC	\$1,376.88
12/16/19	V2019-714	Gig Harbor Kiwanis Club	\$327.57
12/16/19	V2019-715	Christina Hardaway	\$213.44
12/16/19	V2019-716	Pacific Visuals	\$1,800.00
12/16/19	V2019-717	PENINSULA SCHOOL DISTRICT	\$410.00
12/16/19	V2019-718	POA Leasing - PA	\$360.64
12/16/19	V2019-719	Cross Engineers	\$3,597.00
12/16/19	V2019-720	Peninsula Metropolitan Park District	\$43,424.93
12/16/19	V2019-721	Voyager Elementary Parent Teacher Association	\$5,000.00
Payment Count: 36			Total Amount: \$106,105.85

Dec 16, 2019 3:18 PM

1 of 2

Payment Count: 36
 Payment Total: \$106,105.85

CERTIFICATION

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

	<u>12/16/2019</u>	_____	_____
Authorized District Official Signature	Date	Authorized District Official Signature	Date
	<u>12/17/2019</u>	_____	_____
Authorized District Official Signature	Date	Authorized District Official Signature	Date
	<u>12/18/19</u>	_____	_____
Authorized District Official Signature	Date	Authorized District Official Signature	Date
_____	_____	_____	_____
Authorized District Official Signature	Date	Authorized District Official Signature	Date

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

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



Finance Department
District Payment Transmittal


District Name: Metro Park District-Peninsula

PAYMENT LISTING			
Trans Date	District Ref #	Payee Printed Name	Amount
12/31/19	V2019-722	Peninsula Metropolitan Park District	\$51,684.19
12/31/19	V2019-723	U.S. Bank Corporate Payment System	\$21,739.24
12/31/19	V2019-724	Royann Gurley	\$600.00
12/31/19	V2019-725	PCRCD, LLC	\$50.00
12/31/19	V2019-726	SUPERIOR SAW & SUPPLY INC	\$62.81
12/31/19	V2019-727	WESTBAY AUTO PARTS	\$28.19
12/31/19	V2019-728	Knight Safe & Lock	\$107.14
12/31/19	V2019-729	Ron Martinez	\$15.27
12/31/19	V2019-730	Henry Oates	\$24.00
12/31/19	V2019-731	Sandra Kern	\$71.98
12/31/19	V2019-732	WASHINGTON TRACTOR	\$1,633.22
12/31/19	V2019-733	LynnFit	\$974.75
12/31/19	V2019-734	POA Leasing - PA	\$164.67
12/31/19	V2019-735	Pacific Office Automation Headquarters	\$1,771.46
12/31/19	V2019-736	Harbor Gymnastics	\$8,498.30
12/31/19	V2019-737	Madeline Hunter	\$7,229.00
12/31/19	V2019-738	Kim Maureen Arnold	\$1,580.00
12/31/19	V2019-739	Doug Nelson	\$71.69
12/31/19	V2019-740	Harbor Code Academy	\$3,238.20
12/31/19	V2019-741	Eric Guenther	\$573.84
12/31/19	V2019-742	Legal Shield	\$105.70
12/31/19	V2019-743	TACOMA NEWS TRIBUNE- ADVERTISING	\$116.89
12/31/19	V2019-744	GPA Valuation	\$10,500.00
12/31/19	V2019-745	MB Electric	\$93,573.67
12/31/19	V2019-746	Lifetime Products Inc.	\$5,349.45
12/31/19	V2019-747	Brown Dog Realty LLC	\$9,152.74
12/31/19	V2019-748	Cross Engineers	\$5,995.00
12/31/19	V2019-749	ENDURIS	\$4,409.00
12/31/19	V2019-750	Department of Retirement Services	\$17,669.69
Payment Count: 29		Total Amount:	<u>\$246,990.09</u>

Payment Count: 29
Payment Total: \$246,990.09

CERTIFICATION

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

 _____ Authorized District Official Signature	<u>12/3/2019</u> _____ Date	_____ Authorized District Official Signature	_____ Date
_____ Authorized District Official Signature	_____ Date	_____ Authorized District Official Signature	_____ Date
_____ Authorized District Official Signature	_____ Date	_____ Authorized District Official Signature	_____ Date
_____ Authorized District Official Signature	_____ Date	_____ Authorized District Official Signature	_____ Date

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

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



Peninsula Metropolitan Park District

PO Box 425 Gig Harbor, WA 98335

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: Eric Guenther, Planning & Special Projects Manager
Date: January 7, 2020
Subject: **Renumbering Resolution R2019-021 Execution of a Three-Party Contract Agreement with KCDA and MUSCO Sports Lighting for Lighting System at Sehmel Homestead Park to Resolution R2019-026**

Background

During the approval of resolutions related to the Lighting Project at Sehmel Homestead Park, the same resolution number was used twice. A simple motion will assign a different number to the second resolution.

Recommendation

Staff recommends that the Board approve a motion to assign Resolution number R2019-026 to the previously approved Resolution R2019-021 authorizing the Executive Director to execute a Third-Party Contract Agreement with KCDA and MUSCO Sports Lighting.

Policy Implications/Support

1. At the regular meeting of the Board of Park Commissioners held on November 19, 2019, the commission approved Resolution R2019-021 Execution of a Three-Party Contract Agreement with KCDA and MUSCO Sports Lighting for Lighting System at Sehmel Homestead Park.
2. At the regular meeting of the Board of Park Commissioners held on November 5, 2019, the commission approved Resolution R2019-021 Bid Award for Sehmel Homestead Park Lighting Project Construction at Sehmel Homestead Park.

Motion

I move to assign resolution number R2019-026 to the previously approved Resolution R2019-021 authorizing the Executive Director to execute a Third-Party Contract Agreement with KCDA and MUSCO Sports Lighting in substantially the form attached.

Should you have any questions or comments, please contact me at your earliest opportunity so that we may perform any additional research necessary to provide answers at the meeting.

I can be contacted at 253-313-5086 or via e-mail at EGuenther@PenMetParks.org.



Peninsula Metropolitan Park District

RESOLUTION NO. R2019-026

AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE A THREE-PARTY CONTRACT AGREEMENT WITH KCDA AND MUSCO SPORTS LIGHTING FOR INSTALLATION OF FIELD LIGHTS AT SEHMELE HOMESTEAD PARK

WHEREAS, chapter RCW 39.34, the Interlocal Cooperative Act, permits PenMet Parks to make the most efficient use of its powers by enabling it to cooperate and contract with other governmental agencies on the basis of mutual advantage and to better serve the community; and;

WHEREAS, PenMet Parks is a member of the King County Directors' Association (KCDA), a non-profit purchasing cooperative that provides centralized procurement services to its members that will save them time and money as well as comply with all legal procurement and public works contracting requirements; and

WHEREAS, PenMet Parks requested and KCDA provided pricing for a field lighting system at Sehmel Homestead Park; and

WHEREAS, KCDA complied with its statutory requirements for public works contracting and identified MUSCO Sports Lighting as the lowest and best bidder in the amount of \$251,161 plus WSST;

WHEREAS, it is in the best interests of PenMet Parks to issue a purchase order and enter into a three-party contract that is between PenMet Parks, KCDA and MUSCO Lighting for the field lighting system work at Sehmel Homestead Park.

NOW THEREFORE BE IT

RESOLVED that the Executive Director is authorized to execute a purchase order and a three-party contract between PenMet Parks, KCDA and MUSCO Sports Lighting for the field lighting system work at Sehmel Homestead Park in the amount of \$251,161.00 plus WSST, substantially in the form attached as Exhibit A and B and such other documents as reasonably necessary carry out the work.

The foregoing resolution was adopted at a regular meeting of the Board of Park Commissioners of the Peninsula Metropolitan Park District held on November 19, 2019.

Maryellen Hill, President
Peninsula Metropolitan Park District Commission

Amanda Babich, Clerk
Peninsula Metropolitan Park District Commission

Attest

Resolution R2019-026



Peninsula Metropolitan Park District

P.O. Box 425 Gig Harbor, WA 98335

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: Elaine Sorensen – Finance & Personnel
Date: January 7, 2020
Subject: Resolution R2020-001 adopting a 457 Deferred Compensation Plan with the State of Washington Deferred Compensation Program

Background/Analysis

The Board of Commissioners implemented a Deferred Compensation Plan /457 with “ICMA” The International City Management Association Retirement Corporation on December 14, 2005.

In the last 15 years the plan had two staff member who have participated in it but there has been no staff membership in the ICMA plan since 2010.

The District currently has an employee enrolled in State of Washington Deferred Compensation Plan who would like to continue contributions for his retirement. There are also other District employees who have expressed interest in making pre-tax voluntary contributions into a 457 plan.

Attached is an employer information document explaining the DCP program and there is no cost to the District.

Recommendation

Staff recommends that the Board of Park Commissioners review the attached DCP information and approve R2020-001 adopting a 457 Deferred Compensation Plan with the State of Washington Deferred Compensation Program effective January 7, 2020.

Policy Implications/Support

The primary purpose of this Deferred Compensation Plan is to provide retirement income and other deferred compensation benefits to the employees of the District and the employee’s beneficiaries in accordance with the provisions of Section 457 of the Internal Revenue Code of 1986.

The establishment of this Deferred Compensation Plan for employees will provide additional retirement security for its employees and is an excellent recruitment and retention tool.

A 457 Deferred Compensation Plan is a supplemental retirement savings program for the employees of the District that allows participants to make contributions before taxes are deducted. Contributions are handled through payroll deduction, reducing taxes for the employees each pay period.

The District currently has an account PERS 2375 with the Department of Retirement Systems and this plan would be a simple reporting process and save the HR staff time with 457 plan management of staff retirement contributions.

Motion

I move to approve Resolution R2020-001 adopting a 457 Deferred Compensation Plan with the State of Washington Deferred Compensation Program effective January 7, 2020.

Staff Contact

Should you have any questions or comments please contact Elaine at 253.858.3400 ext 1223 or via e-mail at ESorensen@PenMetParks.org.

**• WASHINGTON STATE •
DEFERRED COMPENSATION PROGRAM**

DISCOVER THE SMART,
EASY WAY TO SAVE FOR RETIREMENT.

DCP



a Benefit
*for your
employees*

Low fees
Automatic payroll deduction
Tax deferred
Online account access
Responsive, friendly customer service
Flexibility – make changes anytime
No penalties for early withdrawals
Large institutional investing by WSIB
Contributions are held in trust

and
**for
you.**

No cost - All services including record keeping
are provided by DRS
Simple reporting process
DRS administers the plan - saving you time
and resources
WSIB managed investment options
On-site education provided by DRS
Helps with recruitment and retention
Responsive, friendly employer support
...again, at no cost to you.

888.327.5596

drs.wa.gov/dcp

DCP - What is it?

The Washington State Deferred Compensation Program (DCP) is a supplemental retirement savings program. The Department of Retirement Systems (DRS) offers this plan to public employers at no cost. This employee benefit provides your employees with the opportunity to invest money through payroll deductions and to defer federal taxes. DCP is a 457(b) plan authorized by the IRS to help encourage employees to save for their future.

DCP is profit-neutral. We charge administrative and investment fees to the participant to cover the costs of administering the plan, but we do not profit from it. This means low fees for our participants.

Who participates in DCP?

Public employers in Washington State can choose to join. Over 1,000 employers offer our program to their employees – including all state agencies/higher education and over 800 political subdivision employers like school districts, counties, cities, fire districts and more. Including DCP in an employee benefit package is proven to help with recruitment and retention.

As of December 31, 2011, the DCP asset balance exceeded \$2.8 billion for more than 53,000 participants.

Valued Partnerships

The Washington State Investment Board (WSIB) is one of the most successful public institutional investors in the country. The WSIB selects and updates the investment options offered through DCP. This ensures the options stay up-to-date with changing investment opportunities and that participants continue to receive the best value for their money. WSIB also monitors the fund managers (under contract) and manages the trust funds for each of Washington State's Retirement Systems.

Great-West Retirement Services* is under contract with DRS in support of DCP. They are responsible for record keeping and other administrative services such as mailing quarterly statements to participants.

Simple Reporting Procedures

Since DCP is administered by the Department of Retirement Systems, you'll be able to submit your employees' information the same way you report retirement systems data to DRS.

Easy Adoption and Simple Enrollment

To get started, complete the enclosed resolution request and mail it to us at DRS - we'll handle the rest. Once you've adopted DCP, your employees can enroll with a few simple steps.

Questions?

The DRS Education and Outreach Team is ready to assist you and your employees with this important decision. We provide on-site education for state retirement plans and DCP. Whether you'd like to discuss the decision to adopt DCP or schedule an on-site training event, call the Education and Outreach Team at 360.664.7021 - we'll be glad to help.



Deferred Compensation Program (DCP)
Resolution No. R2020-001

- This resolution can be used to:
- Authorize an organization's participation in the Washington State Deferred Compensation Program (DCP)
 - Change the automatic enrollment option for organizations currently participating in DCP

Send completed form to:
 Department of Retirement Systems
 Employer Support Services
 PO Box 48380 • Olympia, WA 98504-8380

drs.wa.gov/dcp • 800.547.6657
 email: *employersupport@drs.wa.gov*

Participation Status	
Peninsula Metropolitan Park District _____ (legal name of organization), a political subdivision of Washington state, authorizes and approves this resolution.	
<input checked="" type="checkbox"/> This organization is requesting to participate in the Washington State Deferred Compensation Program. Or <input type="checkbox"/> This organization already offers DCP and is changing the automatic enrollment option.	
Automatic Enrollment Option	
RCW 41.50.770 permits counties, municipalities, and other political subdivisions to participate in the DCP automatic enrollment provision as outlined in WAC Chapter 415-501 . Does the organization want to participate in automatic enrollment? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Employer Contributions	
Does (or will) the organization contribute dollars to any employee DCP account? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, and the organization will participate in automatic enrollment, delay submitting employer contributions for DCP participants until at least 90 days following the initial employee deferral.	
Authorizing Signature(s)	
The organization: 1. Requests to participate in DCP, as allowed by RCW 41.50.770 . 2. Has reviewed the program provisions and agrees to accept all terms and conditions. 3. Understands and agrees that all employee deferrals are held in trust by the Washington State Investment Board for the exclusive benefit of program participants and eligible beneficiaries.	
Passed this _____ day of _____, 20_____	
Signature	Title President - Board of Commissioners
Printed Name Commissioner Maryellen Hill	

Optional: To include additional Resolution signatures, add a separate sheet of paper.



Peninsula Metropolitan Park District

P.O. Box 425 Gig Harbor, WA 98335

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: Elaine Sorensen – Finance & Personnel

Date: January 7, 2020

Subject: Resolution R2020-002 Authorize Doug Nelson Executive Director as authorized signer with Financial Institutions.

Background/Analysis

The annual reorganization, at which a new President and Clerk are elected, necessitates a resolution that authorizes their signatures for financial institution accounts of the Peninsula Metropolitan Park District.

The resolution replaces prior authorized signers for the bank accounts of the Peninsula Metropolitan Park District and identifies the new ones, as well as the Executive Director.

Recommendation

Staff recommends that the Board of Park Commissioners approve Resolution R2020-002 authorizing the signers of the financial institutions effective January 7, 2020.

Policy Implications/Support

Support would update the institutions we conduct financial transactions with, along with the signers for the Peninsula Metropolitan Park District.

Motion

I move to approve Resolution R2020-002 adopting to Authorize Doug Nelson Executive Director & Signers effective January 7, 2020.

Staff Contact

Should you have any questions or comments please contact Elaine Sorensen at 253.858.3400 ext. 1223 or via e-mail at esorensen@PenMetParks.org.



PENINSULA METROPOLITAN PARK DISTRICT

RESOLUTION NO. R2020-002

A RESOLUTION OF THE PENINSULA METROPOLITAN PARK DISTRICT AUTHORIZING FINANCIAL INSTITUTIONS AND AUTHORIZED SIGNERS

WHEREAS, The Board selects its President and Clerk at its annual meeting. When these board officers change, Peninsula Metropolitan Park District needs a resolution changing the authorized signatures for its accounts at its various financial institutions: and

WHEREAS This resolution replaces the authorized previous office holders as signers; and

WHEREAS, The Board of Commissioners needs to formally authorize the financial institutions and the authorized signers on the accounts; now, therefore, be it

Resolved by the Board of Commissioners of the Peninsula Metropolitan Park District that:

The funds of Peninsula Metropolitan Park District are hereby authorized by the laws of the State of Washington with any of these financial institutions:

Bank of America

Key Bank

Be it further resolved that any of the below designated individuals are authorized to enter into any and all transactions relating to the above-mentioned institutions as they exist now.

Maryellen (Missy) Hill, President _____

Amanda Babich, Clerk _____

Steve Nixon, Commissioner _____

Doug Nelson, Executive Director _____

Be it further resolved that this resolution replaces any and all previous resolutions designating authorized financial institutions and signers.

Be it further resolved that the authorized signers acknowledge and accept Key Bank and Bank of America’s policy of accepting any check with one authorized signature.

The foregoing resolution was adopted at a regular meeting of Board of Park Commissioners of the Peninsula Metropolitan Park District held on January 7, 2020.

Maryellen Hill, President
Peninsula Metropolitan Park District Commission

Amanda Babich, Clerk
Peninsula Metropolitan Park District Commission

Attest



Peninsula Metropolitan Park District

PO Box 425 Gig Harbor, WA 98335
Office: 253-858-3400 Fax: 253-858-3401
E-mail: Info@PenMetParks.org

DISTRICT COMMISSION MEMO

To: District Commission

From: Doug Nelson, Executive Director

Date: January 7, 2020

Subject: **Resolution R2020-003 to Amend and Execute the Lease for Madrona Links Golf Course**

Recommendation

Staff recommends that the Board of Park Commissioners approve Resolution R2020-003 authorizing the Executive Director to amend and execute the Madrona Links Lease.

Policy Implications/Support

1. At their August 26, 2008 regular meeting, the Board of Park Commissioners approved Resolution No. R2008-018 which included the acquisition of Madrona Links Golf Course ("Madrona Links") from the City of Tacoma.
2. The acquisition of Madrona Links included a Lease, which in 2008 the City of Tacoma assigned to PenMet Parks, and the Lease requires reevaluation and renegotiation at intervals of five (5) years.
3. The Fifth Amendment to the Lease of Madrona Links, was the first executed by PenMet Parks, the previous four being executed by the City of Tacoma.
4. This is the Sixth Amendment to the Lease of Madrona Links.

Background/Analysis

The current lease agreement for Madrona Links Golf Course is with Tyson Limited Partnership, a Washington Limited Partnership ("Lessee"), Stutsman Enterprise, Inc. ("Sublessee") and RM Kelly, Inc. ("Sub-Sublessee"). The current lease expired December 31, 2019.

PenMet Parks wishes to continue the lease for Madrona Links and to work together to provide recreational opportunities to the public.

Should you have any questions or comments please feel free to contact me at 253.858.3408 or via e-mail at dnelson@penmetparks.org.



Peninsula Metropolitan Park District

RESOLUTION NO. R2020-003

AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE THE AMENDED LEASE FOR MADRONA LINKS GOLF COURSE

WHEREAS, the Peninsula Metropolitan Park District (PenMet Parks) Board of Park Commissioners approved Resolution No. R2020-003, which included the acquisition of Madrona Links Golf Course (“Madrona Links”) from the City of Tacoma; and

WHEREAS, the acquisition of Madrona Links included a Lease, which in 2008 the City of Tacoma assigned to PenMet Parks, and the Lease requires reevaluation and renegotiation at intervals of five (5) years; and

WHEREAS, this is the Sixth Amendment to the Lease of Madrona Links; and

WHEREAS, the continuing lease for Madrona Links will serve to further the goals of PenMet Parks to provide park and recreation opportunities to the public, NOW, THEREFORE BE IT

RESOLVED by the Board of Park Commissioners of the Peninsula Metropolitan Park District that the Executive Director is authorized to execute the Sixth Amendment to the Lease Agreement substantially in 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 7, 2020.

Maryellen Hill, President
Peninsula Metropolitan Park District Commission

Amanda Babich, Clerk
Peninsula Metropolitan Park District Commission

Attest

**SIXTH AMENDMENT TO LEASE
DenMARK, INC. AND PENINSULA METROPOLITAN PARK DISTRICT
MADRONA LINKS GOLF COURSE, GIG HARBOR, WASHINGTON**

This SIXTH AMENDMENT TO LEASE is effective the 1st day of January 2020, by and between the PENINSULA METROPOLITAN PARK DISTRICT, a municipal corporation of the State of Washington, ("PenMet Parks"), TYSON LIMITED PARTNERSHIP, a Washington Limited Partnership ("Lessee"), Stutsman Enterprise, Inc. ("Sublessee") and RM Kelly, Inc. ("Sub-Sublessee").

WHEREAS, the City of Tacoma entered into a Lease and Amendment to Lease dated April 1, 1977 with DenMARK, INC., which lease was assigned by DenMARK to Lessee (the "Lease") for certain premises located in the County of Pierce, State of Washington, more commonly known as approximately 71 acres of the Madrona Links Golf Course, which also includes all improvements thereon ("Premises");

WHEREAS, in 2008 the City of Tacoma assigned the Lease to PenMet Parks;

WHEREAS, Section 3 of the Lease specifies that the rent for the Premises shall be subject to reevaluation and renegotiation at intervals of five (5) years;

WHEREAS, PenMet Parks and Lessee previously modified the Lease rent in 2014 for the 2015-2019 period in the Fourth Amendment to Lease. The parties desire to modify the rent for the next 5-year period as provided herein;

NOW, THEREFORE, for good, valuable and sufficient consideration by each party hereto to the other paid, receipt of which is hereby mutually acknowledged, PenMet Parks, Lessee, Sublessee and Sub-Sublessee do hereby amend the Lease and confirm their understanding and agreement as follows:

2. Rent

Beginning January 1, 2020, through December 31, 2024, the rent due to PenMet Parks shall be the percentage of quarterly gross green fees (as defined in the Lease) according to the following table:

<u>Quarterly Green Fees</u>	<u>Percentage</u>
\$0 - \$200,000	7.0%
\$201,000 - \$750,000	7.5%
\$750,000 +	8.0%

Rent shall be payable to PenMet Parks quarterly, on or before the 15th day of the months of April, July, October and January.

In addition to the quarterly rent due to PenMet Parks, beginning January 1, 2020, through December 31, 2024, Sublessee agrees to invest One and a Half Percent (1.5%) of the

gross green fees (as defined in the Lease) into capital improvements on the Premises. Sublessee agrees to provide an annual report on capital improvements to PenMet Parks.

The parties understand and agree that the rental negotiation for the period commencing on January 1, 2025, shall begin by July 1, 2024 so that the results of such renegotiation might be implemented on January 1, 2025.

2. Reaffirmation

Except as herein amended, all terms, covenants and conditions of the Lease and Amendment to Lease dated April 1977 shall remain in full force and effect as heretofore written, and the Lease as amended by this Sixth Amendment to Lease is hereby ratified and confirmed in every respect.

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

LANDLORD:

Peninsula Metropolitan Park District

By: _____
Doug Nelson
Executive Director

Dated: _____

SUBLESSEE:

Stutsman Enterprise, Inc.

By: _____
Printed Name: _____
Title: _____

Dated: _____

LESSEE:

Tyson Limited Partnership

By: _____
Printed Name: _____
Title: _____

Dated: _____

SUB-SUBLESSEE:

RM Kelly, Inc.

By: _____
Printed Name: _____
Title: _____

Dated: _____