



# Peninsula Metropolitan Park District

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

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## REGULAR MEETING Agenda

August 04, 2020, 6:00 PM

**ATTENTION:** Protecting the public, our partners, and our staff are of the utmost importance. Due to recent health concerns with the novel Corona-virus, the Park Board has decided to host the meeting Online via Zoom. In accordance with the Governor's Stay at Home Order issued on March 23, 2020, the public is strongly encouraged to participate via teleconference. You can join the zoom meeting for the study session and regular meeting by using the Meeting ID: 880 3783 7513 Password: PenMet0804 or call in at +1 253-215-8782 Password: 6104399684. Meeting agendas can be accessed online at [PenMetParks.org](http://PenMetParks.org). Citizen Comments can be emailed to [admin@penmetparks.org](mailto:admin@penmetparks.org) by August 3rd at 5:00 PM and will be read at the meeting.

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### Call to Order

#### Commissioner Roll Call:

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

#### ITEM 1 Approval of Agenda

#### ITEM 2 Citizen Comments

Due to current circumstances, we will be accepting citizen comments via email at [ssnuffin@penmetparks.org](mailto:ssnuffin@penmetparks.org) up until 5:00 PM August 3rd, 2020. Comments will be read and recorded in the meeting

#### ITEM 3 Presentations

- 3a. Director's Report
- 3b. President's Report

#### ITEM 4 Consent Agenda

- 4a. [Approval of Minutes](#)  
[7-21-20 Study Session and Regular Minutes](#)
- 4b. [Approval of Vouchers](#)  
[\\$82,624.56 Reference Number V2020-374-388](#)

#### ITEM 5 Unfinished Business



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- 5a. [Covid-19 Fiscal Report](#)
- 5b. [Negotiate with the GC/CM \(General Contractor/Construction Manager\) Approval](#)
- 5c. [Approval of Senior Operations Manager Job Description and Salary Range](#)
- ITEM 6      **New Business**
  - 6a. [Fundraising Consultant Contract Approval \(Resolution R2020-021\)](#)
- ITEM 7      **Committee Reports**
  - 7a.      **CRC Finance**
  - 7b.      **CRC Marketing**
  - 7c.      **CRC Operations**
- ITEM 8      **Comments by Board**
- ITEM 9      **Next Board Meetings**

Tues. August 18, 2020 (Study and Regular) Via Zoom or Teleconference 5:00 PM
- ITEM 10     **Executive Session: N/A**
- ITEM 11     **Adjournment**

## AGENDA POLICY

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No comments or discussion will be allowed on consent items.

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

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

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

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



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## STUDY SESSION MINUTES

July 21, 2020, 5:00 PM

PenMet Park Study Session at 5 p.m. and Regular Meeting at 6 p.m. Tuesday, July 21st, at the PenMet CRC (Community Recreation Center) 2416 14th Ave NW, Gig Harbor, WA 98335. PenMet will be implementing safe physical distancing for all in attendance and encourage participants to bring their own masks. Printed agendas will not be available at the meeting. PenMet encourages citizens to view materials on their personal devices. You can also attend by telephone or Zoom. Dial in to 1-253-215-8782 and enter 818 3763 9791. When prompted, enter the password 0742337964. Via Zoom: Meeting ID: 818 3763 9791 Password: PenMet0721. Citizen Comments can be emailed to [admin@penmetparks.org](mailto:admin@penmetparks.org) by July 20th at 5:00 PM and will be read at the meeting.

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**Call to Order** The meeting was called to order by Commissioner Hill at 5:05 pm

### Commissioners Present:

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

### Staff:

Doug Nelson  
Elaine Sorensen  
Eric Guenther  
Stacie Snuffin  
Glenn Akramoff  
Ed Lewis  
Spencer Manjarrez  
Chuck Cuzzetto  
Kelly Darling

### ITEM 1 Approval of Agenda

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

### ITEM 2 Board Discussion: Strategic Plan Update

#### 2a. Youth Sports Programming

President Hill read 3 bullet points from topic 3 from the PenMet Strategic Plan document in relation to PenMet Youth Sports. Executive Director, Doug Nelson reported that PenMet has seen very positive registration numbers for camps this summer and inquires for fall sports are great. He reported that PenMet has received positive feedback for last Spring and Fall basketball and flag football leagues. Nelson discussed there is some uncertainty of what sports programming will look like due to the current Covid-19 pandemic. He opened discussion to the Board regarding any experiences that they have had with past programs as a volunteer coach or player parent. Commissioner Babich discussed her appreciation for PenMet keeping to the appropriate level of competitiveness in the youth sports programs. She spoke about incorporating a



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solid coaching education program; including various tools for the parents, a manual with more resources and practice drills along with possibly giving the coaches an incentive for their time; such as discounted registration for their children. Commissioner Kingsbury echoed Commissioner Babich's views. She talked about some of her experiences with PenMet's camps and sports programs. Commissioner Nixon discussed some of his past experiences back when the sports programs were through PAA. He spoke about the importance of engaging with the community and agreed with Commissioner Babich about incentives for coaching. Commissioner Grimmer expressed the need for terrific organization and communication throughout the whole season and implementing clinics for the coaches for the different age groups as well as parent training. He also agreed with an incentive for coaching. Commissioner Babich and Commissioner Grimmer had a discussion along with Planning & Special Projects Manager, Eric Guenther regarding when PenMet absorbed the PAA Program and what happened to the community members that are outside PenMet boundaries. They talked about revisiting the topic with Key Peninsula Park District at a future date. Commissioner Babich spoke about PenMet's fee structure. Executive Director, Doug Nelson asked the Board what were some critical elements of youth sports activities that create character, build community, and create memorable experiences. The Commissioners discussed these elements along with some of their experiences with youth sports programs in the past. Nelson and Commissioners discussed communication and marketing materials such as a Parent Code of Conduct Handbook. President Hill and Marketing Specialist, Chuck Cuzzetto discussed a tag line that was presented at the Strategic Planning Session. Commissioner Kingsbury talked about communication when asking the community to volunteer to coach PenMet's Youth Sports. Commissioners had a discussion about building community through recreation. Commissioner Kingsbury spoke about some youth sports that aren't contact sports that PenMet might want to consider putting into the new CRC (Community Recreation Center). Commissioner Nixon suggested putting together a sports advisory committee that would include staff, commissioners, and community members.

**ITEM 3      Adjournment** Commissioner Hill adjourned the meeting at 5:59 pm

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

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

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



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## REGULAR MEETING MINUTES

July 21, 2020, 6:00 PM

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---

**Call to Order** The meeting was called to order by Commissioner Hill at 6:03 pm

### Commissioners Present:

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

### Staff:

Doug Nelson  
Elaine Sorensen  
Eric Guenther  
Stacie Snuffin  
Glenn Akramoff  
Ed Lewis  
Spencer Manjarrez  
Chuck Cuzzetto  
Kelly Darling

### ITEM 1 Approval of Agenda

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

### ITEM 2 Citizen Comments: None

### ITEM 3 Presentations

#### 3a. Director's Report

Executive Director, Doug Nelson reported that PenMet is moving forward with further website development and maintenance project. Doug also reported that the CRC Marketing Committee is reviewing a draft scope of work and professional service agreement for the Fundraising Consultant. He spoke about scheduling a follow-up with Pierce County Councilmember Derek Young and Assistant John Jolibois regarding the Fox Island Boat Launch, DeMolay Sand Spit, and parking along Bella Bella Drive. He reported that PenMet reissued the email blast survey out to over 9,400 participants and received 453 survey responses and that PenMet will



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tabulate the data and share with the Board when it is complete. Nelson also reported that PenMet will be participating in a revised version of Pierce County Trails Day and also honor Parks Appreciation Day that was missed due to Covid-19, by having staff at a few of the trails on July 25<sup>th</sup> from 9 am – noon to give instructions for helping trim the trails.

## **3b. Finance Report**

Finance & Human Resources Manager, Elaine Sorensen reported on the General Fund and the Recreation Revolving Fund. Commissioner Kingsbury inquired about what percentage of funding comes from sales tax. Sorensen gave a summary of the Capital Projects transfers and expenses. President Hill inquired about the 2019 Commissioner Legislative Funds that were to be allocated to the PEG grant for the Voyager Playground were used as part of the grant. Sorensen reported that she will verify this and get back to President Hill. Sorensen reported that PenMet Staff will be doing some safety drills at the end of August at Sehmel Homestead Park.

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

President Hill reported that she and Commissioner Babich meet with Executive Director, Doug Nelson every Friday to cover all current news. She also reported that she regularly meets individually with the Commissioners. President Hill made a motion to reinstate 2020 Commissioner Legislative Funds, seconded by Commissioner Grimmer. The motion was approved with a 5-0 vote. President Hill discussed that each Commissioner will be donating \$1,000.00 to the Gig Harbor Veterans Day Recognition event. Commissioners approved the funds for donation with a 5-0 vote.

## **ITEM 4 Consent Agenda**

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

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

7-07-20 Study Session and Regular Minutes

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

\$82,114.12 Reference Number: V2020-339-362

\$121,188.60 Reference Number V2020-363-365

\$26,582.55 Reference Number: V2020-366-373

## **ITEM 5 Unfinished Business**

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

Executive Director, Doug Nelson gave a Covid-19 Fiscal update regarding operations, registrations, revenues and the current fund balance. He also reported on PenMet's Capital Fund, General Fund, and Parks & Facilities.





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## **5b. Steering Committee Selection Process**

Senior Operations Manager, Glenn Akramoff gave an update on the Steering Committee Selection Process. He introduced Sara Fischer from BLRB who was attending the meeting via Zoom. He gave some highlights on the selection process and was seeking input. He discussed the Committee Meeting Schedule and advertising for the Steering Committee. Akramoff reported that PenMet added a Special Populations spot on the Steering Committee application. He discussed some changes that will be made to the application. Commissioner Grimmer made a recommendation for clarifying one of the questions regarding groups on the application Commissioner Nixon agreed with Grimmer for making clarification on the application question. Commissioner Babich asked about how the application will be distributed. Akramoff discussed how it will be advertised to the public and getting recommendations from the Commissioners and Staff of some of the people they would like to reach out to with the application. Akramoff will bring back the application for approval at a future Board meeting.

## **5c. Hale Pass Project Approval**

Planning and Special Projects Manager, Eric Guenther gave a brief background on the Hale Pass Renovation Project and the project budget. Commissioner Nixon made the motion to approve Resolution R2020-018 authorizing the transfer of Capital Funds for the Hale Pass Arletta Schoolhouse Renovation, seconded by Commissioner Grimmer. The motion passed with a 5-0 vote.

## **ITEM 6 New Business**

### **6a. Approval of Phase 1 - A & E Contract**

Senior Operations Manager, Glenn Akramoff, introduced Sara Fischer from BLRB and Joe Missel from Parametrix who were attending Via Zoom. Akramoff gave a background on the design process for the new CRC (Community Recreation Center) He reported on the negotiation process. He explained that there will be two phases for the major tasks in the design process. Commissioner Grimmer made the motion to approve Resolution R2020-012 authorizing the Executive Director to sign the Professional Service Agreement, in substantially the form attached, BLRB Architects, to complete Phase 1 of the CRC Design Process, seconded by Commissioner Babich. Commissioner Nixon asked about cross throughs on the Architect contract and Akramoff explained that they were GC/CM related. Commissioner Babich discussed the process that PenMet has gone through to get to the point of signing a contract for a design firm. Sara Fisher, from BLRB reported their excitement for moving forward with the CRC Project. The motion passed with a 5-0 vote

## **ITEM 7 Committee Reports**

### **7a. CRC Finance**



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Commissioner Nixon reported that the committee had met the previous week. He reported that they were working on refining the financial tolerance matrix and that they were working with President Hill on how they were going to get the document out to the entire group.

## **7b. CRC Marketing**

Commissioner Grimmer reported that the committee had met on July 14, 2020 and that they almost have the final proposal for services with The Briggs Group. He discussed the four phases for the scope of work for the fundraising consultant firm.

## **7c. CRC Operations**

Commissioner Babich reported the committee has reviewed the contract for Phase – 1 of the A & E Services and that they also reviewed Phase – 2. She reported that it will come in front of the Board in a future Board Meeting. They also discussed the Steering Committee and a project kick-off meeting. She discussed the GC/CM hiring process and the score bidding process. She reported that it will come in front of the Board for approval in an August Board Meeting.

## **ITEM 8 Comments by Board**

Commissioner Nixon commented that he was thankful to be working with the group and being able to move forward with such an experienced team for the CRC Project. Commissioner Kingsbury reported that she will be unable to attend the August 18 Board Meeting.

## **ITEM 9 Next Board Meetings: Tues. Aug. 4, 2020 (Study and Regular) Via Zoom or Phone**

## **ITEM 10 Executive Session: Personnel Discussion [RCW: 42.30.110]**

The Board went into Executive Session at 7:00 PM and adjourned at 7:59 PM

## **ITEM 11 Adjournment** Commissioner Hill adjourned the meeting at 7:59 pm

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

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

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





Finance Department  
District Payment Transmittal

District Name: Metro Park District-Peninsula

**PAYMENT LISTING**

Trans Date	District Ref #	Payee Printed Name	Amount
7/16/20	V2020-374	United Rentals	\$1,925.70
7/16/20	V2020-375	Tracy's Quality Painting	\$6,225.83
7/16/20	V2020-376	PENINSULA SCHOOL DISTRICT	\$40.00
7/16/20	V2020-377	Demarche Consulting Group, Inc	\$16,000.00
7/16/20	V2020-378	Cross Engineering, Inc.	\$2,398.00
7/16/20	V2020-379	WESTBAY AUTO PARTS	\$79.43
7/16/20	V2020-380	Pacific Fire & Security Inc.	\$113.30
7/16/20	V2020-381	WILCO	\$292.05
7/16/20	V2020-382	HOME DEPOT	\$520.37
7/16/20	V2020-383	PURDY TOPSOIL & GRAVEL	\$117.18
7/16/20	V2020-384	Daniel K Oestreich	\$1,000.00
7/16/20	V2020-385	DEPARTMENT OF REVENUE	\$79.00
7/16/20	V2020-386	Department of Retirement Services	\$100.00
7/16/20	V2020-387	HealthEquity	\$100.00
7/16/20	V2020-388	Peninsula Metropolitan Park District	\$53,633.70
Payment Count: 15			Total Amount: <u>\$82,624.56</u>

Payment Count: 15  
Payment Total: \$82,624.56

**CERTIFICATION**

I, the undersigned do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered or labor performed as deccribed 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>M. Deleo</u>	<u>7-17-2020</u>	_____	_____
Authorized District Official Signature	Date	Authorized District Official Signature	Date
<u>[Signature]</u>	<u>7/17/20</u>	_____	_____
Authorized District Official Signature	Date	Authorized District Official Signature	Date
<u>[Signature]</u>	<u>7/20/20</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 Recieved on \_\_\_\_\_

Batch Verified by \_\_\_\_\_



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## COVID-19 FISCAL UPDATE: August 4, 2020

- Recreation Update
  - Operations
    - Drive-in movies planned for August 13 and 27
      - Approved under Phase 2 guidance with proper provisions in place
  - Registrations
    - Currently at 833 registrations for summer camps
  - Revenues
    - \$104K in new revenues since opening registration for camp and other summer programs
  - Current Fund balance
    - still projecting a year-end net income loss, although July and August registration numbers are encouraging
- Capital Fund
  - On target with 2020 budget
- General Fund
  - On target with 2020 projection
  - Moving forward with hiring process for Ground Maintenance position
  - Moving forward with hiring process for Senior Operations Manager - per Board approval
- Parks and Facilities
  - Reimbursement request for COVID-related expenses have been submitted and received by Pierce County. First request was for \$5,636.55

Please contact Executive Director Doug Nelson at [dnelson@penmetparks.org](mailto:dnelson@penmetparks.org) or 253-858-3408 if you have any questions.



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## DISTRICT COMMISSION MEMO

**To:** Peninsula Metropolitan Park District Board of Commissioners

**From:** Glenn Akramoff, Interim Sr. Operations Manager

**Date:** August 4, 2020

**Subject:** **Authorization to Negotiate – GC/CM Firm**

### **Background/Analysis**

The final step in the Community Recreation Center (CRC) project team formation is to contract for the General Contractor/Construction Manager (GC/CM). RCW 39.10 guides the specifics of the process. Approval by the Project Review Committee of the GC/CM process for this project was required and was received on May 28, 2020, following a presentation of project details. A scoring committee was formed to score each specific part of the process. These areas included the Statement of Qualifications (SOQ) (100 maximum points), the interviews (85 maximum points) and the cost proposal (maximum 15 points). Korsmo Construction received 190.20 points in the process, and therefore is selected as the GC/CM for the project.

The Scoring Committee was made up of the following members:

- Eric Guenther, Planning and Special Projects Manager, PenMet
- Ed Lewis, Construction Project Manager, PenMet
- Joe Missel, Project Manager Parametrix
- Sarah Fischer, Project Manager, BLRB
- Ari Lewkowitz, Project Captain, BLRB
- Glenn Akramoff, Interim Sr. Operations Manager, PenMet

Jim Dugan, Owners Representative Group Manager from Parametrix, facilitated all the parts of the process to include a qualification scoring session, interviews, interview scoring, and bid opening. A summary of the Scoring Committee, which was prepared by Parametrix, is attached.

### **Timeline and Funding**

The procurement process moved forward on the following timeline:

- May 28, 2020 – Approval by the Project Committee of the GC/CM Process for PenMet CRC Project.
- June 1 & June 8, 2020 – Advertisement of the GC/CM for Qualifications (RFQ)
- June 10, 2020 – Pre submittal Conference (Virtual)
- June 22, 2020 – Statements of Qualification were received (7 total)

- June 26, 2020 – All seven firms were screened and scored according to RCW 39.10 criteria and guidelines by the Scoring Committee in a facilitated meeting. A final four were selected for interviews.
- July 8 & 9, 2020 – Finalist Firms were interviewed.
- July 9, 2020 – The Scoring Committee met to discuss the interviews and accompanying materials and scored each firm according to RCW 39.10 criteria and guidelines. Based on the scores, three firms were selected to move forward to the next step in the (RFFP) process.
- July 27, 2020 – Bid Opening
- July 31, 2020 – All submittals were verified, and appeal period closed

The cost of the GC/CM firm services will be determined in the negotiation of the scope of work. The total project is currently at an estimated cost of \$30,000,000, and the current Maximum Allowable Construction Cost (MACC) is \$22,000,000. The GC/CM contract costs will be allocated out of the District capital funds set aside for the project.

#### **Policy Implications/Support**

1. Continuation of the project as scheduled
2. The Project Team will be complete
3. Beginning the Design process including public involvement
4. Cost and financing of the project
5. Project phasing and timeline

#### **Recommendation**

With all of the submittals and scoring having been verified and certified, the Scoring Committee concurs that Korsmo Construction is selected as the General Contractor/Construction Manager (GC/CM) for Community Recreation Center Project per RCW 39.10 regulations and that Staff and the Executive Director enter into final negotiations at this time. It is further recommended that the Executive Director sign a small contract for pre-design service while negotiations are underway.

#### **Staff Contact**

Should you have any questions or comments, please contact Glenn Akramoff at the earliest opportunity should additional research be required to provide answers at the meeting: phone or via e-mail at [GAkramoff@PenMetParks.org](mailto:GAkramoff@PenMetParks.org).

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#### **Motion**

I move to approve the Executive Director and staff begin negotiations with Korsmo Construction as the (GC/CM) for construction of the Community Recreation Center Project.

#### **Attachments**

Certified GC/CM Scoring Sheet (Parametrix)

## MEMORANDUM

**Date:** July 28, 2020

**To:** [msloane@ABBOTTCONSTRUCTION.com](mailto:msloane@ABBOTTCONSTRUCTION.com)  
[james.christianson@absherco.com](mailto:james.christianson@absherco.com)  
[rick.philipovich@bnbuilders.com](mailto:rick.philipovich@bnbuilders.com)  
[John@korsmo.com](mailto:John@korsmo.com)  
[ajohnson@lydig.com](mailto:ajohnson@lydig.com)  
[Bill.Kent@mortenson.com](mailto:Bill.Kent@mortenson.com)  
[mtraugutt@wapatriot.com](mailto:mtraugutt@wapatriot.com)

**From:** Dan Cody, GC/CM Procurement Manager  
Parametrix

**Subject:** **Peninsula Metropolitan Park District – Community Recreation Center**  
**GC/CM Procurement – Notification of Selection of Most Qualified Proposer**

This notification is to all Proposers, in accordance with RCW 39.10.360. Peninsula Metropolitan Park District has concluded the final pricing proposal phase of its procurement process for GC/CM Services related to the Community Recreation Center project. Pursuant to RCW 39.10, a three-step process (qualifications, interviews & final pricing proposal) and associated evaluation/scoring was used to determine the Most Qualified Proposer.

Final scoring tabulation has indicated Korsmo Construction to be the Most Qualified Proposer for the above-mentioned project. (See the attached Score Tabulation Sheet.) Per the RFP, Korsmo Construction will be invited to submit a Preconstruction Work Plan and associated fee for negotiation and consideration. It is the intent of the Peninsula Metropolitan Park District to negotiate a fair and reasonable Preconstruction Work Plan and fee and then enter into an Agreement Between Owner and Construction Manager that will include Preconstruction Services.

Please note that the Peninsula Metropolitan Park District will not release any additional specific information on scoring nor will debriefs be granted to firms who were not selected until the procurement process is complete as defined by a fully executed preconstruction services agreement. Peninsula Metropolitan Park District appreciates the interest and effort that has been shown by the Proposers on this project.

attachment

cc: Glenn Akramoff, PenMet Parks  
Eric Guenther, PenMet Parks  
Ed Lewis, PenMet Parks  
Jim Dugan, Parametrix  
Joe Missel, Parametrix  
Dan Cody, Parametrix  
Sarah Fischer, BLRB Architects




**PenMet Park District - Community Recreation Center  
GC/CM Selection - Final Tabulation Form (07/27/2020)**

RFP (100 Points)		Absher	Korsmo	Mortenson	BNB	Abbott	Lydig	WA Patriot
Average Score		86.50	93.50	85.50	87.00	77.50	79.00	79.00
Interview (85 Points)		Absher	Korsmo	Mortenson	BNB			
Average Score		77.50	81.70	78.20	67.80			
RFP and Interview Subtotal Score		164.00	175.20	163.70	154.80			
Final Proposal (15 Points)		Absher	Korsmo	Mortenson				
Acknowledged receipt of addenda		X	X	X				
Final Proposal is signed		X	X	X				
PenMet CRC - GC/CM MACC		\$20,950,000	\$20,950,000	\$20,950,000				
Contractor's Fee Percentage		3.00%	3.00%	5.50%				
Contractor's Fee Amount		\$628,500.00	\$628,500.00	\$1,152,250.00				
Specified General Conditions		\$1,039,504.00	\$987,733.00	\$1,236,548.00				
TOTAL BID		\$1,668,004.00	\$1,616,233.00	\$2,388,798.00				
Low Bid		\$1,616,233.00	\$1,616,233.00	\$1,616,233.00				
Score (Low Bid/Contractors Bid x 15)		14.53	15.00	10.15				
Total Score (200 Points)		178.53	190.20	173.85				

Notes: Note that the GC/CM MACC for purposes of this "bid exercise" to calculate the GC/CM Fee does not include GC/CM Fee, Owners Contingencies, Pre-Construction Services Fees or WA State Sales Tax.

Owner reserves the right, at its sole discretion, to reject and remove from consideration any Finalist's submittal if that Final Pricing Proposal is not within 20% of the Low Conforming Final Pricing Proposal Bid.

The Owner also reserves the right, at its sole discretion, to reject any or all Proposals and to waive as an informality any immaterial irregularities in the proposals received.

  
Jim Dugan, Parametrix

7/27/20

The scoring from the RFP stage, interview stage and the final proposals submitted by contractors were reviewed by Parametrix and, to the best of our knowledge, this is an accurate tabulation of the scoring results.



# Peninsula Metropolitan Park District

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

## DISTRICT COMMISSION MEMO

**To:** Peninsula Metropolitan Park District Board of Commissioners  
**From:** Doug Nelson, Executive Director  
**Date:** August 4<sup>th</sup>, 2020  
**Subject:** Senior Operations Manager

### Background /Analysis

The Peninsula Metropolitan Park District (PenMet Parks) is committed to creating, improving, and maintaining high-quality parks and park facilities. This is accomplished through the Districts Capital Facilities Plan (CFP) and the Capital Improvement Plan (CIP). These plans are managed by the newly formed Capital Program Division providing an opportunity to maintain, update, and identify capital projects and acquisitions for the District. Through project planning, the District can schedule and identify options for financing in order to create a comprehensive and strategic plan.

The Capital Program Division is currently staffed with a Construction Project Manager and a Planning & Special Projects Manager. With projected long-range growth of the District to meet the needs of our community, and high-level oversight necessary to complete the Community Recreation Center, PenMet Parks will need a senior-level manager for overall management and implementation of the Capital Division and Park Maintenance Operations.

Glenn Akramoff, currently serving as the Interim Senior Operations Manager, will work with the Executive Director on a transition plan to help recruit and support the implementation of a permanent Senior Operations Manager (SOM). The implementation process will include training and other objectives to facilitate a seamless transition to the new SOM. It is anticipated that Glenn's role as Interim Senior Operations Manager will conclude in the Fall of 2020. It is the District's goal to hire a permanent SOM in time to take advantage of Glenn's transitional training objectives, expertise, and knowledge of the position responsibilities.

### Recommendation

Staff requests that the Commission approve the updated job description and salary range for the Senior Operations Manager and give PenMet staff approval to move forward on the recruitment and hiring process.



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## Motion

I move to approve the updated job description and salary range for the Senior Operations Manager and give PenMet staff approval to move forward on the recruitment and hiring process.

## References:

Senior Operations Manager Job Description

Senior Operations Manager Job Announcement



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## DISTRICT COMMISSION MEMO

**To:** Peninsula Metropolitan Park District Board of Commissioners  
**From:** Doug Nelson, Executive Director  
**Date:** August 4, 2020  
**Subject:** Community Recreation Center (CRC) Fundraising Campaign Consultant

### Background / Analysis

PenMet Parks has completed the feasibility phase of the CRC project and purchased the property to develop a community recreation center. The second phase of the design and development is now underway to finalize the site and building design and proceed to construction. As this project is the largest the District has undertaken, is high profile in the region, and will require fundraising and grants to complete, PenMet Parks recognizes the importance of hiring a Fundraising Consultant to meet project funding objectives.

Following required guidelines for advertising and submittal of a project request for proposals, PenMet Parks received four submittals and selected the following three firms for interviews: The Briggs Group, JP Consulting, and Ostara. Upon completion of the interview and evaluation process PenMet Parks selected The Briggs Group for Fundraising Consultant Services.

PenMet Parks and the CRC Marketing Committee worked with Linda Kaye Briggs of the Briggs Group to develop final drafts of the fundraising campaign Scope of Work and Professional Services Agreement.

### Timeline and Funding

Attached is the professional services agreement and scope of work for fundraising campaign consultant services. The scope of work outlines the anticipated project timeline and also includes phased objectives for on-going support of the project. Adjustments can be made by the Board of Commissioners as needed to meet the goals for the project. The amount of the contract is not to exceed \$80,000.

### Recommendation

Staff recommends that the Board of Commissioners (I move to...) authorize the Executive Director to sign the agreement, in substantially the form attached and any related documents, with Linda Kaye Briggs of The Briggs Group for fundraising campaign consultant services per the scope of work.



# Peninsula Metropolitan Park District

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## Policy Implications/Support

1. At the November 19, 2019 Regular Board Meeting the Commission approved R2019-016 approving the 2020 Budget which included funding for the for the PenMet Parks Community Recreation Center (CRC). In various public meetings PenMet Parks Staff and the Commission have drafted the CRC funding plan which includes revenue from community fundraising efforts.

## Staff Contact

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

# Peninsula Metropolitan Park District



## PROFESSIONAL SERVICES AGREEMENT

THIS AGREEMENT is made and entered into this 4th day of August 2020, by and between The PENINSULA METROPOLITAN PARK DISTRICT, a municipal corporation, hereinafter referred to as the "District", and THE BRIGGS GROUP, whose address is 2914 South Proctor Street, Tacoma, WA 98409 hereinafter referred to as the "Consultant".

WITNESSETH:

WHEREAS, the Consultant represents it is qualified to perform services described in paragraph 2 herein and holds all necessary licenses and government permits, therefore;

WHEREAS, the District desires to meet more fully the needs of citizens residing within its district for participation in and enjoyment of recreational and cultural programs which beneficially contribute to the well-being of its citizens;

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

1. Independent Consultant Status. The Consultant is considered an independent Consultant who shall at all times perform its duties and responsibilities and carry out all services as an Independent Consultant and shall never represent or construe its status to be that of an agent or employee of the District, nor shall it be eligible for any employee benefits.
  - A. The Consultant represents and warrants that any and all federal, state, and local mandatory deductions or other charges and taxes imposed by law and/or regulation upon the Consultant are current. The Consultant acknowledges that all such deductions, charges, and taxes shall be the sole responsibility of the Consultant. If the District is assessed, liable or responsible in any manner for those deductions, charges or taxes, the Consultant agrees to indemnify and hold the District harmless from those costs, including attorney's fees.
  - B. The Consultant shall provide at its sole expense all materials, office space, telephone and utility services, and other necessities to perform fully and timely its duties and services under this Agreement unless otherwise specified in writing.
  - C. The Consultant shall comply with all applicable federal, state and local laws, ordinances, rules and regulations, and shall assist the District in complying with all conditions concerning grants and other federal assistance under the laws of the County of Pierce, the State of Washington, the United States of America, or such other laws as are applicable.



2. Scope of Work. The Consultant agrees to perform services as set forth in Exhibit A to this Agreement. All obligations and services of the Consultant undertaken pursuant to this Agreement shall be satisfactorily completed in accordance with the schedule identified in Exhibit A to this agreement.
3. Compensation and Method of Payment.
  - A. In consideration of the services to be provided by the Consultant, the District will pay no more than EIGHTY-THOUSAND DOLLARS (\$80,000.00). See Exhibit A for cost, payment schedule, and terms. In the event that the Consultant fails to pay any assessed mandatory deductions including, but not limited to, industrial insurance, FICA, Employment Security, and federal withholding the Consultant authorizes the District to deduct and withhold or pay over to the appropriate governmental agencies those unpaid amounts upon request and direction by the appropriate governmental agency. Any such payment will be deducted from the Consultant's total compensation. If the Consultant fails to provide copies of the licenses or tax certificates specified in Section 1.C or insurance certificate specified in Paragraph 8, the District shall not be required to make any payment for the work performed until such time as the Consultant provides copies of such licenses or certificates.
  - B. Payment to the Consultant will be made only upon receipt of the Consultant's original written invoice following the performance of the services provided herein (or for the percentage completed) and during the District's ordinary billing cycle. The District's ordinary billing cycle is once per month.
  - C. Final payment will not be made until all services and work have been completed to the full satisfaction of and accepted by the District, which may include acceptance by the Board of Park Commissioners.
  - D. All payments shall be subject to adjustment for any amounts, upon audit or otherwise, to have been improperly invoiced. In no event shall the total of the District's payment pursuant hereto exceed the contract price set forth in Paragraph 3A above. Any request for payment in excess of the contract amount shall automatically be rejected unless, prior to performing the work or service, the Consultant has obtained express written approval from the District for such work or services and written approval of the additional cost.
4. Publications. The Consultant shall obtain the District's approval prior to the publication of any of the results of services performed or to be performed pursuant hereto. Any publications that may be authorized shall acknowledge that the District provided financial support pursuant to this agreement as follows:

"FUNDED IN PART BY THE PENINSULA METROPOLITAN PARK DISTRICT"

5. Reporting. The Consultant, at such time and in such form as the District may require, shall furnish the District with periodic reports pertaining to the work and services undertaken pursuant to this Agreement. The Consultant will make available to the District all work-related accounts and records for auditing, monitoring, or evaluation during normal business hours.
6. Ownership of Work Product.
  - A. Ownership of the originals of any reports, data, studies, surveys, charts, maps, drawings, specifications, figures, photographs, memoranda, and any other documents which are developed, compiled or produced as a result of this Agreement, whether or not completed, shall be vested in the District. Any reuse of these materials by the District for projects or purposes other than those which

fall within the scope of this contract or the project to which it relates, without written concurrence by the Consultant will be at the sole risk of the District.

- B. The District acknowledges the Consultant's plans and specifications as instruments of professional service. Nevertheless, the plans and specifications prepared under this Agreement shall become the property of the District upon completion of the work. The District agrees to hold harmless and indemnify the Consultant against all claims made against the Consultant for damage or injury, including defense costs, arising out of any reuse of such plans and specifications by the District without the written authorization of the Consultant.
- C. Methodology, materials, software, logic, and systems developed under this contract are the joint property of the Consultant and the District and may be used as either the Consultant or the District see fit, including the right to revise or publish the same without limitation.

7. Termination.

- A. The District may terminate the performance of services under this Agreement through written notice to the Consultant, in whole, or from time to time in part, whenever the Consultant fails to perform in a timely manner and fully, faithfully, and in a safe and responsible manner, the services required herein, or whenever the fulfillment or accomplishment of the purpose of this Agreement has in the judgment of the District become impossible or impractical for whatever reason.
  - (1) If the cause of termination is by reason of the breach of this Agreement by the Consultant, then termination shall not relieve the Consultant of liability to the District for damages sustained by the District, and the District may withhold any payments to the Consultant for the purpose of set-off until such time as the exact amount owing the Consultant is determined.
  - (2) If the cause of termination is not by reason of the breach of this Agreement by the Consultant, then the District shall be liable only for payment of work performed or furnished prior to the effective date of termination. The Consultant will be paid an amount which bears the same ratio to the total compensation as the services actually performed bear to the total services of the Consultant covered by this Agreement, fewer payments of compensation previously made.
  - (3) Any and all notices affecting or relative to this Agreement shall be effective if in writing and delivered or mailed, postage and fees prepaid, to the respective party being notified at the address listed with the signature of this Agreement. The parties' addresses may be changed by the same method of notice.

- 8. Indemnification and Insurance. The Consultant shall indemnify and hold harmless the District, its officials, officers, agents, employees, volunteers, and representatives, from, and shall process and defend at its sole expense, any and all claims, demands, damages, suits at law or at equity, liabilities, losses, judgments, liens, expenses, and costs to the extent arising out of or occasioned by the negligent and / or wrongful performance, acts, and/or omissions by the Consultant, its employees, agents, representatives or volunteers relative to any activity and/or services covered hereunder. In the event of recovery due to the circumstances, the Contractor shall pay any judgment or lien arising therefrom, including any and all costs as part thereof.

9. Non-Discrimination. Except to the extent permitted by bona fide occupation qualification, the Consultant agrees as follows:
- A. The Consultant shall not discriminate against any employee or applicant for employment because of race, creed, color, national origin, marital status, sex, age, or the presence of any sensory, mental or physical handicap. The Consultant shall take affirmative action to ensure that applicants are employed and that employees are treated during employment without regard to their race, creed, color, national origin, marital status, sex, age, or the presence of any sensory, mental or physical handicap. Such action shall include, but not be limited to, the following: Recruitment, employment, upgrading, demotion or transfer, advertising, lay-off or termination, establishing rates of pay or other forms of compensation and selection for training.
  - B. The Consultant shall in all solicitation from employees or job orders for employees placed with any employment agency, union, or other firm or agency, state that all qualified applicants shall receive consideration for employment without regard to their race, creed, color, national origin, marital status, sex, age, or the presence of any sensory, mental or physical handicap. The words: "Equal Opportunity Employer" shall appear in all advertisements.
  - C. The Consultant shall include the intent of the foregoing provisions of the foregoing paragraphs (a) and (b) in every subcontract or purchase order for the goods or services which are the subject matter of this Agreement.
  - D. In the event of noncompliance by the Consultant with any of the non-discrimination provisions of the Agreement, the District will have the right, at its option, to cancel the Agreement in whole or in part by written notice. If the Agreement is canceled after the partial performance, the District will be obligated to pay only for that portion of the total work authorized under this Agreement that is satisfactorily completed.
10. Assignment and Subcontract. The Independent Consultant shall not assign, subcontract, delegate, or transfer any interest or claim to or under this Agreement or for any of the compensation due it hereunder, in whole or in part, except as authorized in writing by the District.
11. Conflict of Interest. No officer, employee or agent of the District who exercises any function or responsibilities in connection with the planning and carrying out of the program to which this Agreement pertains shall have any personal financial interest, direct or indirect, in this Agreement. The Consultant shall comply with all federal, state and local conflict of interest laws, statutes, and regulations as they shall apply to all parties and beneficiaries under this Agreement, as well as to officers, employees or agents of the District. The Consultant represents that the Consultant presently has no interest and shall not acquire any interest, direct or indirect, in the program to which this Agreement pertains which would conflict in any manner or degree with the performance of the Consultant's services and obligations hereunder. The Consultant further covenants that, in the performance of this Agreement, no person having any such interest shall be employed.
12. Enforcement. If by reason of the default on the part of either party in the performance of any of the provisions of this Agreement and becomes necessary for the non-defaulting party to employ an attorney, the defaulting party agrees to pay all costs and legal expenses expended and/or incurred by the non-defaulting party.
13. Interpretation and Venue. Washington law will govern the interpretation of this Agreement. Any dispute as to the enforcement or interpretation of this Agreement shall be determined by arbitration in accordance with the arbitration laws of the State

of Washington. The prevailing party in any arbitration arising under this contract shall be entitled to reasonable attorneys and expert witness fees. Pierce County shall be the venue of any arbitration.

14. Unenforceable Clauses. If one or more of the Agreement clauses is found to be unenforceable, illegal or contrary to public policy, the Agreement will remain in full force and effect except for the clauses that are unenforceable, illegal or contrary to public policy.
15. Entire Agreement. This Agreement constitutes the complete and final agreement of the parties, replaces and supersedes all oral and written proposals and agreements heretofore made on the subject matter, and may be modified only by a writing signed by both parties. Each party hereby acknowledges receipt of a copy of this Agreement executed by both parties.

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

PENINSULA METROPOLITAN PARK  
DISTRICT, a municipal corporation

CONSULTANT

\_\_\_\_\_  
Doug Nelson  
Executive Director

\_\_\_\_\_  
(Signature)

Linda Kaye Briggs  
(Name, Printed)

Founder and President  
The Briggs Group  
(Title)

2914 South Proctor Street  
(Address)

Tacoma, WA, 98409  
(City, State, Zip)

(Phone): 253-306-4675

SSN: XXX-XX-XXX  
(If self-employed)

Fed Tax No.: \_\_\_\_\_

L & I Acct. No.: \_\_\_\_\_

UBI No.: \_\_\_\_\_

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

## Exhibit A

### Scope of Work

This project will be divided in the following four phases. With each phase are the action steps that define the scope of work to be done.

1. Internal Assessment/Potential Prospects/Case Statement
2. Feasibility Study
3. Post Feasibility Study/Campaign Preparation
4. Initiate/Manage Capital Campaign

#### Glossary of Terms \*

**Case Statement:** This document is a summary (in a written form) of the project that will be presented to participants in the Feasibility Study. Following the Executive Summary of the Feasibility Study, the Case Statement will be most likely, updated and used for future marketing materials, such as, brochures, website text and gift approaches.

**Feasibility Study:** This Study represents interviewing participants (number to be determined) and asking for their opinion and insight on the project and the likelihood they would financially support the project.

**Natural Partners:** This term is used to describe someone close and/or passionate about the project and has a specific connection and/or influence with a potential donor. They might be used in a gift approach or connecting the Client with the donor prior to the gift approach.

**Stewardship Strategies:** This term describes the way in which the Client hopes to interact (relationship) with the potential donor before and/or after a gift is made to the project.

**Volunteer Leadership Campaign Committee:** This is a committee, normally consisting of community volunteers who have a deep passion about the project. This committee is formed to specifically help connect and/or fundraise for the project and meets on a regularly scheduled basis, normally throughout the public phase of the campaign.

#### 1. Internal Assessment/Potential Prospects/Case Statement

Estimated time frame: August-September 2020

- Interview Client to assess the Client's internal resources/capacity.
- Interview Client and co-develop Case Statement\*.
- Develop with the Client a draft Case Statement\* to be tested in the Feasibility Study\*.
- Conduct identification meetings with Client to identify potential Feasibility Study participants. These meetings may include, CRC Marketing and Fundraising Committee and the Board of Commissioners and other key volunteers.
- Present findings (including strengths and challenges) of internal assessment to the Client, the CRC Marketing and Fundraising Committee and the Board of Commissioners.

## Exhibit A

### 2. Feasibility Study

Estimated time frame: October-January/February 2021

- Meet with Client to co-develop survey questions.
- Meet with the Client to strategize and identify final list of participants for study.
- Co-develop with the Client a letter to be sent to participants.
- The Client to package and mail Case Statement and letter to participants via USPS.
- Conduct face-to-face interviews with number of participants to be determined by the Client. Interviews may be conducted in person, phone or via Zoom, whichever works best for participant; however, face-to face interviews are preferred.
- The Briggs Group will collect and analyze participant data.
- A written Executive Summary of the participant data will be presented to the Client, the CRC Marketing and Fundraising Committee and the Board of Commissioners. The study will include trends, themes, potential dollar gifts and recommendations for moving forward with a capital campaign. The study will also summarize positive, neutral, and negative perceptions that participants may feel about the organization.

### 3. Post Feasibility Study/Campaign Preparation

Estimated time frame: March-June 2021

- Co-develop with the Client, an updated version of the Case Statement to be used for the campaign.
- The Briggs Group and the Client will co-identify a “core” fundraising team to include natural partners\*.
- Co-develop with the Client an updated campaign timeline based on participant feedback and the construction timeline.
- Co-develop with the Client a campaign budget.
- Develop marketing campaign materials, i.e., brochure, web content, pledge forms, thank-you materials, speech bullet points, etc.
- If the Client chooses, The Briggs Group will help establish a volunteer leadership campaign committee\*, to include job descriptions and sample agendas and ideas for recruitment.
- The Briggs Group will make recommendations for campaign donor recognition.
- The Briggs Group will provide the Client, skills-based training for capital campaign.



## Exhibit A

- The Briggs Group will provide and conduct skills-based training to the CRC Marketing and Fundraising Committee and the Board of Commissioners.
- Co-present with Client, a full Campaign Plan recommendation to the Board of Commissioners.

### 4. Initiate/Manage Capital Campaign

Estimated time frame: July 2021-February 2023 (dependent on campaign goal)

- Develop scripts and practice sessions for gift approaches.
- Develop gift approach tools for staff and natural partners.
- Develop with the Client: strategies and assignments for donor gift approaches.
- Strategize with the Client ideas for reaching new and diverse donors.
- Research with Client and available resources to identify potential grants/funding sources from public sector agencies.
- Review and formalize with the Client strategies for donor recognition.
- Provide ongoing communication of campaign progress to CRC Marketing and Fundraising Committee and Board of Commissioners.
- Identify potential stewardship strategies\* during and after completion of campaign.
- Facilitate regular internal fundraising meetings with updates and agenda.
- Identify and offer potential ideas for celebration events as needed, i.e., groundbreaking ceremony, donor hard-hat tours, grand opening, etc.

## **Cost**

The structure of the cost and payment schedule is separated in two parts, Part A and Part B.

**Part A** would cover the deliverables noted in Phases 1, 3 and 4 of the proposal (Internal Assessment, Campaign Prep and Campaign), and are assessed at an hourly rate of \$165.00 per hour or portion thereof. A monthly invoice will be sent electronically to the Client. Billed hours will be kept precisely and accurately and will be invoiced for the month the work occurred. The hourly fee will include all expenses associated with performing such services, including mileage expense.

**Part B** would cover the deliverables noted in Phase 2 (Feasibility Study). Part B will be billed between \$35,000-\$45,000, depending on the number of participants to be interviewed. This fee

## **Exhibit A**

includes one-hour, face-to-face (or Zoom, phone, etc.) interviews with approximately 60 (lower cost) to 80 (higher cost) interviews. This fee assumes the Client will cover costs to produce packets and mail via USPS to study participants. Part B also includes mileage expense.

### **Payment Schedule**

The Briggs Group will submit a monthly invoice by the first week of each month (no later than the 5<sup>th</sup>), and payment will be due upon receipt and/or paid by the end of the current month. This payment schedule will be applied to Phases 1,3, and 4, as described in the Scope of Work section of this contract, and Part A in the Cost section of this contract.

The payment schedule for Phase 2 will apply to Part B, as noted in the Cost section of this contract. The payment schedule may be spread evenly over four to five months and begin when the Case Statement development begins.

**Please make check payable to Linda Kaye Briggs.**

### **Terms of Payment**

Payment is accepted in the form of checks. Checks should be made payable to Linda Kaye Briggs. The Briggs Group's invoices will briefly describe the matter and services performed for the Client and will separately identify expenses. Some expense charges, such as long-distance telephone bills, may not arrive until a few months after the expense was incurred because of delays by the service provider and the time required to allocate the appropriate charges to the Client's account. The Briggs Group's invoices are payable within fifteen (15) days of the billing date, and any challenges to amounts billed shall be made by the Client within those same 15 days. If the Client fails to pay as required, the Client will be charged an administrative fee of ten percent (10%) of the past-due amount. Additionally, amounts past due shall incur a monthly interest charge of one and one-half (1.5) percent. Accounts requiring additional collection services by The Briggs Group and/or its agents will be assessed on all collection and/or legal fees incurred by The Briggs Group. Returned checks will result in a \$30 penalty.

This Statement of Work incorporates The Briggs Group's Standard Terms and Conditions, a copy of which has been provided to the Client. By signing below, the Client acknowledges that it has received, reviewed and understands the Standard Terms and Conditions.



# Peninsula Metropolitan Park District

## RESOLUTION NO. R2020-021

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### **A RESOLUTION OF PENMET PARKS AUTHORIZING THE EXECUTIVE DIRECTOR TO SIGN AN AGREEMENT FOR FUNDRAISING SERVICES**

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

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

WHEREAS, PenMet Parks drafted a funding plan for the Community Recreation Center that included community fundraising; and

WHEREAS, PenMet Parks issued a Request for Proposals for Fundraising Services in April, 2020 and received four responses; and

WHEREAS, PenMet Parks evaluated the submittals and conducted three interviews during June, 2020; and

WHEREAS, PenMet Parks has determined that the selected firm meets the standards and conditions established by the District and that the vendor is qualified to provide such service to the District; NOW THEREFORE BE IT

RESOLVED, by the Board of Park Commissioners that the Executive Director be authorized to sign an agreement in substantially the form attached and any related documents with Linda Kaye Briggs of The Briggs Group for fundraising services to the District per the scope of work in the agreement.

The foregoing resolution was adopted at a regular meeting of the Board of Park Commissioners of the Peninsula Metropolitan Park District held on August 4, 2020.

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President

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Clerk  
Peninsula Metropolitan Park District Commission

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Attest

Resolution R2020-021

<b>July 2020</b>				
<b>Tues 7/7</b>	7/3	5:00p	Study Session	Discussion: CRC Project Steering Committee
<b>Tues 7/7</b>	7/3	6:00p	Regular Meeting	Presentation: Director's Report and President's Report Discussion: Covid-19 Fiscal Update, Hale Pass Update Approval: <u>Consent:</u> Minutes: <b>6-16-20 Study Session and Regular Minutes</b> Vouchers: <b>\$129,336.22 Reference Number: V2020 313-338</b> <b>Notices of Completion:</b> R2020-015 Turf Lighting System Acceptance R2020-016 SHP Baseball Scoreboard Acceptance R2020-017 Hale Pass Roof Acceptance Executive Session: N/A
<b>Tues 7/21</b>	7/3	5:00p	Study Session	Discussion: Strategic Plan Update: Youth Sports Programming
<b>Tues 7/21</b>	7/3	6:00p	Regular Meeting	Presentation: Director, Finance, President Discussion: Covid-19 Fiscal Update- Steering Committee Selection Process Hale Pass Approval Approval: Phase 1 -A & E Project <u>Consent:</u> Minutes: <b>7-7-20 Study Session and Regular Minutes</b> Vouchers: <b>\$82,114.12 Reference Number: V2020 339-365 and \$26,582.55 Reference Number: V2020 366-373</b> Executive Session: Personnel Discussion [RCW: 42.30.110]
<b>Budget</b>	Prepare Preliminary Year End Budget Forecast/ Evaluate and Prepare Preliminary General Fund Revenue Forecast/Prepare Preliminary Budget Proposal			
<b>Aug 2020</b>				
<b>Tues 8/4</b>	7/31	5:00p	Study Session	Discussion: CRC Financial Plan, Bonding Update, Contract Cost Projections, Financial Tolerance

<b>Tues 8/4</b>	7/31	6:00p	Regular Meeting	Presentation: <b>Voyager Playground</b> Discussion: Approval: Fundraising Agreement Approval to Negotiate with the GCCM Approval of the Hale Pass Contract  <u>Consent:</u> Minutes: Vouchers: Executive Session:
<b>Tues 8/18</b>	8/14	5:00p	Study Session	Discussion: Budget related topic
<b>Tues 8/18</b>	8/14	6:00p	Regular Meeting	Presentation: Discussion: Approval:  <u>Consent:</u> Minutes: Vouchers: Executive Session:
<b>Sept 2020</b>				
<b>Tues 9/1</b>	8/28	5:00p	Study Session	Discussion:
<b>Tues 9/1</b>	8/28	6:00p	Regular Meeting	Presentation: Discussion: Steering Committee Updates Approval:  <u>Consent:</u> Minutes: Vouchers: Executive Session:
<b>Tues 9/15</b>	9/11	5:00p	Study Session	Discussion:

<b>Tues 9/15</b>	9/11	6:00p	Regular Meeting	Presentation: Preliminary Budget Proposal Discussion: Steering Committee Updates Approval: GCCM Contract Legislative Fund update  <u>Consent:</u> Minutes: Vouchers: Executive Session:
<b>Oct 2020</b>				<b>Board Annual Strategic Retreat</b>
<b>Tues 10/06</b>	10/2	5:00p	Study Session	Discussion: CRC Pre-Design & Pro-forma
<b>Tues 10/06</b>	10/2	6:00p	Regular Meeting	Presentation: Capital Improvement Project Review Discussion: Approval: Policy update  <u>Consent:</u> Minutes: Vouchers: Executive Session:
<b>Tues 10/20</b>	10/16	5:00p	Study Session	Discussion:
<b>Tues 10/20</b>	10/16	6:00p	Regular Meeting	Presentation: Draft Budget Presentations /First PH Discussion: Approval:  <u>Consent:</u> Minutes: Vouchers: Executive Session:
<b>Nov 2020</b>				
<b>Tues 11/03</b>	10/30	5:00p	Study Session	Discussion:



<b>Tues 11/03</b>	10/30	6:00p	Regular Meeting	Presentation: Discussion: Approval:  <u>Consent:</u> Minutes: Vouchers: Executive Session:
<b>Tues 11/17</b>	11/13	5:00p	Study Session	Discussion:
<b>Tues 11/17</b>	11/13	6:00p	Regular Meeting	Presentation: Public Hearing and Budget Adoption Discussion: Approval: 2021 Budget Approval PEG Grant Updates Legislative Fund Update  <u>Consent:</u> Minutes: Vouchers: Executive Session: