



Peninsula Metropolitan Park District

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

REGULAR MEETING AGENDA

October 19, 2021, 6:00 PM

Community Recreation Center (CRC) 2416 14th Ave NW, Gig Harbor, WA 98335

Call to Order

Commissioner Roll Call:

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

ITEM 1 Approval of Agenda

ITEM 2 Citizen Comments

Citizens are afforded an opportunity at each regular meeting of the Board 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.

ITEM 3 Presentations

3a. Executive Director's Report

3b. [Monthly Finance Report](#)

3c. President's Report

ITEM 4 Consent Agenda

4a. [Approval of Minutes](#)

[10/05/21 Study Session and Regular Meeting](#)

4b. Approval of Vouchers

\$140,656.36 Reference Number: 211001001 - 211001021

\$8,023.82 Reference Number: 211002001 - 211002006

\$16,909.15 Reference Number: 211003001 - 211003005

4c. 2022 Budget: Schedule Public Hearing

Direction to staff to schedule a public hearing to hear comments regarding the Peninsula Metropolitan Park District 2022 budget for 6 p.m. on Tuesday, November 2 at the Community Recreation Center.

ITEM 5 Unfinished Business: None

ITEM 6 New Business



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- 6a. [R2021-023: Resolution to Authorize Interagency Data Sharing Agreement with the Office of the Washington State Auditor](#)

ITEM 7 Capital Improvement Projects Update

- 7a. **Community Recreation Center**

ITEM 8 Comments by Board

ITEM 9 Next Board Meetings

November 2, 2021, (Study and Regular) Study Session at 5:00 pm and Regular Meeting at 6:00 pm at the Community Recreation Center.

ITEM 10 Adjournment

BOARD OF PARK COMMISSIONERS MEETING PROCEDURES

The Board of Park Commissioners desires to allow a maximum opportunity for public comment. However, the business of the Peninsula Metropolitan Park District must proceed in an orderly, timely manner. The purpose of a Board of Commissioners meeting is to conduct the District's business; it is not a public forum. The Open Public Meetings Act does not require that members of the public be allowed to participate or speak.

Citizens are afforded an opportunity at each regular and special meetings of the Board of Park Commissioners to offer their comments to the Board. Citizens are limited to a three-minute time limit and may only speak once during the Citizen Comment period at each meeting.

All remarks shall be addressed to the Board of Commissioners as a body and not to any specific Commissioner nor members of the staff. All speakers shall be courteous in their language and deportment and shall not engage in or discuss or comment on personalities or indulge in derogatory remarks or insinuations with regard to any Commissioner or any member of the staff or the public.



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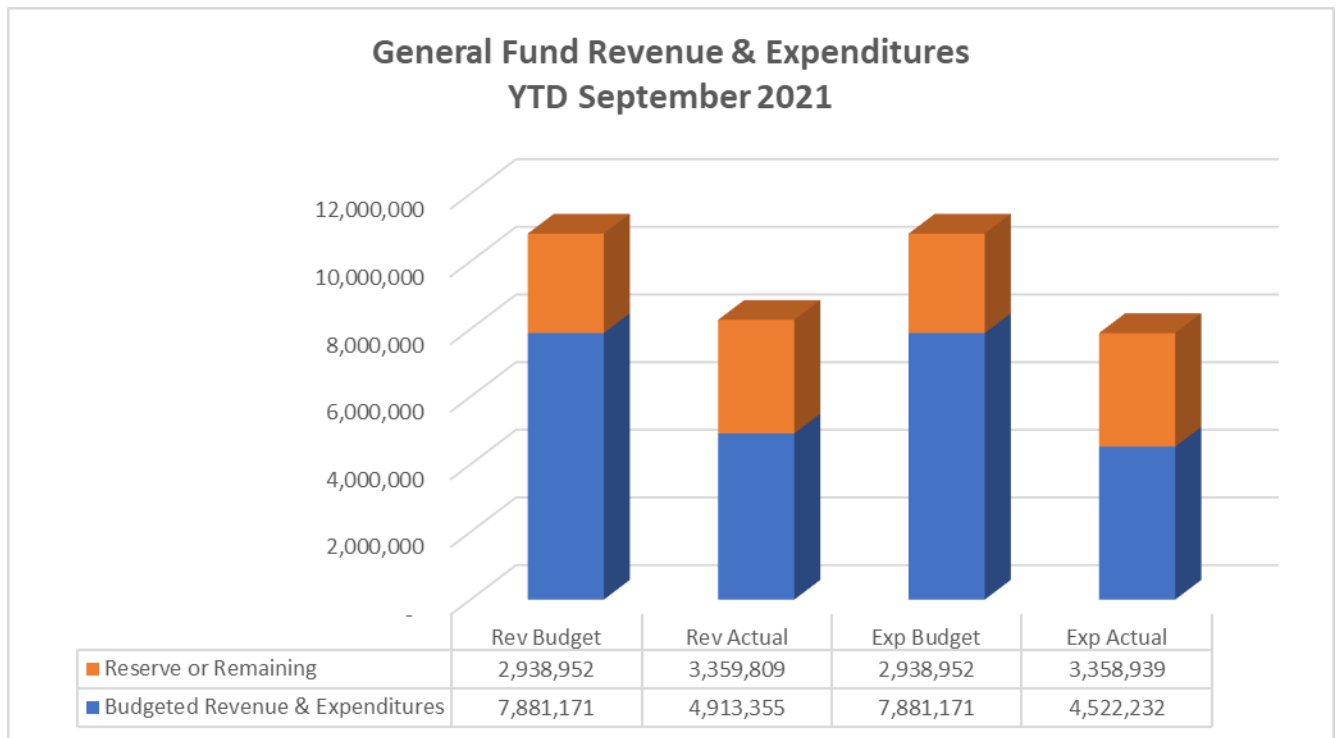
DISTRICT COMMISSION MEMO

To: Board of Park Commissioners
From: Louise Tieman, Interim Finance & HR Manager
Date: October 19, 2021
Subject: Monthly Finance Report -- September 2021

Background/Analysis

Attached is the January – September 2021 Financial Report which provides current year budget to actual comparison of revenues and expenditures.

General Fund:

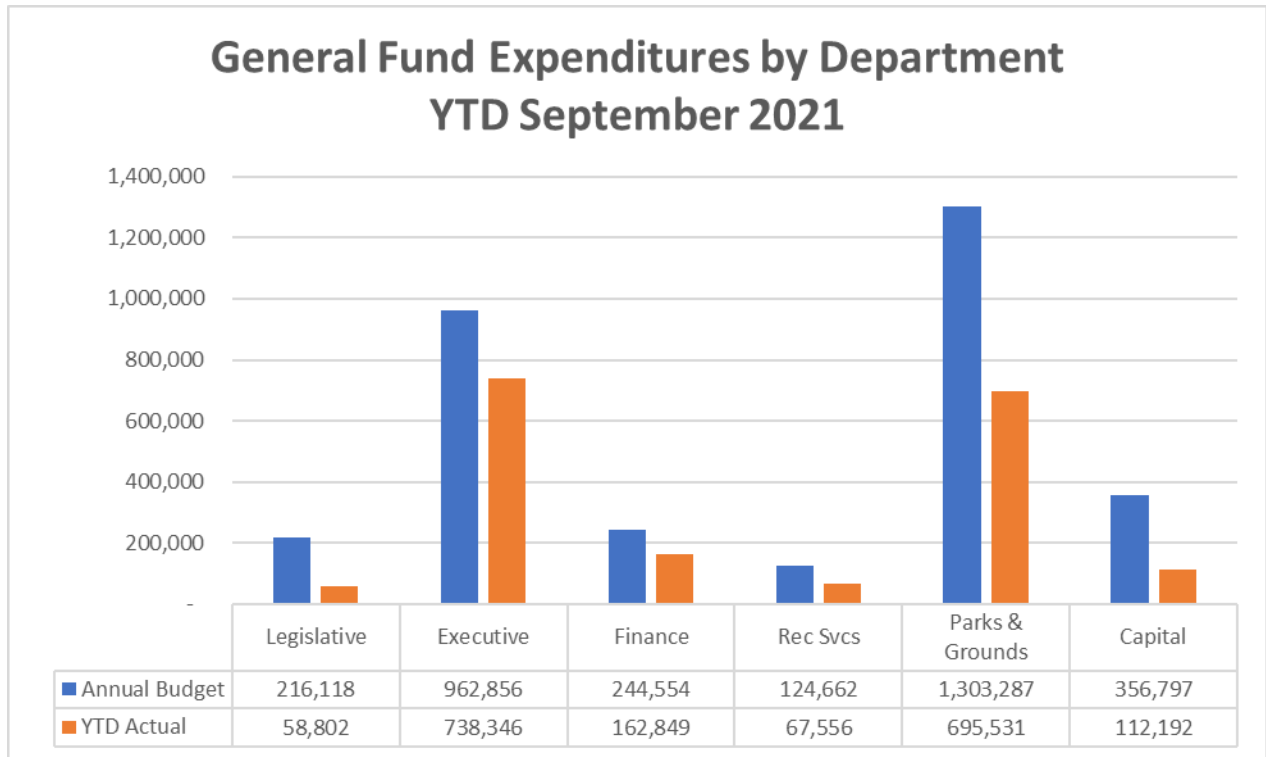


General Fund Summary:

The General Fund revenue budget of \$10,820,122 is comprised of a \$2,938,952 reserve and anticipated revenues from taxes, fees, leases, and other operating sources of \$7,881,171. To date PenMet Parks has collected \$4,913,355 of anticipated revenues and has good confidence in collecting the remaining \$2,967,816 by year end. For comparison, in the last three months of 2020 PenMet Parks collected \$3,171,259.

The General Fund expenditure budget is a zero-based budget designed to equal revenue, therefore it also includes the \$2,938,952 reserve and \$7,881,871 anticipated expenditures, which includes transfers to other funds including capital projects, debt service, equipment replacement, and the Recreation Revolving fund.

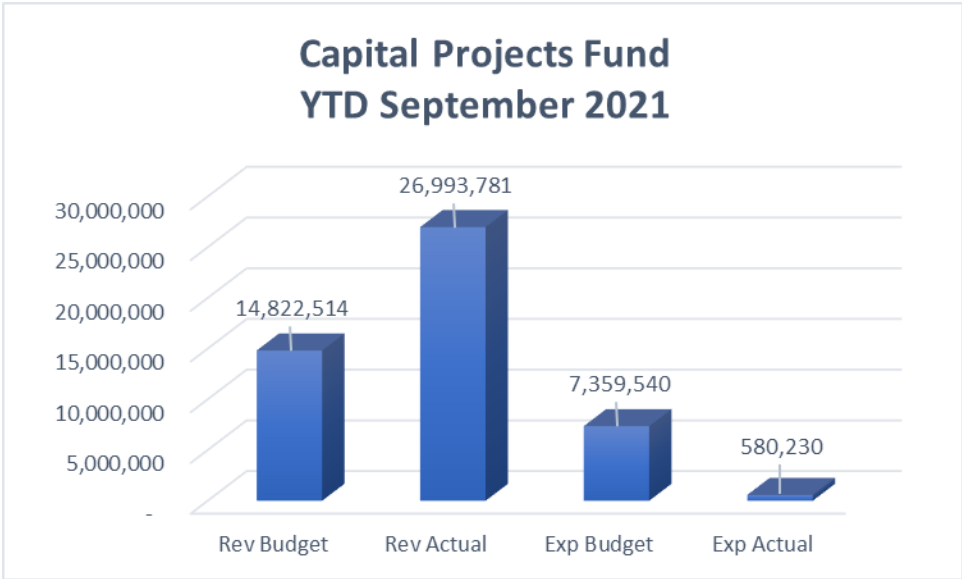
Operating expenditures were budgeted at \$3,211,695 for 2021 and as of September totals \$1,835,278 YTD with \$1,376,417 available to spend. However, we have forecast year-end operating expenditures to come in below budget primarily due to the impact of staff vacancies on wages and benefits.



General Fund Expenditures by Department:

General Fund expenses by line item are on target with planned expenditures. No department exceeds its budget. The savings in the Legislative budget is primarily due to not requiring some budgeted professional services. The substantial savings in Parks and Grounds is due to staff vacancies, an error in the computation of benefits, and less-than-anticipated purchases. The savings in the Capital department is primarily due to not having the Parks Director position filled as well as lower utilization of professional services.

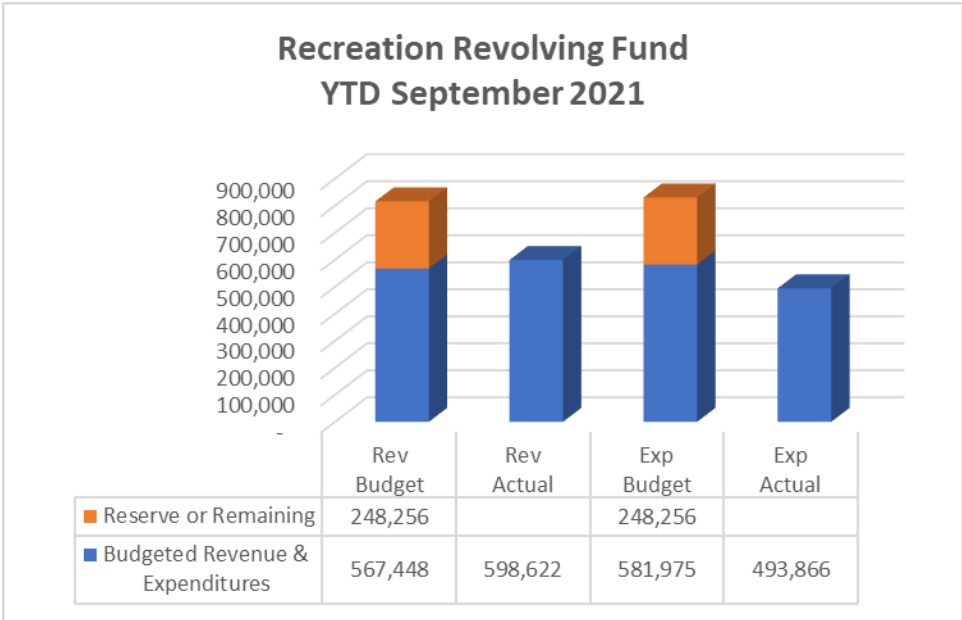
Capital Projects Fund:



The CRC bonds have earned investment interest of \$5,377 as of September 30, 2021.

The Capital Projects fund has expended approved amounts totaling \$580,230 on its three projects, the Community Recreation Center, the Sehmel Homestead Park turf replacement, and the Hale Pass renovation.

Recreation Revolving Fund:



The Recreation Revolving Fund has its own structure which includes a reserve of \$248,256, anticipated revenues from registrations and fees of \$416,600, plus cash support from the General Fund of \$150,848 to subsidize programs and events for the benefit of the community. This is also a zero-based budget, so planned expenditures approximately equal revenues and cash support at \$581,975.

The Recreation Department is now \$31,174 over its revenue budget after providing additional camps, classes and sports this summer. With three more months of registration to come, particularly for winter basketball, year-end revenues are forecasted to total \$704,843.

Impacting the forecast are two significant grants. The Kids Need to Play grant was invoiced in September for a total of \$218,676, of which \$47,027 is new revenue for registrations which occurred after KNP initiation, and \$171,650 is reimbursement for credits we issued for registrations prior to the KNP initiation. The SEEK grant will also result in increased revenue from reimbursement of youth-related program expenses estimated in the amount \$157,819.

The Recreation Department has expended \$493,866 in program expenses YTD against an annual budget of \$581,975. The year-end forecast anticipates expenditures of \$683,749 due to increased quantity of contracted programs. Though Recreation program expenses are outpacing budget, revenue from program fees and grants are expected to cover the overage.

All other Funds:

The other funds utilized by the District had no or minimal activity, which is as expected during this period.

Fund Name	Budget	Status
Debt Service	541,600	No activity
Debt Contingency	600,000	No activity
Equipment Replacement	362,789	No activity
Restricted Endowment	144,965	No activity
Unrestricted Endowment	277,000	273

Investment Activity:

PenMet Parks utilizes the cash management services of the Pierce County Finance Department to maximize the rate of return on idle cash while incurring the least amount of risk. The County invests in the Washington State Investment Pool, a secured and fully liquid investment vehicle. As of September, the investment report is as follows:

General Fund monies:

Beginning balance	\$	16,005,519.23
Deposit: from payment account	\$	-
Deposit: interest	\$	1,144.62
Withdrawal: fee	\$	(50.00)
Ending balance	\$	16,006,613.85

Endowment Fund monies:

Beginning balance	\$	420,785.96
Deposit: interest	\$	30.09
Withdrawal: fee	\$	(1.50)
Ending balance	\$	420,814.55

CRC Bond Proceeds

Beginning balance	\$	16,004,249.83
Deposit: interest	\$	1,144.53
Withdrawal: fee	\$	(50.00)
Ending balance	\$	16,005,344.36

Total LGIP Ending balance \$ 32,432,772.76

2021 BUDGET POSITION

Item 3b.

Peninsula Metropolitan Park District

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001 General Expense Fund Months: 01 To: 09

	Amt Budgeted	Revenues	Remaining	
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001 Carryover

308 31 00 630 Restricted Beginning Balance	0.00	9,141.72	(9,141.72)	0.0%
308 91 00 001 Unassigned Beginning Balance	2,938,951.91	2,938,951.91	0.00	100.0%
001 Carryover	2,938,951.91	2,948,093.63	(9,141.72)	100.3%

002 Revenue

311 10 00 001 Real and Personal Property Tax	7,306,786.00	4,217,927.59	3,088,858.41	57.7%
313 17 00 000 Sales Tax	377,000.00	378,225.03	(1,225.03)	100.3%
317 40 00 000 Private Harvest Tax	0.00	1,836.92	(1,836.92)	0.0%
337 00 00 000 Leasehold Excise Tax	1,500.00	5,607.33	(4,107.33)	373.8%
337 00 00 001 REET Excise Tax	0.00	120,000.00	(120,000.00)	0.0%
347 30 00 000 Facility Rental Fee	72,500.00	90,983.36	(18,483.36)	125.5%
361 11 00 001 Investment Interest	18,000.00	10,049.43	7,950.57	55.8%
362 30 01 000 Parking Space Lease	0.00	0.00	0.00	0.0%
362 50 01 000 Long Term Golf Course Lease	57,000.00	45,596.18	11,403.82	80.0%
362 60 01 000 Housing Rentals/Leases	48,385.08	36,384.50	12,000.58	75.2%
362 70 01 000 Concessions Lease Facilities	0.00	771.45	(771.45)	0.0%
382 10 00 000 Deposits Received	0.00	0.00	0.00	0.0%
389 30 53 630 State Leasehold Receipts	0.00	5,972.95	(5,972.95)	0.0%
002 Revenue	7,881,171.08	4,913,354.74	2,967,816.34	62.3%

003 NonRevenue

369 91 00 000 Other General Fund Revenue	0.00	4,144.95	(4,144.95)	0.0%
395 10 61 000 Sale of Land	0.00	0.00	0.00	0.0%
395 10 62 000 Sale of Buildings & Structures	0.00	0.00	0.00	0.0%
395 10 63 000 Sale of Other Improvements	0.00	0.00	0.00	0.0%
395 10 64 000 Sale of Machinery & Equipment	0.00	0.00	0.00	0.0%
003 NonRevenue	0.00	4,144.95	(4,144.95)	0.0%

Fund Revenues:

10,820,122.99 7,865,593.32 2,954,529.67 72.7%

	Amt Budgeted	Expenditures	Remaining	
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010 Legislative

511 10 10 000 Compensation	61,440.00	49,024.00	12,416.00	79.8%
511 10 20 000 Benefits	5,652.00	5,703.66	(51.66)	100.9%
511 10 31 000 Office & Operating Supplies	650.00	351.97	298.03	54.1%
511 10 44 000 Printing and Advertising	375.00	0.00	375.00	0.0%
511 20 41 000 Professional Services	80,000.00	2,604.55	77,395.45	3.3%
511 40 43 000 Travel	4,312.05	0.00	4,312.05	0.0%
511 40 49 000 Memberships & Training	2,128.00	0.00	2,128.00	0.0%
511 50 45 000 Rentals	5,500.00	1,118.30	4,381.70	20.3%
511 70 41 000 Elections	56,061.00	0.00	56,061.00	0.0%
010 Legislative	216,118.05	58,802.48	157,315.57	27.2%

020 Debt Service

592 76 80 000 Bond Service Costs	300.00	0.00	300.00	0.0%
592 84 00 000 Bond Issue Costs	0.00	0.00	0.00	0.0%

2021 BUDGET POSITION

Item 3b.

Peninsula Metropolitan Park District

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001 General Expense Fund Months: 01 To: 09

Expenditures	Amt Budgeted	Expenditures	Remaining	
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020 Debt Service

020 Debt Service	300.00	0.00	300.00	0.0%
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030 Executive

513 10 10 000	Salaries - Exec	130,000.00	128,085.89	1,914.11	98.5%
513 10 11 000	Wages - Regular	129,887.00	96,698.31	33,188.69	74.4%
513 10 20 000	Benefits	111,340.00	70,405.54	40,934.46	63.2%
513 10 44 000	Marketing	3,425.94	1,623.56	1,802.38	47.4%
513 10 44 001	Supplies	13,250.00	871.79	12,378.21	6.6%
513 10 44 002	Printing	53,528.00	31,590.64	21,937.36	59.0%
513 10 44 003	Professional Services	29,500.00	10,737.37	18,762.63	36.4%
513 10 45 000	Office Lease	112,305.00	87,235.45	25,069.55	77.7%
513 10 49 000	Dues & Training	8,810.00	3,060.85	5,749.15	34.7%
513 20 41 000	Executive-Professional Services	63,700.00	47,600.81	16,099.19	74.7%
513 40 43 000	Executive - Travel	9,740.00	800.00	8,940.00	8.2%
515 20 41 000	Legal - Professional Services	60,000.00	79,543.50	(19,543.50)	132.6%
576 10 31 000	Office and Operating Supplies	7,000.00	4,620.18	2,379.82	66.0%
576 10 35 000	Minor Equipment	0.00	0.00	0.00	0.0%
576 10 41 000	Professional Services - Computers	37,696.00	24,786.15	12,909.85	65.8%
576 10 43 000	Administration - Travel	500.00	0.00	500.00	0.0%
576 10 45 000	Operating Rentals and Leases	10,000.00	4,238.51	5,761.49	42.4%
576 10 46 000	Insurance - General Liability	81,000.00	89,586.00	(8,586.00)	110.6%
576 10 49 000	Miscellaneous / Events	2,500.00	322.84	2,177.16	12.9%
576 20 31 000	Postage	1,300.00	832.56	467.44	64.0%
576 20 36 001	Computer Hardware	12,000.00	5,340.52	6,659.48	44.5%
576 20 36 002	Computer Software	15,000.00	8,233.46	6,766.54	54.9%
576 20 41 001	Telephone	37,800.00	17,206.68	20,593.32	45.5%
576 20 41 002	Internet	20,000.00	16,328.00	3,672.00	81.6%
576 89 41 000	Taxes	0.00	0.00	0.00	0.0%
589 30 41 000	Sales Tax Rentals	12,573.86	8,597.77	3,976.09	68.4%

030 Executive	962,855.80	738,346.38	224,509.42	76.7%
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040 Budget & Finance

514 10 11 000	Wages - Regular	150,735.00	127,788.66	22,946.34	84.8%
514 10 20 000	Personnel Benefits	54,341.00	26,594.22	27,746.78	48.9%
514 10 31 000	Supplies	1,149.00	429.87	719.13	37.4%
514 20 00 000	Financial Services	600.00	148.37	451.63	24.7%
514 23 36 000	Computers - Springbrook	4,824.00	2,108.75	2,715.25	43.7%
514 23 41 000	Professional Services	31,610.00	5,083.19	26,526.81	16.1%
514 23 49 000	Bank Charges	600.00	178.04	421.96	29.7%
514 40 43 000	Travel	105.00	0.00	105.00	0.0%
514 40 49 000	Memberships & Training	590.00	517.92	72.08	87.8%

040 Budget & Finance	244,554.00	162,849.02	81,704.98	66.6%
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050 Recreational Services

571 10 11 000	Wages - Administration	79,146.00	59,539.60	19,606.40	75.2%
571 10 20 000	Benefits - Administration	41,176.00	7,162.63	34,013.37	17.4%
571 10 43 000	Conferences	4,340.05	854.00	3,486.05	19.7%

2021 BUDGET POSITION

Item 3b.

Peninsula Metropolitan Park District

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001 General Expense Fund

Months: 01 To: 09

Expenditures	Amt Budgeted	Expenditures	Remaining	
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050 Recreational Services

050 Recreational Services	124,662.05	67,556.23	57,105.82	54.2%
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060 Parks & Grounds

576 85 11 000	Wages - Regular	641,063.00	361,262.10	279,800.90	56.4%
576 85 20 000	Benefits	321,923.50	154,017.20	167,906.30	47.8%
576 85 31 000	Operating Supplies	0.00	0.00	0.00	0.0%
576 85 31 001	Toilet Paper/Paper Towels	3,122.00	2,749.54	372.46	88.1%
576 85 31 002	Soap/Cleaning Products	1,561.00	1,471.92	89.08	94.3%
576 85 31 003	Signs	5,000.00	1,001.77	3,998.23	20.0%
576 85 31 004	Garbage Bags	4,950.00	2,670.05	2,279.95	53.9%
576 85 31 005	Dog Bags	15,350.00	5,428.61	9,921.39	35.4%
576 85 31 006	Fertilizer	2,700.00	1,510.60	1,189.40	55.9%
576 85 31 007	COVID/Medical	7,177.00	2,245.37	4,931.63	31.3%
576 85 31 008	Plumbing/Heating	8,000.00	425.05	7,574.95	5.3%
576 85 31 009	Pesticide	3,100.00	28.77	3,071.23	0.9%
576 85 31 010	Ballfield Supplies	3,300.00	1,173.09	2,126.91	35.5%
576 85 31 011	Sand/Seed	8,700.00	597.92	8,102.08	6.9%
576 85 31 012	Paint	13,300.00	451.07	12,848.93	3.4%
576 85 31 013	Infield Mix	6,000.00	1,299.30	4,700.70	21.7%
576 85 31 014	Bark	8,900.00	35.81	8,864.19	0.4%
576 85 31 015	Hardware/Fasteners	6,900.00	2,642.65	4,257.35	38.3%
576 85 31 016	Lights	6,500.00	4,775.53	1,724.47	73.5%
576 85 31 017	Gravel	6,900.00	2,324.06	4,575.94	33.7%
576 85 31 018	Uniforms	5,000.00	1,766.09	3,233.91	35.3%
576 85 31 019	Vehicle/Trailer	0.00	1,569.35	(1,569.35)	0.0%
576 85 31 020	Supply Oil	1,200.00	67.16	1,132.84	5.6%
576 85 32 000	Fuel	0.00	175.54	(175.54)	0.0%
576 85 32 001	Diesel	7,000.00	3,463.22	3,536.78	49.5%
576 85 32 002	Fuel Oil	1,000.00	118.44	881.56	11.8%
576 85 32 003	Gasoline	9,000.00	5,607.02	3,392.98	62.3%
576 85 32 004	Propane	500.00	138.91	361.09	27.8%
576 85 34 000	Concessions Expense	55.00	0.00	55.00	0.0%
576 85 35 000	Small Tools & Minor Equipment	12,300.00	11,587.41	712.59	94.2%
576 85 36 000	Computers - Shop	0.00	0.00	0.00	0.0%
576 85 40 000	Extraordinary Park Repairs	0.00	0.00	0.00	0.0%
576 85 41 000	Professional Services	0.00	0.00	0.00	0.0%
576 85 41 001	Fire Alarm Inspection	4,500.00	6,804.78	(2,304.78)	151.2%
576 85 41 002	Septic Inspection	10,900.00	1,826.73	9,073.27	16.8%
576 85 41 003	Backflow Assembly	900.00	0.00	900.00	0.0%
576 85 41 004	Septic Tank Pumping	10,700.00	7,123.26	3,576.74	66.6%
576 85 41 005	Asphalt Repair	5,000.00	0.00	5,000.00	0.0%
576 85 41 006	Plumbing	0.00	128.40	(128.40)	0.0%
576 85 41 007	Auto Services	5,000.00	3,546.33	1,453.67	70.9%
576 85 41 008	Locks & Deadbolts	0.00	0.00	0.00	0.0%
576 85 41 010	Sani Cans	17,330.00	9,108.50	8,221.50	52.6%
576 85 41 011	Security	10,000.00	15,922.50	(5,922.50)	159.2%
576 85 41 012	Safety Program	0.00	5,842.50	(5,842.50)	0.0%
576 85 43 000	Travel	0.00	0.00	0.00	0.0%
576 85 43 001	Bridge Tolls	1,500.00	240.00	1,260.00	16.0%
576 85 43 002	Meals	500.00	44.80	455.20	9.1%
576 85 43 003	Mileage Reimbursement	500.00	86.95	413.05	17.4%

2021 BUDGET POSITION

Item 3b.

Peninsula Metropolitan Park District

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001 General Expense Fund Months: 01 To: 09

Expenditures	Amt Budgeted	Expenditures	Remaining	
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060 Parks & Grounds

576 85 44 000	Printing & Advertising	0.00	0.00	0.00	0.0%
576 85 45 000	Operating Rentals & Leases	0.00	671.53	(671.53)	0.0%
576 85 45 001	Scissor Lift	1,700.00	0.00	1,700.00	0.0%
576 85 45 002	Boom	2,000.00	0.00	2,000.00	0.0%
576 85 45 003	Demo Hammer	150.00	0.00	150.00	0.0%
576 85 45 004	Excavators	4,000.00	0.00	4,000.00	0.0%
576 85 45 005	Concrete Mixer	1,650.00	0.00	1,650.00	0.0%
576 85 45 006	Copier	0.00	0.00	0.00	0.0%
576 85 45 007	Septic Excavation	0.00	0.00	0.00	0.0%
576 85 45 008	Sod Cutter and Repair	0.00	0.00	0.00	0.0%
576 85 45 009	Cleaning	1,300.00	0.00	1,300.00	0.0%
576 85 46 000	Surface Water/Noxious Weed Tax	3,700.00	3,675.52	24.48	99.3%
576 85 47 000	Utility Services	0.00	0.00	0.00	0.0%
576 85 47 001	Electric	40,800.00	29,010.86	11,789.14	71.1%
576 85 47 002	Water	10,855.00	7,095.67	3,759.33	65.4%
576 85 47 003	Recycle	0.00	0.00	0.00	0.0%
576 85 47 004	Garbage	12,700.00	12,589.70	110.30	99.1%
576 85 47 005	Trash - Dump Runs	4,000.00	1,285.08	2,714.92	32.1%
576 85 47 006	Natural Gas	3,500.00	6,462.84	(2,962.84)	184.7%
576 85 48 000	Repairs & Maintenance	0.00	8,052.88	(8,052.88)	0.0%
576 85 48 001	Buildings	14,000.00	3,771.94	10,228.06	26.9%
576 85 48 002	Equipment	6,000.00	799.26	5,200.74	13.3%
576 85 48 003	Vandalism	4,000.00	0.00	4,000.00	0.0%
576 85 48 004	Heating	0.00	0.00	0.00	0.0%
576 85 48 005	Plumbing	0.00	36.79	(36.79)	0.0%
576 85 48 006	Structures	5,000.00	2.48	4,997.52	0.0%
576 85 49 000	Memberships & Training	10,600.00	798.40	9,801.60	7.5%
060 Parks & Grounds		1,303,286.50	695,531.25	607,755.25	53.4%

070 Capital

576 80 10 000	Wages - Regular	196,418.00	80,758.44	115,659.56	41.1%
576 80 20 000	Benefits	83,262.00	26,373.01	56,888.99	31.7%
576 80 31 000	Supplies	5,000.00	24.83	4,975.17	0.5%
576 80 35 000	Small Equipment	1,600.00	0.00	1,600.00	0.0%
576 80 41 000	Professional Services	60,000.00	3,974.53	56,025.47	6.6%
576 80 43 000	Travel	3,300.00	561.57	2,738.43	17.0%
576 80 44 000	Printing	0.00	0.00	0.00	0.0%
576 80 45 000	Facility Rentals	5,000.00	0.00	5,000.00	0.0%
576 80 49 000	Memberships & Training	2,217.00	500.00	1,717.00	22.6%
070 Capital		356,797.00	112,192.38	244,604.62	31.4%

090 NonExpenditures

589 30 41 630	State Leasehold Disbursed	0.00	11,524.76	(11,524.76)	0.0%
589 40 00 000	Deposits Disbursed	0.00	0.00	0.00	0.0%
589 99 00 000	Payroll Clearing	0.00	(157,614.62)	157,614.62	0.0%
597 20 55 001	Transfer Out to Recreation Fund	150,847.64	150,847.64	0.00	100.0%
597 76 64 001	Transfer Out to Capital Equipment Fund	106,932.00	106,932.00	0.00	100.0%
597 76 65 001	Transfer Out to Capital Project Fund	3,868,942.10	3,868,942.10	0.00	100.0%
597 76 71 001	Transfer Out to Debt Service Fund	541,600.00	541,600.00	0.00	100.0%

2021 BUDGET POSITION

Item 3b.

Peninsula Metropolitan Park District

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001 General Expense Fund Months: 01 To: 09

Expenditures	Amt Budgeted	Expenditures	Remaining	
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090 NonExpenditures

598 11 41 000 Intergovt Payment	0.00	0.00	0.00	0.0%
598 22 41 000 Intergovt Pmt - Fire Protect	4,275.94	0.00	4,275.94	0.0%
090 NonExpenditures	4,672,597.68	4,522,231.88	150,365.80	96.8%

Fund Expenditures:	7,881,171.08	6,357,509.62	1,523,661.46	80.7%
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Fund Excess/(Deficit):	2,938,951.91	1,508,083.70		
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2021 BUDGET POSITION

Item 3b.

Peninsula Metropolitan Park District

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201 Debt Service Fund Months: 01 To: 09

	Amt Budgeted	Revenues	Remaining	
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001 Carryover

308 51 00 201 Assigned Beginning Balance	0.00	0.00	0.00	0.0%
001 Carryover	0.00	0.00	0.00	0.0%

003 NonRevenue

391 11 00 201 General Obligation Bond Proceed	0.00	0.00	0.00	0.0%
392 00 00 201 Premium on Bonds Sold	0.00	0.00	0.00	0.0%
393 00 00 201 Proceeds of Refunding LT Debt	0.00	0.00	0.00	0.0%
397 76 71 201 Transfer In from General Fund	541,600.00	541,600.00	0.00	100.0%
003 NonRevenue	541,600.00	541,600.00	0.00	100.0%

Fund Revenues:	541,600.00	541,600.00	0.00	100.0%
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	Amt Budgeted	Expenditures	Remaining	
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020 Debt Service

591 71 00 201 G.O. Bond Principle Payment	425,000.00	0.00	425,000.00	0.0%
592 76 80 201 Interest Long Term G.O. Bonds	116,600.00	0.00	116,600.00	0.0%
592 80 82 201 Bond Discount	0.00	0.00	0.00	0.0%
592 83 76 201 Interest LT Debt-Line of Credit	0.00	0.00	0.00	0.0%
020 Debt Service	541,600.00	0.00	541,600.00	0.0%

Fund Expenditures:	541,600.00	0.00	541,600.00	0.0%
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Fund Excess/(Deficit):	0.00	541,600.00		
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2021 BUDGET POSITION

Item 3b.

Peninsula Metropolitan Park District

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202 Debt Contingency Fund Months: 01 To: 09

Revenues	Amt Budgeted	Revenues	Remaining	
001 Carryover				
308 51 00 202 Assigned Beginning Balance	600,000.00	600,000.00	0.00	100.0%
001 Carryover	600,000.00	600,000.00	0.00	100.0%
Fund Revenues:	600,000.00	600,000.00	0.00	100.0%
Fund Excess/(Deficit):	600,000.00	600,000.00		

2021 BUDGET POSITION

Item 3b.

Peninsula Metropolitan Park District

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300 Capital Projects Months: 01 To: 09

Revenues	Amt Budgeted	Revenues	Remaining
001 Carryover			
308 51 00 300 Assigned Beginning Balance	10,953,572.60	10,953,572.60	0.00 100.0%
001 Carryover	10,953,572.60	10,953,572.60	0.00 100.0%

300 Capital Projects

361 11 00 326 Investment Interest	0.00	5,377.40	(5,377.40) 0.0%
369 91 00 300 Other Capital Revenue	0.00	34,830.95	(34,830.95) 0.0%
391 10 00 000 CRC 2021 A & B LTGO Bonds	0.00	16,000,000.00	(16,000,000.00) 0.0%
397 76 65 300 Transfer In from General Fund	3,868,942.10	3,868,942.10	0.00 100.0%
300 Capital Projects	3,868,942.10	19,909,150.45	(16,040,208.35) 514.6%

Fund Revenues: 14,822,514.70 30,862,723.05 (16,040,208.35) 208.2%

Expenditures	Amt Budgeted	Expenditures	Remaining
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300 Capital Projects

594 76 31 300 Capital Exp. - Supplies	0.00	134.50	(134.50) 0.0%
594 76 36 300 Capital Exp. - Computers	0.00	2,805.40	(2,805.40) 0.0%
594 76 41 300 Capital Exp. - Prof Services	2,927,302.00	558,895.16	2,368,406.84 19.1%
594 76 44 300 Capital Exp. - Printing	0.00	180.60	(180.60) 0.0%
594 76 45 300 Capital Exp. - Rentals & Leases	0.00	8,000.31	(8,000.31) 0.0%
594 76 46 300 Capital Exp. - External Taxes	0.00	0.00	0.00 0.0%
594 76 61 300 Capital Exp. - Land & Land Imp.	0.00	560.00	(560.00) 0.0%
594 76 62 300 Capital Exp - Structures	1,111,472.00	0.00	1,111,472.00 0.0%
594 76 63 300 Cap Exp -Fields/Bridges/Signs	0.00	1,210.36	(1,210.36) 0.0%
594 76 65 300 Capital Exp.- Construction	3,320,766.00	8,443.99	3,312,322.01 0.3%
594 76 66 300 Capital Exp. - Lease/Purchase	0.00	0.00	0.00 0.0%
300 Capital Projects	7,359,540.00	580,230.32	6,779,309.68 7.9%

Fund Expenditures: 7,359,540.00 580,230.32 6,779,309.68 7.9%

Fund Excess/(Deficit): 7,462,974.70 30,282,492.73

2021 BUDGET POSITION

Item 3b.

Peninsula Metropolitan Park District

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365 Equipment Replacement Fund Months: 01 To: 09

	Amt Budgeted	Revenues	Remaining	
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001 Carryover

308 51 00 365 Assigned Beginning Balance	0.00	0.00	0.00	0.0%
308 51 01 365 Assigned Beginning Balance	398,754.00	398,754.00	0.00	100.0%
001 Carryover	398,754.00	398,754.00	0.00	100.0%

003 NonRevenue

397 76 64 365 Transfer In from General Fund	106,932.00	106,932.00	0.00	100.0%
003 NonRevenue	106,932.00	106,932.00	0.00	100.0%

Fund Revenues:	505,686.00	505,686.00	0.00	100.0%
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	Amt Budgeted	Expenditures	Remaining	
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300 Capital Projects

594 76 35 300 Capital Exp. - Equipment	104,099.00	0.00	104,099.00	0.0%
594 76 36 365 Capital Exp. - Replacement Computers	38,798.00	0.00	38,798.00	0.0%
300 Capital Projects	142,897.00	0.00	142,897.00	0.0%

Fund Expenditures:	142,897.00	0.00	142,897.00	0.0%
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Fund Excess/(Deficit):	362,789.00	505,686.00		
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2021 BUDGET POSITION

Item 3b.

Peninsula Metropolitan Park District

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550 Recreation Fund Months: 01 To: 09

	Amt Budgeted	Revenues	Remaining	
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001 Carryover

308 51 00 550 Assigned Beginning Balance	248,255.91	248,255.91	0.00	100.0%
001 Carryover	248,255.91	248,255.91	0.00	100.0%

002 Revenue

334 05 10 001 SEEK Grant	0.00	0.00	0.00	0.0%
337 00 00 002 Kids Need to Play! Grant	0.00	0.00	0.00	0.0%
347 30 00 550 Recreation Rental Fee	0.00	315.47	(315.47)	0.0%
347 40 00 550 Event Admission Fee	0.00	0.00	0.00	0.0%
347 60 00 550 Recreation Program Fees	393,200.00	419,352.51	(26,152.51)	106.7%
347 60 00 551 Deferred KNP program fees	0.00	0.00	0.00	0.0%
347 90 00 550 Other Fees and Charges	18,100.00	25,785.40	(7,685.40)	142.5%
361 11 55 550 Interest Earned - Recreation	0.00	0.00	0.00	0.0%
367 00 00 550 Donations	0.00	200.00	(200.00)	0.0%
367 00 00 551 Scholarships	0.00	0.00	0.00	0.0%
367 00 00 552 Sponsorship	5,300.00	0.00	5,300.00	0.0%
369 91 00 550 Other Recreation Revenue	0.00	2,120.64	(2,120.64)	0.0%
002 Revenue	416,600.00	447,774.02	(31,174.02)	107.5%

003 NonRevenue

397 20 55 550 Transfer In from General Fund	150,847.64	150,847.64	0.00	100.0%
003 NonRevenue	150,847.64	150,847.64	0.00	100.0%

Fund Revenues:	815,703.55	846,877.57	(31,174.02)	103.8%
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	Amt Budgeted	Expenditures	Remaining	
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550 Recreation Revolving

571 20 11 550 Wages - Recreation Program	236,923.00	164,491.47	72,431.53	69.4%
571 20 12 550 Wages - SEEK Reimbursable	0.00	0.00	0.00	0.0%
571 20 20 550 Benefits - Recreation Program	76,745.00	47,603.49	29,141.51	62.0%
571 20 31 550 Office & Operating Supplies	58,256.00	37,644.99	20,611.01	64.6%
571 20 35 550 Minor Equipment	2,438.00	7,608.93	(5,170.93)	312.1%
571 20 41 550 Sports & Professional Fees	129,020.00	179,147.34	(50,127.34)	138.9%
571 20 42 550 Communication - Phones	0.00	0.00	0.00	0.0%
571 20 43 550 Travel	1,600.00	250.53	1,349.47	15.7%
571 20 44 550 Printing & Advertising	500.00	0.00	500.00	0.0%
571 20 45 550 Rentals	27,850.00	4,980.00	22,870.00	17.9%
571 20 46 550 Sales & Use Taxes	5,806.00	7,137.79	(1,331.79)	122.9%
571 20 47 550 Utilities	0.00	0.00	0.00	0.0%
571 20 49 550 Memberships & Training	714.00	28.04	685.96	3.9%
571 40 49 550 Special Events	42,123.00	44,973.10	(2,850.10)	106.8%
571 60 00 001 Deferred credit expense	0.00	0.00	0.00	0.0%
550 Recreation Revolving	581,975.00	493,865.68	88,109.32	84.9%

Fund Expenditures:	581,975.00	493,865.68	88,109.32	84.9%
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2021 BUDGET POSITION

Item 3b.

Peninsula Metropolitan Park District

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550 Recreation Fund

Months: 01 To: 09

Fund Excess/(Deficit):

233,728.55

353,011.89

2021 BUDGET POSITION

Item 3b.

Peninsula Metropolitan Park District

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701 Unrestricted Endowment Fund Months: 01 To: 09

	Amt Budgeted	Revenues	Remaining	
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001 Carryover

308 51 00 701 Assigned Beginning Balance	276,373.82	276,373.82	0.00	100.0%
001 Carryover	276,373.82	276,373.82	0.00	100.0%

002 Revenue

361 11 00 701 Interest Revenue	660.00	272.86	387.14	41.3%
002 Revenue	660.00	272.86	387.14	41.3%

Fund Revenues:	277,033.82	276,646.68	387.14	99.9%
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	Amt Budgeted	Expenditures	Remaining	
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080 Endowment

514 25 00 000 Investment Fees - Endowment	34.00	8.19	25.81	24.1%
080 Endowment	34.00	8.19	25.81	24.1%

Fund Expenditures:	34.00	8.19	25.81	24.1%
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Fund Excess/(Deficit):	276,999.82	276,638.49		
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2021 BUDGET POSITION

Item 3b.

Peninsula Metropolitan Park District

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750 Restricted Endowment Fund Months: 01 To: 09

	Amt Budgeted	Revenues	Remaining	
001 Carryover				
308 31 00 750 Restricted Beginning Balance	144,965.00	144,965.00	0.00	100.0%
001 Carryover	144,965.00	144,965.00	0.00	100.0%
002 Revenue				
361 11 00 750 Interest Revenue	0.00	0.00	0.00	0.0%
002 Revenue	0.00	0.00	0.00	0.0%
Fund Revenues:	144,965.00	144,965.00	0.00	100.0%
Fund Excess/(Deficit):	144,965.00	144,965.00		

2021 BUDGET POSITION TOTALS

Item 3b.

Peninsula Metropolitan Park District

Months: 01 To: 09

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Fund	Revenue Budgeted	Received		Expense Budgeted	Spent	
001 General Expense Fund	10,820,122.99	7,865,593.32	72.7%	7,881,171.08	6,357,509.62	81%
201 Debt Service Fund	541,600.00	541,600.00	100.0%	541,600.00	0.00	0%
202 Debt Contingency Fund	600,000.00	600,000.00	100.0%	0.00	0.00	0%
300 Capital Projects	14,822,514.70	30,862,723.05	208.2%	7,359,540.00	580,230.32	8%
365 Equipment Replacement Fund	505,686.00	505,686.00	100.0%	142,897.00	0.00	0%
550 Recreation Fund	815,703.55	846,877.57	103.8%	581,975.00	493,865.68	85%
701 Unrestricted Endowment Fund	277,033.82	276,646.68	99.9%	34.00	8.19	24%
750 Restricted Endowment Fund	144,965.00	144,965.00	100.0%	0.00	0.00	0%
	28,527,626.06	41,644,091.62	146.0%	16,507,217.08	7,431,613.81	45.0%



STUDY SESSION MINUTES

October 05, 2021, 5:00 PM

Community Recreation Center (CRC) 2416 14th Ave NW, Gig Harbor, WA 98335

Call to Order: The meeting was called to order by President Babich at 5:01 pm

Commissioners Present:

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

Staff:

Ally Bujacich
Matthew Kerns
Louise Tieman
Stacie Snuffin
Brian Miller
Denise Tremblay
Brycen Toney

ITEM 1 Approval of Agenda

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

ITEM 2 Board Discussion

2a. Program Discussion

- **Adaptive Recreation Program**

Recreation Services Manager Matthew Kerns introduced Specialized and Adaptive Recreation and shared a current SWOT analysis of the program. Next, Kerns presented four options for expanding programming along with each option's pros and cons. Options included 100% contracting out for service, contracting out for additional services, expanding internally directly, and expanding internally indirectly.

Kerns presented other considerations with the Board for the different options. Staff and Commissioners had discussions. Adaptive Recreation Technician Denise Tremblay gave feedback regarding programming and clarified the differences between Specialized and Adaptive Recreation programming.

- **Senior Program**

Kerns gave a brief overview of current and planned senior programming and the next steps for a mission-led comprehensive program plan. Staff and Commissioners had a discussion.

- **Youth Sports Program**

Kerns gave an overview of the methodology and mission of the PenMet's Youth Sports program along with in progress and current goals for the



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program. In addition, Kerns spoke about a new app that PenMet is using called Team Sideline. Kerns discussed looking into and analyzing the reduction of fees for youth sports as part of the larger comprehensive program plan study.

Commissioner Hill requested that scholarship information be included in the next recreation presentation. Staff and Commissioners had a discussion.

ITEM 3 Adjournment: President Babich adjourned the meeting at 5:56 pm

APPROVED BY THE BOARD ON: _____

President

Clerk

Submitted By: Stacie Snuffin



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REGULAR MEETING MINUTES

October 05, 2021, 6:00 PM

Community Recreation Center (CRC) 2416 14th Ave NW, Gig Harbor, WA 98335

Call to Order: The meeting was called to order by President Babich at 6:04 pm

Commissioners Present:

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

Staff:

Ally Bujacich
Matthew Kerns
Louise Tieman
Stacie Snuffin

Outside Staff:

Curt Gimmestad/Absher

Attendees:

Betty Lilienthal
Carole Marvin
Jan Saarijarvi
Joan Barry
Hunter Severt
Glenn Hansen
Peggy Power
Rob Moore

ITEM 1 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 2 Citizen Comments

Betty Lilienthal commented on providing a place for seniors to recreate.

Hunter Severt commented on providing a place for seniors to recreate.

Glenn Hansen commented on the PenMet Park Host program.

Peggy Power commented on the PenMet Park Host program.

Rob Moore commented on the PenMet Park Host program.

ITEM 3 Presentations

3a. Swim Safe Gig Harbor

Sarah Stancikas and Heather Maher gave a presentation on the Gig Harbor Swim Safe Campaign, which included local business support, the need for a community aquatic center. They also shared a video of some



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aquatic centers in Washington State. Commissioners, Stancikas and Maher, had a discussion.

3b. Executive Director's Report

Executive Director Ally Bujacich reported on the recent Scarecrow Festival and shared a short video of the event. Bujacich also reported that PenMet had met with a representative from FICRA. Bujacich recommended that PenMet put a temporary pause on the PEG program to reevaluate the policy effective October 5, 2021. The temporary pause will not affect applications that have been submitted prior to October 5, 2021.

3c. President's Report

President Babich reported on the meeting she and Bujacich attended with Jim Braden from FICRA.

ITEM 4 Consent Agenda

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

4a. Approval of Minutes

9/14/2021 Special Meeting, 9/16/2021 Special Meeting, 09/21/21 Study Session and Regular Meeting

4b. Approval of Vouchers

\$35,018.30 Reference Number: 210905001 - 210905013

ITEM 5 Unfinished Business: None

ITEM 6 New Business

6a. R2021-022: Authorize the Executive Director to Sign Amendment with Driftmier Architects

Project Manager Curt Gimmestad gave some background on the Architectural/Engineering agreement with Driftmier Architects for the Arletta Schoolhouse Renovation at Hale Pass Park and requested that the Board approve the first amendment to the contract to incorporate proposed scope revisions.

Commissioner Grimmer made the motion to approve Resolution R2021-022, authorizing the Executive Director to sign the First Amendment to the Architectural/Engineering Agreement, in substantially the form attached, with Driftmier Architects to provide additional design services for the Arletta Schoolhouse renovation. Seconded by Commissioner Kingsbury. President Babich, Gimmestad, and Bujacich had a discussion. The motion passed with a 5-0 vote.

ITEM 7 Capital Improvement Projects Update

7a. Community Recreation Center

Project Manager Curt Gimmestad provided an update on the Community Recreation Center project. Gimmestad stated some items are still under



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review, and the plan is to provide recommendations after further evaluation. Executive Director Ally Bujacich said there would be a meeting with the CIP Committee to review those recommendations before it comes back to the full Board. Gimmestad and Commissioners had a discussion.

7b. Hale Pass

Project Manager Curt Gimmestad provided a brief update on the Hale Pass project, including permitting, lighting upgrades, audiovisual components, and flooring issues. Gimmestad recommended removing existing flooring with asbestos containing materials and replacing it with new wood flooring.

ITEM 8 Comments by Board

Commissioner Hill commented that she is involved in some service groups in the community had an idea about asking for donations at events where there are no fees to attend. She listed some of those local service groups that PenMet could partner with and requested that PenMet consider this and then requested that PenMet do a Trunk and Treat event.

Commissioner Kingsbury acknowledged the Seniors that came to the meeting and commented that she would like PenMet to think about how to support them and find a location that they can consistently utilize. Commissioner Hill commented on her support for this as well.

President Babich commented on the Scarecrow Festival.

Commissioner Hill reported that she wouldn't be able to attend the special study session on October 12, 2021, in person and hopefully will be able to participate via phone.

ITEM 9 Next Board Meetings

October 12, 2021, Special Study Session at 5:00 PM at the Community Recreation Center.

October 19, 2021, (Study and Regular) Study Session at 5:00 pm and Regular Meeting at 6:00 pm at the Community Recreation Center.

ITEM 10 Adjournment President Babich adjourned the meeting at 7:04 pm

APPROVED BY THE BOARD ON: _____

President

Clerk

Submitted By: Stacie Snuffin



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DISTRICT COMMISSION MEMO

To: Board of Park Commissioners

From: Louise Tieman, Interim Finance & HR Manager

Date: October 19, 2021

Subject: **Resolution R2021-023: Approve Interagency Data Sharing Agreement**

Background/Analysis

On May 25, 2021 Washington State Governor Inslee signed into law SB 5432-2021-22 titled “Concerning cybersecurity and data sharing in Washington state government” which became effective on July 25, 2021 for all state and local governments. Among other things, it created an Office of Cybersecurity within the Office of the Chief Information Officer (“OCIO”) to develop greater protections for sensitive information held by the State.

The OCIO policy on securing IT assets requires agencies to implement common IT security standards. A component of this policy outlines data security requirements such as data classification. Agencies must classify data based on the sensitivity of the data. Data must be translated to the following classification categories:

- category 1: public information;
- category 2: sensitive information;
- category 3: confidential information; and
- category 4: confidential information requiring special handling.

Before an agency shares or requests category 3 or higher data, a written data sharing agreement that conforms to OCS policies must be in place. This requirement does not limit audit authorities of the State Auditor.

The Office of the State Auditor (“SAO”) informed us that an annual data sharing agreement is required prior to the conduct of our biennial audit as category 3 confidential information is likely to be shared during the procedures. The Data Sharing Agreement formalizes the steps currently undertaken by the SAO to protect data, without requiring changes to existing practices.

This agreement has been reviewed by the District’s legal counsel.

Recommendation

Staff requests that the Board approve Resolution R2021-023, authorizing the Executive Director to sign the Interagency Data Sharing Agreement Between Peninsula Metropolitan Park District and the Office of the Washington State Auditor.

Policy Implications/Support

1. The District has adopted a Comprehensive Financial Management Policy that:
 - Acknowledges that PenMet Parks is accountable to its citizens for its use of public money.
 - Ensures that the District is positioned to respond to changes and the economy or new service requirement without an undue amount of financial stress.
 - Promotes sound financial management by providing accurate and timely information regarding PenMet Parks' financial condition.
 - Promotes cooperation and coordination with other government, non-profits, and the private sector in the financing and delivery of services.
 - Entering into a mandatory data sharing agreement so that the biennial audit can be completed on time (currently anticipated in November 2021) is a prudent course of action for the District.

Motion

I move to approve Resolution R2021-023, authorizing the Executive Director to sign the Interagency Data Sharing Agreement Between Peninsula Metropolitan Park District and the Office of the Washington State Auditor.

If you have any questions or comments, please contact me at the earliest opportunity at (253) 313-5087 or via e-mail at ltieman@PenMetParks.org.

INTERAGENCY DATA SHARING AGREEMENT

Between

Peninsula Metropolitan Park District

And the Office of the Washington State Auditor

This Interagency Data Sharing Agreement (DSA) is entered into by and between Peninsula Metropolitan Park District hereinafter referred to as "Agency", and the Office of the Washington State Auditor, hereinafter referred to as "SAO", pursuant to the authority granted by Chapter 39.34 RCW and 43.09 RCW.

AGENCY PROVIDING DATA: Agency

Agency Name: Peninsula Metropolitan Park District
Contact Name: Ally Bujacich
Title: Executive Director
Address: PO Box 425
Gig Harbor, WA 98335
Phone: (253) 858-3400
E-mail: abujacich@penmetparks.org

AGENCY RECEIVING DATA: SAO

Agency Name: Office of the Washington State Auditor
Contact Name: Carol Ehlinger
Title: Program Manager
Address: 451 Sedgwick Rd Suite 200
Port Orchard, WA 98367
Phone: (360) 895-6133
E-mail: ehlingerc@sao.wa.gov

1. PURPOSE OF THE DSA

The purpose of the DSA is to provide the requirements and authorization for the Agency to exchange confidential information with SAO. This agreement is entered into between Agency and SAO to ensure compliance with legal requirements and Executive Directives (Executive Order 16-01, RCW 42.56, and OCIO policy 141.10) in the handling of information considered confidential.

2. DEFINITIONS

"Agreement" means this Interagency Data Sharing Agreement, including all documents attached or incorporated by reference.

“Data Access” refers to rights granted to SAO employees to directly connect to Agency systems, networks and/ or applications combined with required information needed to implement these rights.

“Data Transmission” refers to the methods and technologies to be used to move a copy of the data between systems, networks and/ or employee workstations.

“Data Storage” refers to the place data is in when at rest. Data can be stored on removable or portable media devices such as a USB drive or SAO managed systems or OCIO/ State approved services.

“Data Encryption” refers to enciphering data with a NIST-approved algorithm or cryptographic module using a NIST-approved key length. Encryption must be applied in such a way that it renders data unusable to anyone but the authorized users.

“Personal Information” means information defined in RCW 42.56.590(10).

3. PERIOD OF AGREEMENT

This agreement shall begin on May 24, 2021, or date of execution, whichever is later, and end on May 23, 2024, unless terminated sooner or extended as provided herein.

4. JUSTIFICATION FOR DATA SHARING

SAO is the auditor of all public accounts in Washington State. SAO’s authority is broad and includes both explicit and implicit powers to review records, including confidential records, during the course of an audit or investigation.

5. DESCRIPTION OF DATA TO BE SHARED

The data to be shared includes information and data related to financial activity, operation and compliance with contractual, state and federal programs, security of computer systems, performance and accountability for agency programs as applicable to the audit(s) performed. Specific data requests will be limited to information needed for SAO audits, investigations and related statutory authorities as identified through auditor requests.

6. DATA ACCESS

If desired, with the Agency’s permission, the Agency can provide direct, read-only access into its system. SAO will limit access to the system to employees who need access in support of the audit(s). SAO agrees to notify the agency when access is no longer needed.

7. DATA TRANSMISSION

Transmission of data between Agency and SAO will use a secure method that is commensurate to the sensitivity of the data being transmitted.

8. DATA STORAGE AND HANDLING REQUIREMENTS

Agency will notify SAO if they are providing confidential data. All confidential data provided by Agency will be stored with access limited to the least number of SAO staff needed to complete the purpose of the DSA.

9. INTENDED USE OF DATA

The Office of the Washington State Auditor will utilize this data in support of their audits, investigations, and related statutory responsibilities as described in RCW 43.09.

10. CONSTRAINTS ON USE OF DATA

The Office of the Washington State Auditor agrees to strictly limit use of information obtained under this Agreement to the purpose of carrying out our audits, investigations and related statutory responsibilities as described in RCW 43.09.

11. SECURITY OF DATA

SAO shall take due care and take reasonable precautions to protect Agency's data from unauthorized physical and electronic access. SAO complies with the requirements of the OCIO 141.10 policies and standards for data security and access controls to ensure the confidentiality, and integrity of all data shared.

12. NON-DISCLOSURE OF DATA

SAO staff shall not disclose, in whole or in part, the data provided by Agency to any individual or agency, unless this Agreement specifically authorizes the disclosure. Data may be disclosed only to persons and entities that have the need to use the data to achieve the stated purposes of this Agreement. In the event of a public disclosure request for the Agency's data, SAO will notify the Agency

- a. SAO shall not access or use the data for any commercial or personal purpose.
- b. Any exceptions to these limitations must be approved in writing by Agency.
- c. The SAO shall ensure that all staff with access to the data described in this Agreement are aware of the use and disclosure requirements of this Agreement and will advise new staff of the provisions of this Agreement.

13. OVERSIGHT

The SAO agrees that Agency will have the right, at any time, to monitor, audit, and review activities and methods in implementing this Agreement in order to assure compliance.

14. TERMINATION

Either party may terminate this Agreement with 30 days written notice to the other party's Agreement Administrator named on Page 1. However, once data is accessed by the SAO, this Agreement is binding as to the confidentiality, use of the data, and disposition of all data received as a result of access, unless otherwise amended by the mutual agreement of both parties.

15. DISPUTE RESOLUTION

In the event that a dispute arises under this Agreement, a Dispute Board shall determine resolution in the following manner. Each party to this Agreement shall appoint one member to the Dispute Board. The members so appointed shall jointly appoint an additional member to the Dispute Board. The Dispute Board shall review facts, contract terms, and applicable statutes and rules and make a determination of the dispute.

16. GOVERNANCE



Peninsula Metropolitan Park District

RESOLUTION NO. R2021-023

AUTHORIZING THE EXECUTIVE DIRECTOR TO SIGN AN INTERAGENCY DATA SHARING AGREEMENT BETWEEN THE OFFICE OF THE WASHINGTON STATE AUDITOR AND PENINSULA METROPOLITAN PARK DISTRICT REGARDING CYBERSECURITY AND DATA SHARING

WHEREAS, RCW 39.34 permits local governmental units to make the most efficient use of their powers by enabling them to cooperate with other localities on a basis of mutual advantage and thereby to provide services and facilities in a manner and pursuant to forms of governmental organization that will accord best with geographic, economic, population and other factors influencing the needs and development of local communities; and

WHEREAS, RCW 43.09 directs the Office of the Washington State Auditor (“SAO”) to audit the accounts of all collectors of the revenue and other holders of public money required by law to pay the same into the treasury; and

WHEREAS, SAO’s authority is broad and includes both explicit and implicit powers to review records, including confidential records, during the course of an audit or investigation; and

WHEREAS, Executive Order 16-01, RCW 42.56 and OCIO policy 141.10 provide the requirements and authorization for the Agency to exchange confidential information with SAO, including the requirement that all state and local governments enter into a Data Sharing Agreement prior to exchanging audit data; and

WHEREAS, SB 5432-2021-22 titled, “Concerning cybersecurity and data sharing in Washington state government” was signed into law on May 12, 2021 and became effective on July 25, 2021; and

WHEREAS, the upcoming audit of Peninsula Metropolitan Park District by the SAO cannot occur without an executed Data Sharing Agreement.

NOW, THEREFORE BE IT

RESOLVED by the Board of Park Commissioners that the Executive Director is authorized to sign the Interagency Data Sharing Agreement Between Peninsula Metropolitan Park District and the Office of the Washington State Auditor.

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

President

Clerk

Attest

Peninsula Metropolitan Park District Commission