



Peninsula Metropolitan Park District

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

REGULAR MEETING AGENDA: Monday, March 18, 2019, 6:15pm

Sehmel Homestead Park Volunteer Vern Pavilion (10123 78th Ave NW, Gig Harbor, WA 98332)

Call to Order ___:___

Commissioner Roll Call:

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

ITEM 1 Approval of Agenda

ITEM 2 Citizen Comments (three minute time limit)

ITEM 3 Presentations

- 3.a Staff Report** (pages 3-4)
 - 3.a.1 Community Recreation summer event update**
- 3.b Financial Report** (pages 5-9)
- 3.c President's Report**

ITEM 4 Consent Agenda

- 4.a Approval of Meeting Minutes**
2-20-19 Regular (pages 10-11)
- 4.b Approval of Vouchers**
 - \$62,589.30 ♦ Reference numbers: V2019074a (pages 12-13)
 - \$127,555.08 ♦ Reference numbers: V2019074b-V2019099 (pages 14-15)
 - \$81,709.47 ♦ Reference numbers: V2019100 (pages 16-17)
- 4.c Approval of Consent Agenda**

ITEM 5 Old Business

- 5.a PEG Grant: Gig Harbor Volleyball** (pages 18-31)
- 5.b Community Recreation Center Subcommittee reports**

ITEM 6 New Business

- 6.a Parks Appreciation Day Proclamation** (page 32)
- 6.b Personnel Housekeeping** (pages 33-37)

ITEM 7 Comments by Board

ITEM 8 Next Board Meeting: Monday, April 1, 2019 (Regular)

ITEM 9 Executive Session:

Subject(s): To discuss the performance of a public employee per RCW 42.30.110(1)(g)

ITEM 10 Adjournment ___:___

AGENDA POLICY

- No comments or discussion will be allowed on consent items.
- Public comment will be allowed on each Regular Agenda Action Item. Each speaker will be limited to a three (3) minute time limit and may only speak once with a total of 15 minutes per side. Comments will be included as part of the official record of the meeting.
- 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 Tuesday preceding the Monday 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.



Peninsula Metropolitan Park District

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

DEPARTMENT STAFF REPORT: Feb 27-Mar 12, 2019

RECREATION CENTER UPDATES

- Land Use Application submitted 3/11/2019
- Meet with Warner Webb Pierce County Fire Marshall/ Sprinkler System NOT going to be required, Not requiring 2000 gpm for 120 minutes, Warner spoke with fire district 5 staff and their input was very helpful.
- Warner would like to meet with Dome supplier and district 5 staff to answer some technical questions.
- Structural analysis currently being done of the existing golf center building. Checking live load capacities, Dead load capacities, this is a pre-manufactured building, built in 1997. (22 year old structure)
- Structural analysis of wood framed building and the seismic joint between the steel building. Also check the lateral force resisting system that currently in place. Evaluation the implications of adding on to the existing building.
- If solar is considered we will need to review Washington State energy code and make sure if we go down that path that the infrastructure is in place.

EXECUTIVE

- Gig Harbor Farmers Market permit complete and market begins on 3/16/19.
- Dragon boat rummage sale was 3/8-9 and very successful (at Peninsula Gardens).

Revenue Report:	2018	2019
Facility Rentals	17,359	12,997
Madrona Links	5,349	6,006
Tenants	7,575	9,920
ISC rentals	5,086	0
Rec programs	76,753	50,420
Vendors	1,205	5,692
Sponsors/Donations	925	500

MAINTENANCE & FACILITIES

- Baseball practices began on March 1, SHP is busy! Crew has floated, dragged and prepared fields for use.
- Repaired home plates on all SHP baseball fields
- Added catch basin to tie into existing storm water drainage system (large contractor project near Maint. Facility)
- SHP Playground repairs complete and bids received for future work needed
- Received bid for new safety surfacing at SHP Playground, cost is approximately \$100k
- Received bid for paving the Harbor Family Park parking lot, cost is approximately \$15k
- Received bid for pavement repairs at SHP, cost is approximately \$65k
- Master Gardeners irrigation system upgrades for the Heritage Garden
- Investigating and repairing fire sprinkler system for the Pavilion
- Ongoing tree clean-ups: McCormick, Chalet in the Woods, Rotary Bark Park

RECREATION

- Michael conducted phone interviews with recreation specialist- sports candidates on 3/7 & 3/8. Next round of interviews will take place week of 3/18.
- Michael is at Revenue Development and Management School 3/10-3-15 in West Virginia.

- Flag Football kicked off on 3/9 and was a great start to the season with 18 teams and over 200 kids in grades K-8th.
- Junior Flag Football started on 3/9 with 20 kids ages 4-7.
- Baseball is continuing to take signups and teams are starting to be formed with a coaches meeting set for March 27th and the start of the season is April 1st.
- Community Recreation Leader position was posted and closes April 12. Position will help run camps and leading special events this Summer.
- Kelly went to LynnFit to show participants how to sign up for program online
- Kelly met with Kristi Fischer about a new Adult Wellness Program
- Jenna visited Friendship Club and met participants and their parents
- PenMet was invited to attend the Senior Center Luncheon on March 21; Jenna will be attending along with other PenMet staff
- Jenna will be meeting with two senior center members on Friday to hear what their concerns and needs are in regard to losing their space at the BGC
- Quarterly special populations and senior events will be added to our offerings; details to follow soon
- Tea with the Easter Bunny is sold out. Event will be held on April 20
- Jenna and Kelly toured local community centers on March 8; a summary was distributed to Ed and board commissioners
- Jenna and Kelly met with 7 Seas about partnering with us for events. They will be the sole beer vendor for Adult Egg Hunt, Summer Event, and Women's Wellness Expo
- A special events meeting was held between the recreation & facility department in order to more effectively communicate about and execute high quality events
- Currently, 128 people are signed up for Mother Son Dance. Event will be held on May 11



Peninsula Metropolitan Park District

INCOME STATEMENT 2019

January - February, 2019

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
3100000 TAX REVENUE				
3111000 Real and Personal Property Tax	155,913.75	48,439.06	107,474.69	321.88 %
3131700 Sales Tax	72,758.92	61,960.00	10,798.92	117.43 %
3172000 Leasehold Excise Tax	1,413.54	1,600.00	-186.46	88.35 %
3173000 REET Excise Tax	85,000.00		85,000.00	
Total 3100000 TAX REVENUE	315,086.21	111,999.06	203,087.15	281.33 %
3400000 CHARGES FOR SERVICES				
3472000 Facility Rental Fee	12,997.21	16,437.55	-3,440.34	79.07 %
Total 3400000 CHARGES FOR SERVICES	12,997.21	16,437.55	-3,440.34	79.07 %
3610000 INTEREST AND OTHER EARNINGS				
3611100 Investment Interest	39,100.37	8,000.00	31,100.37	488.75 %
Total 3610000 INTEREST AND OTHER EARNINGS	39,100.37	8,000.00	31,100.37	488.75 %
3620000 RENTS, LEASES AND CONCESSIONS				
3625001 Long Term Golf Course Lease	6,006.01	4,350.00	1,656.01	138.07 %
3626001 Housing Rentals/Leases	9,920.40	8,826.00	1,094.40	112.40 %
Total 3620000 RENTS, LEASES AND CONCESSIONS	15,926.41	13,176.00	2,750.41	120.87 %
3670000 PRIVATE SOURCE CONTRIBUTIONS				
3671900 Private Donations - Other	4,999.95		4,999.95	
Total 3670000 PRIVATE SOURCE CONTRIBUTIONS	4,999.95		4,999.95	
3700000 CAPITAL CONTRIBUTIONS				
3747600 Cap. Cont.-Federal/State/Local				
3747663 Cap Cont-Govt Other Improv	15,000.00		15,000.00	
Total 3747600 Cap. Cont.-Federal/State/Local	15,000.00		15,000.00	
Total 3700000 CAPITAL CONTRIBUTIONS	15,000.00		15,000.00	
3890000 OTHER GF NON REVENUE	1,175.35		1,175.35	
Total Income	\$404,285.50	\$149,612.61	\$254,672.89	270.22 %
GROSS PROFIT	\$404,285.50	\$149,612.61	\$254,672.89	270.22 %
Expenses				
5110000 LEGISLATIVE				
5111010 Board / Employee Compensation	7,680.00	10,240.00	-2,560.00	75.00 %
5111020 Board Payroll Taxes	618.22	947.20	-328.98	65.27 %

	ACTUAL	TOTAL		% OF BUDGET
		BUDGET	OVER BUDGET	
5111031 Office & Operating Supplies- Leg		375.00	-375.00	
5114049 Memberships & Training	4,629.94		4,629.94	
5971055 Interfund Transfer	6,900.00	6,900.00	0.00	100.00 %
Total 5110000 LEGISLATIVE	19,828.16	18,462.20	1,365.96	107.40 %
5130000 EXECUTIVE				
5131011 Wages - Regular	36,914.97	37,435.66	-520.69	98.61 %
5131020 Benefits	16,900.18	16,937.66	-37.48	99.78 %
5131042 Cell Phone	285.88	138.80	147.08	205.97 %
5131044 Marketing	965.00	10,000.00	-9,035.00	9.65 %
5134043 Executive - Travel	670.85	600.00	70.85	111.81 %
5134049 Memberships & Training	2,550.00	4,000.00	-1,450.00	63.75 %
5152041 Legal - Professional Services		5,000.00	-5,000.00	
5162041 Personnel-Professional Services	92.50	854.00	-761.50	10.83 %
5761031 Office and Operating Supplies	703.18	1,084.00	-380.82	64.87 %
5761041 Prof. Serv -Computer & Security	2,307.75	3,166.00	-858.25	72.89 %
5761044 Printing/Advertising	1,106.48	1,125.00	-18.52	98.35 %
5761045 Operating Rentals and Leases	812.44	342.00	470.44	237.56 %
5761046 Insurance - General Liability	564.00	0.00	564.00	
5761049 Miscellaneous / Events	675.00	0.00	675.00	
5768953 Other Oper. Exps-External Taxes	1,900.47	2,500.00	-599.53	76.02 %
5977665 Transfer - Capital Fund	4,026,114.68	4,026,114.68	0.00	100.00 %
6103602 Computer Software		150.00	-150.00	
6104201 Postage		220.00	-220.00	
6104204 Internet	417.14	1,234.00	-816.86	33.80 %
Total 5130000 EXECUTIVE	4,092,980.52	4,110,901.80	-17,921.28	99.56 %
5140000 FINANCIAL AND RECORDS SERVICES				
5141011 Wages - Regular	17,832.71	18,953.00	-1,120.29	94.09 %
5141020 Personnel Benefits	7,676.34	7,870.00	-193.66	97.54 %
5142000 Financial Services	100.00	100.00	0.00	100.00 %
5142341 Professional Services	1,882.79	1,980.00	-97.21	95.09 %
5142342 Cell Phone	60.00	60.00	0.00	100.00 %
5142349 Bank Charges	63.03	98.00	-34.97	64.32 %
Total 5140000 FINANCIAL AND RECORDS SERVICES	27,614.87	29,061.00	-1,446.13	95.02 %
5710000 PARTICIPANT RECREATION				
5711011 Wages - Administration	772.21	13,748.16	-12,975.95	5.62 %
5711020 Benefits - Administration	169.96	5,424.66	-5,254.70	3.13 %
5711043 Conferences	1,792.74	0.00	1,792.74	
5712042 Communication - Phones	168.42	336.00	-167.58	50.13 %
5972055 Transfer- Rec. Revolving Fund	135,108.25	135,108.25	0.00	100.00 %
Total 5710000 PARTICIPANT RECREATION	138,011.58	154,617.07	-16,605.49	89.26 %
5760000 PARK FACILITIES				
5768010 Wages - Regular	20,635.34	22,053.16	-1,417.82	93.57 %

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
5768020 Personnel Benefits	7,604.32	8,631.84	-1,027.52	88.10 %
5768031 Supplies		500.00	-500.00	
5768035 Small Equipment		100.00	-100.00	
5768042 Communication	56.14	200.00	-143.86	28.07 %
5768043 Travel	364.06	296.40	67.66	122.83 %
5768044 Printing		200.00	-200.00	
5768049 Miscellaneous		25,000.00	-25,000.00	
Total 5760000 PARK FACILITIES	28,659.86	56,981.40	-28,321.54	50.30 %
5768500 PARKS & GROUNDS MAINTENANCE				
5768511 Wages - Regular	52,455.98	63,236.22	-10,780.24	82.95 %
5768520 Benefits	24,728.19	27,006.82	-2,278.63	91.56 %
5768531 Operating Supplies	8,615.74	13,333.34	-4,717.60	64.62 %
5768532 Fuel	1,801.83	2,500.00	-698.17	72.07 %
5768535 Small Tools & Minor Equipment	2,586.22	3,666.66	-1,080.44	70.53 %
5768541 Professional Services	3,040.22	5,000.00	-1,959.78	60.80 %
5768542 Communication - Phones	1,046.79	3,333.34	-2,286.55	31.40 %
5768543 Travel	80.00	100.00	-20.00	80.00 %
5768545 Operating Rentals & Leases	970.47	0.00	970.47	
5768547 Utility Services	6,091.30	13,333.34	-7,242.04	45.68 %
5768548 Repairs & Maintenance		1,000.00	-1,000.00	
5768549 Memberships & Training		500.00	-500.00	
Total 5768500 PARKS & GROUNDS MAINTENANCE	101,416.74	133,009.72	-31,592.98	76.25 %
Total Expenses	\$4,408,511.73	\$4,503,033.19	\$ -94,521.46	97.90 %
NET OPERATING INCOME	\$ -4,004,226.23	\$ -4,353,420.58	\$349,194.35	91.98 %
NET INCOME	\$ -4,004,226.23	\$ -4,353,420.58	\$349,194.35	91.98 %

Explanation Financial Statement Line Items 2019

#5114049 Legislative – Professional Services – Cedar River Group \$4,629.94

#5131042 Executive Cell Phone - Verizon \$147.08

#5761045 Executive – Rentals – Copier Buy Out Payment \$470.44

#5761046 Executive – Insurance – Auto Damage \$564.00

#5761049 Executive – Events – Chamber of Commerce Awards Table \$675.00

#5712042 Recreation Conferences– Michael Schick Revenue School - \$1,792.74

#5768043 Facilities Travel – Staff Mileage Reimbursement Eric Guenther (2018 Invoice) - \$67.66

#5768545 Maintenance Rentals – Boom Rental Hales Pass - \$970.47



Peninsula Metropolitan Park District

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

REGULAR MEETING MINUTES

Wednesday, March 4, 2019, 6:15pm

Sehmel Homestead Park Volunteer Vern Pavilion (10123 78th Ave NW, Gig Harbor, WA 98332)

Call to Order: The meeting of the Peninsula Metropolitan Park District was called to order by Commissioner Hill at 6:16pm.

Commissioners Present:

Maryellen (Missy) Hill
Amanda Babich
Steve Nixon
Todd Iverson (arrived 6:19pm)
Kurt Grimmer

Staff:

Richard Fink II
Ed Lewis
Jessica Smiley

Citizens:

none

REGULAR MEETING AGENDA:

ITEM 1 Approval of Agenda

Commissioner Babich made a motion to approve the agenda; Commissioner Nixon seconded the motion. Agenda was approved with a 4-0 vote.

ITEM 2 Citizen Comments: none

ITEM 3 Presentations

3.a Staff Report

Richard Fink II brought attention to the staff reports submitted in the agenda. Items discussed included monthly staff trainings (additional handout to Commissioner with a memo from Elaine Sorensen regarding these trainings), recent newspaper articles, open position in recreation, and success of the father/daughter dance. Ed Lewis spoke about the ongoing recreation center project and gave updates and answered commissioner questions regarding funding and permitting.

3.b President's Report: none

ITEM 4 Consent Agenda

4.a Approval of Meeting Minutes: 2-20-19 Regular and 2-26-19 Special

4.b Approval of Vouchers: ■ \$119,468.65 ♦ Reference numbers: V2019032-V2019043
■ \$70,402.32 ♦ Reference numbers: V2019045-V2019073

4.c Approval of Consent Agenda

Commissioner Grimmer made a motion to approve the consent agenda. Commissioner Nixon seconded the motion. After no discussion, the motion passed 4-0.

ITEM 5 Old Business

5.a PEG Grant: Gig Harbor Volleyball

Commissioner Hill opened up the discussion about the application from the GH Volleyball group. Commissioners discussed the system for reimbursements on this grant. Pending clarification on the distribution of funds, Commissioner Nixon made a motion to approve the Gig Harbor Volleyball PEG Grant application with a funding limit of \$15,000. Commissioner Grimmer seconded the motion. After no further discussion, the motion was approved with a 4-1 vote with Commissioner Iverson dissenting.

5.b R2019-001 Authorizing Executive Director to sign Architectural & Engineering Contract

Commissioner Hill opened up discussion about the Architectural & Engineering Contract. After brief conversation, Commissioner Grimmer made a motion to approve R2019-001 to authorize the Executive Director to sign the Architectural & Engineering Contract, seconded by Commissioner Nixon. After a discussion, Commissioner Hill called for the vote and motion passed 4-1 with Commissioner Babich dissenting.

ITEM 6 New Business

6.a Community Recreation Center Project Sub-Committee Discussion

Richard Fink distributed a handout that outlined the sub-committee he proposed for the Commissioners: Project, Fundraising, and Marketing sub-committees. Commissioner discussed best roles and will follow up with sub-committee placements soon.

6.a.1 CRC Board project Committee Updates (Nixon/Babich)

Commissioner Babich gave an update on consultants contacted, and a review of the site visit with Commissioner Hill to the Canterwood air supported structure. There was an additional handout with specifications about that facility.

6.b Monthly Study Sessions

Commissioner Hill opened a discussion regarding monthly study sessions and Commissioner discussed a plan to add study sessions to the monthly schedule. After consulting with staff, Commissioners agreed to meet at 5:00pm for a study session on the first Monday of the month, prior to the regular meeting.

5.c Final 2018 Year-End Financial Review

Elaine Sorensen presented the year-end financial report, outlined options for funding the recreation center, and requested a Commissioner role of Treasurer to assist her for 2019.

ITEM 7 Comments by Board: Commissioner Nixon noted the 2/26 work session was helpful.

ITEM 8 Next Board Meeting: Monday, March 18, 2019

ITEM 9 Executive Session: Commissioners were in Executive Session from 7:35-8:30pm to discuss the performance of a public employee per RCW 42.30.110(1)(g).

ITEM 10 Adjournment

Commissioner Hill adjourned the meeting at 8:30pm.

APPROVED BY THE BOARD ON: _____

President
Submitted by: *Jessica Smiley* ☺

Clerk



Finance Department
District Payment Transmittal

District Name: Metro Park District-Peninsula

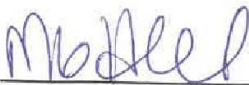

PAYMENT LISTING

Trans Date	District Ref #	Payee Printed Name	Amount
3/4/19	V2019-074	DEPT OF RETIREMENT SYSTEMS	\$15,547.89
3/4/19	V2019-075	Peninsula Metropolitan Park District	\$44,942.01
3/4/19	V2019-076	HEALTH CARE AUTHORITY	\$20,510.13
3/4/19	V2019-077	Sandra Kern	\$135.23
3/4/19	V2019-078	PIERCE COUNTY BUDGET AND FINANCE DEPT	\$3,224.26
3/4/19	V2019-079	Pioneer Fire & Security	\$87.00
3/4/19	V2019-080	Fox Island Small Engine Repair	\$641.85
3/4/19	V2019-081	Tacoma Amateur Sports Officials	\$1,682.00
3/4/19	V2019-082	PURDY TOPSOIL & GRAVEL	\$1,426.38
3/4/19	V2019-083	HEMLEYS HANDY KANS	\$815.00
3/4/19	V2019-085	Tacoma Screw Products	\$23.63
3/4/19	V2019-086	ACE HARDWARE	\$69.03
3/4/19	V2019-087	Washington Tractor	\$217.62
3/4/19	V2019-088	Nadine Hamil	\$872.00
3/4/19	V2019-089	Bricks 4 Kidz	\$958.65
3/4/19	V2019-090	Music Together with Aubrey	\$1,020.80
3/4/19	V2019-091	Madeline Hunter	\$554.40
3/4/19	V2019-092A	US BANK CORPORATE PAYMENT SYSTEM	\$24,155.93
3/4/19	V2019-084	Whistle Workwear	\$715.31
3/4/19	V2019-092B	Southam Creative	\$2,820.00
3/4/19	V2019-093	Strohs Water Company Inc.	\$93.19
3/4/19	V2019-094	Legal Shield	\$105.70
3/4/19	V2019-095	Ed Lewis	\$187.90
3/4/19	V2019-096	GPA Valuation	\$4,200.00
3/4/19	V2019-097	Caroline Konkol	\$468.00
3/4/19	V2019-098	PACIFIC OFFICE AUTOMATION	\$530.84
3/4/19	V2019-099	Pacific Office Automation Headquarters	\$1,550.33
Payment Count: 27		Total Amount:	<u>\$127,555.08</u>

Payment Count: 27
Payment Total: \$127,555.08

CERTIFICATION

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

 _____ Authorized District Official Signature	<u>03/04/19</u> _____ Date	_____ Authorized District Official Signature	_____ Date
 _____ Authorized District Official Signature	<u>3/4/19</u> _____ Date	_____ Authorized District Official Signature	_____ Date
_____ Authorized District Official Signature	_____ Date	_____ Authorized District Official Signature	_____ Date
_____ Authorized District Official Signature	_____ Date	_____ Authorized District Official Signature	_____ Date

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

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



Finance Department
District Payment Transmittal

District Name: Metro Park District-Peninsula

PAYMENT LISTING

<u>Trans Date</u>	<u>District Ref #</u>	<u>Payee Printed Name</u>	<u>Amount</u>
2/20/19	V2019-874	Snodgrass Freeman Associates	\$62,589.30
Payment Count: 1		Total Amount:	<u>\$62,589.30</u>

Payment Count: 1
Payment Total: \$62,589.30

CERTIFICATION

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

<u>M. DeLo</u> Authorized District Official Signature	<u>3/4/2019</u> Date	_____ Authorized District Official Signature	_____ Date
<u>[Signature]</u> Authorized District Official Signature	<u>3/4/2019</u> Date	_____ Authorized District Official Signature	_____ Date
_____ Authorized District Official Signature	_____ Date	_____ Authorized District Official Signature	_____ Date
_____ Authorized District Official Signature	_____ Date	_____ Authorized District Official Signature	_____ Date

INSTRUCTIONS FOR USE:
Submit signed Transmittal To Pierce County Finance Department
FAX: 253-798-6899 EMAIL: PCACCOUNTSPAYABLE@co.pierce.wa.us

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



Finance Department
District Payment Transmittal

District Name: Metro Park District-Peninsula

PAYMENT LISTING

<u>Trans Date</u>	<u>District Ref #</u>	<u>Payee Printed Name</u>	<u>Amount</u>
3/5/19	V2019-100	Snodgrass Freeman Associates	\$81,709.47
Payment Count: 1		Total Amount:	\$81,709.47

Payment Count: 1
Payment Total: \$81,709.47

CERTIFICATION

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

<u>M. Heio</u> Authorized District Official Signature	<u>3/4/2019</u> Date	_____	_____
_____	_____	Authorized District Official Signature	Date
<u>[Signature]</u> Authorized District Official Signature	<u>3/4/2019</u> Date	_____	_____
_____	_____	Authorized District Official Signature	Date
_____	_____	_____	_____
_____	_____	Authorized District Official Signature	Date
_____	_____	_____	_____
_____	_____	Authorized District Official Signature	Date

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

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



"Today We Touch Tomorrow"

DISTRICT COMMISSION MEMO

To: District Commission

From: Eric Guenther, Planning & Special Projects Manager

Date: March 18, 2019

Subject: Resolution 2019-002, the Gig Harbor Beach Volleyball/PAA PEG application for Crescent Creek Park Sand Volleyball Courts

Recommendation

Staff recommends that the Commission approve Resolution 2019-002, the Gig Harbor Beach Volleyball PEG application for Crescent Creek Park Sand Volleyball Courts.

Policy Implications/Support

1. The Board included the Park Enhancement Grant (PEG) Program in Capital Improvement Program as part of the adopted 2019 Annual Budget.
2. The Board approved the PEG Grant Process and Procedures at the May 21, 2007 Commission Meeting.
3. The Commissioners reviewed the application during the period of March 14-18, 2019.

Background/Analysis

Staff received and reviewed the following PEG application with additional details attached:

- Up to \$15,000 – Gregg Vermillion, Gig Harbor Beach Volleyball/PAA, Crescent Creek Park volleyball courts.

The PEG program for 2019 currently contains \$25,000 available for matching grants after reductions for approved grants. There is sufficient funding in the PEG program to fund this application.

This project will:

- Construct two new outdoor sand volleyball courts at Crescent Creek Park, adjacent to the existing courts.
Gig Harbor Beach Volleyball is a program under the Peninsula Athletic Association (PAA), a Washington State 501(c)3 non-profit organization.
- The balance remaining in the 2019 PEG grant program should the Board approve these projects will be \$10,000.

The PEG Program involves reimbursement grants, whereby grantees acquire materials and then submit receipts to the District for reimbursement along with documentation of match. Provisions in the grant program allow for PenMet purchasing authority to be used for acquiring materials that meet the specifications of the grant application. These purchases also require documentation of grant match.

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



Peninsula Metropolitan Park District

RESOLUTION NO. R2019-002

A RESOLUTION OF PENMET PARKS TO AWARD 2019 PEG GRANT

WHEREAS, the Peninsula Metropolitan Park District (PenMet Parks) manages and operates public park facilities with goals to:

Provide park and recreation opportunities for our constituents through partnerships,
Develop and maintain high quality facilities,
Prudently manage District funds by maximizing the use of tax revenues by using other resources such as ...volunteers; and

WHEREAS, the Board included the Park Enhancement Grant (PEG) Program in the Capital Improvement Program as part of the adopted 2019 Annual Budget; and

WHEREAS, the PEG Program Process and Procedures were approved by the Board in May, 2007; NOW, THEREFORE BE IT

RESOLVED by the Board of Park Commissioners of the Peninsula Metropolitan Park District (PenMet Parks) to award a 2019 PEG Grant to:

- Gig Harbor Beach Volleyball and Peninsula Athletic Association, to fund the expansion of volleyball courts at Crescent Creek Park, in the amount of \$15,000.

The foregoing resolution was adopted at a regular meeting of the Board of Park Commissioners of the Peninsula Metropolitan Park District held on March 18, 2019.

President

Clerk
Peninsula Metropolitan Park District Commission

Attest

Resolution R2019-002



Park Enhancement Grant Program



APPLICATION / REIMBURSEMENT REQUEST

Applicant Contact Information	
Project Name: 2019 Sand Volleyball Park Court Expansion	Date: 1/29/2019
Organization: Gig Harbor Beach Volleyball (GHBV) Program of the Peninsula Athletic Association	
Contact Person: Gregg Vermillion	
Mailing Address: 12718 Burnham Drive NW, Gig Harbor, WA 98332	
Email Address: red.3g@comcast.net	
Day Phone: 253-773-6458 / 253-657-9660	Eve Phone: 253-509-0260
Cell Phone: 206-696-3946	

Project Description	Total Project Cost
Briefly Describe Project and Distinct Elements of Project	
Overview: Build two sand volleyball courts near existing courts in City of Gig Harbor's Sand Volleyball Park	
Donated Materials, Services, Labor, Cash (Total 5.4):	\$56,236
Purchased Materials, Equipment, Rentals (Total 5.5): Expenditures: \$54,386 less Cash Donations: \$22,500	
(Total 5.6) Project Total:	\$88,122
(Up to 50% of Project Total; Cannot exceed Donation Value (5.4), or Purchased Portion (5.5) of Project Total) Grant Funds Requested:	\$15,000
(For reimbursement submissions only, provide details in Question 5) <input type="checkbox"/> 50% or <input type="checkbox"/> 100% Reimbursement Requested:	

Year	Project (List past grant program applications and/or grants received)	Project Total	Amount Requested	Amount Received
2008	Gig Harbor Sand Volleyball Park	\$42,774	\$19,450	\$17,790
2009	Gig Harbor Sand Volleyball Park, Phase 2	\$15,439	\$7,717	\$7,709
2009	Gig Harbor Sand Volleyball Park, Phase 2, part 2	\$6,081	\$3,022	\$2,831

Grant Payee Information (List organization or person grant check should be paid to)	
Grant Check Payee: Gregg Vermillion	
Mailing Address: 12708 Burnham Drive NW, Gig Harbor, WA 98332	
Email Address: red.3g@comcast.net	
Day Phone: 253-773-6458 / 253-657-9660	Eve Phone: 253-509-0260
Cell Phone: 206-696-3946	

Please respond to the following questions or attach your responses to this application form (if necessary).

Project Name: 2019 Sand Volleyball Park Court Expansion Project Total: \$88,122

1. Project(s) Information

- a. Describe the project fully, and explain what this project will accomplish for the community (This will be the basis of the narrative for Final Report and subsequent media releases).

On November 27, 2017, GHBV presented to the PenMet Parks board a project to build sand volleyball courts. The board asked that GHBV secure a donation and a commitment from the City of Gig Harbor to build the courts prior returning and submitting this PEG grant application.

GHBV petitioned the City of Gig Harbor (presentation to Parks Commission December 6, 2017) for the construction of additional sand volleyball courts on the Sand Volleyball Park property adjacent to the existing sand courts near Crescent Creek Park. The Parks Commission voted unanimously to recommend construction of four additional sand courts and a presentation to City Council.

In August 2018, the City of Gig Harbor signaled their commitment to build two sand volleyball courts adjacent to the current sand courts during public meetings for the Gig Harbor Sports Complex. Subsequent meetings with Mayor Kit Kuhn, Public Works Director Jeff Langhelm, Parks Manager Katrina Knutson, and Public Works Superintendent Ken Andrews resulted in a commitment to allocate 20,000 square feet of park land, provide \$12,000 for project costs, pay permitting fees, and do site excavation work valued at \$9750 in preparation for court construction.

The 2019 project for two new courts includes removal of organic material, excavation and grading to level the site, and a typical design for high quality sand courts to include concrete curbs bordering the court area, a drainage system with drain pipes and drain fabric between a 6" layer of gravel and 18" of high-quality beach sand transported from ocean beaches. The design also incorporates high quality adjustable height outdoor net systems, perimeter netting on downhill sides of the courts, a water system for and sprinkling the courts during hot days, a roto-tiller and other court maintenance tools, and a small shed for tool storage. Drawings of the court layout and design are shown in figures 1.a-1 and 1.a-2, respectively.

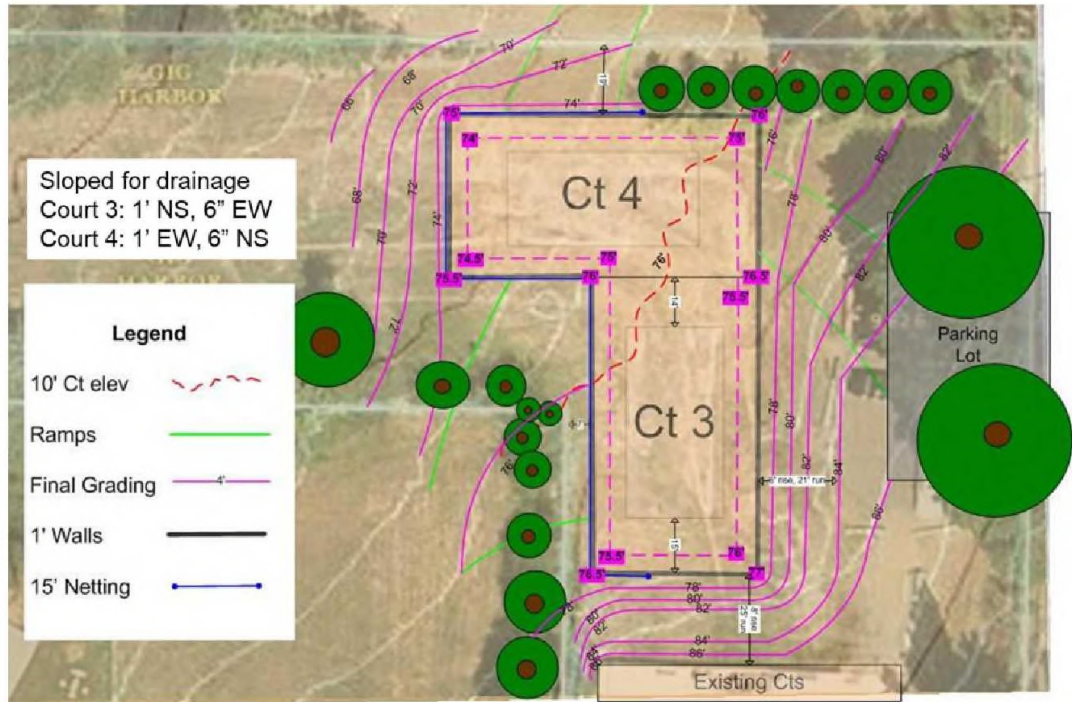


Figure 1.a-1 Court Layout

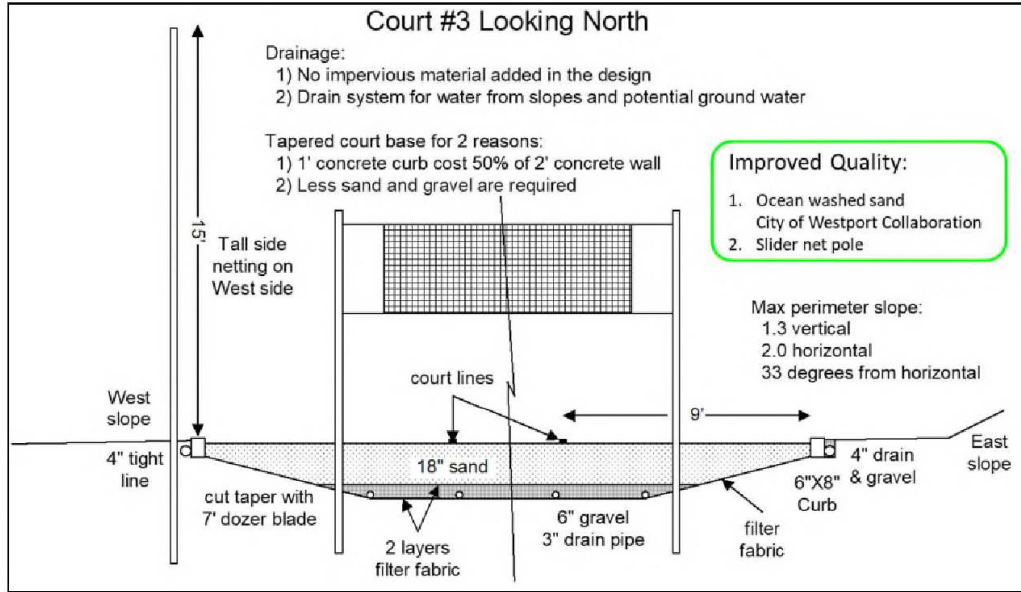


Figure 1.a-2 Court Design

In addition to property and cash donations, the City of Gig Harbor will grade the site to produce the large flat (slight downward grade from SE to NW for drainage) area for courts 3 and 4. It will also terrace the South and West sides of court 3 to produce a stadium effect for viewing. This will most likely be terraced grass as shown in the following diagrams.

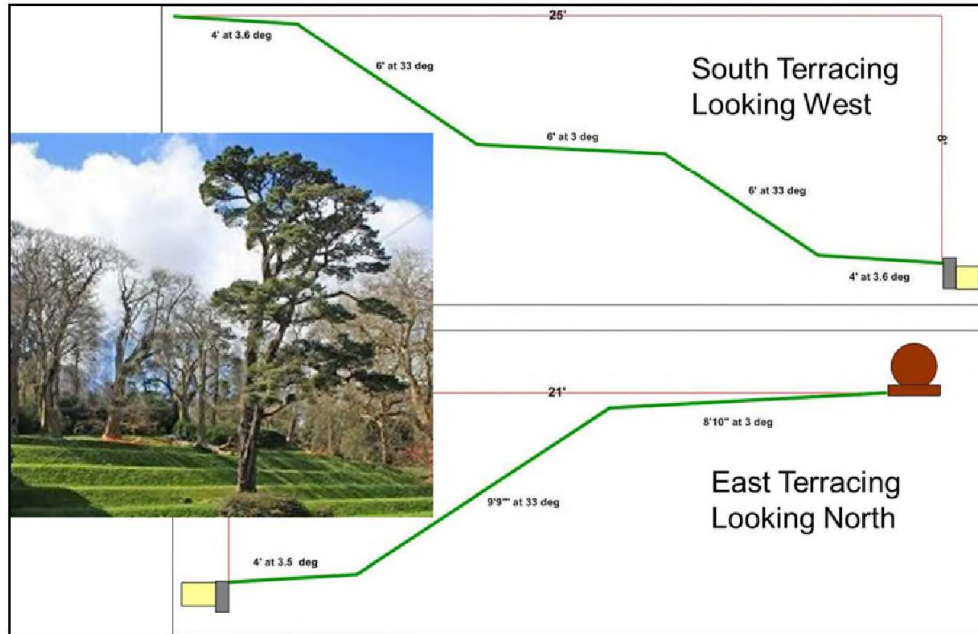


Figure 1.a-3 Grass Terracing

With further City donations (not yet committed) the terraces may be completed with concrete blocks as shown in the photos below.



Figure 1.a-4 Grass Terracing With Block Walls

By expanding the sand volleyball facilities at the Sand Volleyball Park, GHBV aims to achieve goals that are well aligned with the goals of PenMet Parks. The overcrowding and heavy use of the existing sand volleyball courts that PenMet funded in 2008 and 2009 are well documented with players often waiting for court time, especially in the Spring and Summer. This project will establish for the Gig Harbor Peninsula community a free outdoor recreational facility for people of all ages, skill levels, and socioeconomic status. In addition to its primary use for drop-in play by individuals, families, and groups, the expanded facility will allow for more low-cost clinic offerings for youth, structured programs such as leagues, and larger tournaments.

- b. What is the location and ownership of the site? (owner must give final approval of completed project)
- Site is on the corner of 96th Street and Crescent Valley Drive adjacent to the City of Gig Harbor’s Crescent Creek Park. The new court location within the park is shown in Figure 1.b-1 below.



Figure 1.b-1 Location of Courts

- c. Who will be responsible for the project management and any sub-elements of the project?
- GHBV volunteers, in cooperation with the City of Gig Harbor, is responsible for project management and construction activities. These are the same individuals who in 2008 and 2009 managed construction of the adjacent sand volleyball courts.
- d. Contact the appropriate permitting agency (City or County) to determine project requirements for: (provide documentation from the agency, especially if the answer is “none” or “N/A”)
- Permitting?
- The build site is within the City of Gig Harbor, so necessary permits, if any, will be applied for and facilitated by the city staff with assistance from GHBV. The City’s current assessment is that only a Cut&Fill permit will be required.
- Engineering?
- The site is not level, so some excavation and grading will be required to terrace slopes and to provide sufficiently sized level surfaces for the courts. The project will not require professional civil engineering due to low curb heights needed to prepare for court installation, but City engineers will be reviewing the designs. Infiltration will not be an issue at the site because construction will not add impervious surface, but the construction of high-quality courts requires installation of perforated pipes within a substrate of drain rocks.
- e. What will you require from PenMet Parks to start and complete the project?
- Approval of matching funds from the PEG program.
- f. Does the project meet ADA requirements? (explain all answers, especially if “no” or “N/A”)

Yes, construction will introduce no hindrances to access. Shallow slopes are planned for access to some viewing areas surrounding the courts.

- g. Will there be any public access or use restrictions?

No restrictions other than typical City of Gig Harbor park rules.

- h. How will community volunteers participate and how were they involved in the selection of this project?

Volunteers have developed conceptual designs and grading plans and will work with city staff to complete the necessary design and permitting. Volunteers will be heavily involved in construction assisting with final grading, installation of court perimeter concrete curbs, installation of volleyball net systems, installation of perimeter netting, installation of drain pipes, drain membranes, and drain fabric, assisting with backfilling and spreading of drain rock, and final manual spreading of sand.

- i. List other organizations involved in the project.

GHBV is a program within Peninsula Athletic Association

City of Gig Harbor

Greater Gig Harbor Foundation grant cash donation

Local businesses providing community service discounts on purchases.

Dakine Volleyball Center donated drain fabric.

2. Ongoing Maintenance

- a. What are the on-going maintenance requirements of this project?

Sand volleyball courts are fairly easy to maintain. Depending upon the proximity of trees, occasional raking of leaves is required to keep the sand free of leaves. Occasional weeding may also be required around the perimeter of the courts. Periodic rototilling which loosens the sand from compaction may be necessary during rainy winter months. The project includes purchase of a rototiller and storage shed to be used by GHBV volunteers.

The areas surrounding the courts will be hydroseeded, and the City of Gig Harbor will maintain these areas as it does for the current courts.

- b. Who will perform the maintenance, and what will be your on-going contribution to this maintenance?

GHBV volunteers will continue to perform sand court maintenance in much the same way as they have been maintaining the current courts for the past 10 years.

The City of Gig Harbor maintenance crew will continue to maintain surrounding grassy areas as they do now for the current courts.

3. Other Issues

- a. Provide a location map, site map, and any other pertinent drawings for the project (Include "As Built" drawings with Final Report)

See figures contained and referenced in section 1 above.

- b. Provide documentation of property owner pre-approval.

On November 26, 2018, the City of Gig Harbor council approved a \$12,000 line item in the 2019 budget to build these courts. In a January 23 2019 letter to GHBV, the mayor formally committed support for this project and acknowledged the City's donations of site location, funding, permit fees, and staff effort. This letter is shown in Figure 3.b-1 below.



Chris Nelson
Mark Roddy
Gig Harbor Beach Volleyball (GHBV)

Dear Chris and Mark:

I am writing to express our support of the Gig Harbor Beach Volleyball project to construct two additional sand volleyball courts adjacent to the existing sand courts in the City of Gig Harbor's Beach Volleyball Park.

This project will serve the entire Gig Harbor Peninsula community by providing a park facility for low-cost and active recreation. It will build upon the success of your 2008/2009 court construction project and result in a public beach volleyball center rarely seen in the Pacific Northwest.

As evidence of its support, the City:

- Has approved the use of the park land for the 2 additional courts
- Has approved a \$12,000 line item in its 2019 budget to help fund construction
- Has agreed to pay the permit fees
- Will excavate the site for a level playing area and terraced viewing areas
- Will maintain the new facility and surrounding park area as it does today

I look forward to completion of this project this summer and seeing the boys, girls, men and women filling the 3rd and 4th courts as they have filled the first 2 courts that have served the community well the past 10 years.

Sincerely yours,

Kit Kuhn
City of Gig Harbor, Mayor

3510 GRANDVIEW STREET • GIG HARBOR WASHINGTON 98335 • (253) 851-8136 • WWW.CITYOFGIGHARBOR.NET

Figure 3.b-1 City of Gig Harbor Mayor Commitment Letter

- c. Provide documentation that significant user groups have been consulted.

Sand courts are an athletic facility that year around draws players of all ages and abilities, and the size and enthusiasm for more courts is well established. After construction of the original courts in 2008, it was recognized almost immediately that additional courts were needed. Since that time, large numbers of local volleyball players from early teens to the elderly have repeatedly provided supporting testimonials at multiple public input meetings where sand volleyball courts were specifically requested or where the City solicited input for prioritizing new park facilities. Below is a short history of how additional sand volleyball courts have officially been under consideration for over 5 years based upon the support of this vocal user group.

City of Gig Harbor - Harbor Hills Park

In the Summer of 2013, the City of Gig Harbor used a private consulting firm to perform. master planning of the future Harbor Hills Park with input from the public on what park facilities were of highest priority. These planning sessions were well attended by beach volleyball supporters, and the resulting master plan included four sand volleyball courts. From the September 4, 2013 Joint Parks/Council meeting minutes:

The preferred conceptual plan included elements for soccer fields (full size/U-9), sand volleyball courts, tennis courts, a play area next to the YMCA, splash pad, picnic shelters, connection to storm facilities (looped trail) and parking.

In late 2014, the City repeated Harbor Hills Park visioning after input was received from some organized sports groups that their desires were not properly considered in 2013. Results were compiled and provided by staff in a memo to the Parks Commission which included the following statement:

"The following top five active and passive uses were identified in the meetings and open house:

Active:

- 1. Lighted Multi-use synthetic turf sports field*
- 2. Hard Surface Sports Court*
- 3. Accessible Playground*
- 4. Splash Pad/Spray Park*
- 5. Sand Volleyball Courts"*

City of Gig Harbor - PROS Plan

In 2016, the City of Gig Harbor developed and published a PROS plan after conducting a survey and public input meetings. The plan includes statements such as:

"There is a large demand for both indoor tennis courts and outdoor, lighted sand volleyball courts" and "Commonly requested facilities include lighted sand volleyball courts,"

City of Gig Harbor - Crescent Creek Park/Sand Volleyball Park

On December 6, 2017, the GHBV group presented a design and plan for 4 new courts adjacent to the current courts. This meeting was well attended by volleyball enthusiast, including 9 individuals who spoke in favor of more courts. The Parks commission unanimously passed a motion that included the statement

"Parks Commission endorses four additional sand courts with a redesign of the BMX Park."

On November 27, 2017, the GHBV group presented this design and plan to PenMet Parks board. The meeting was well attended by 22 volleyball supporters, some of whom spoke in support of new courts during the public comment period. PenMet board members were supportive, but requested that GHBV return after obtaining evidence of commitment from the City.

City of Gig Harbor – Sports Complex

Many volleyball supporters attended a special City Parks Commission meeting input on April 4th, 2018 for public input on the Sports Complex. As a result initial plans for the Sports Complex included four sand volleyball courts. Subsequently, on April 11th, the Parks Commission unanimously recommended four sand volleyball courts be included in the design for early phase construction. Recognizing the urgency of the need, the recommendation included a statement that the plan should be revisited if the sand courts could be built significantly sooner near the current sand courts. The recommendation letter can be found in City Parks Commission records. The resulting Sports Complex master plans included four sand volleyball courts until City staff decided that additional courts would be better placed and could be built sooner near the current sand courts, and sand volleyball courts were removed from the Sports Complex plan. At the June 6, 2018 meeting, the Parks Commission unanimously passed a recommendation to City Council that *“up to two temporary sand volleyball courts are looked into [being] placed behind or next to the Masonic Lodge.”*

Online Survey

On January 31, 2019, GHBV created a survey soliciting support for additional sand volleyball courts. By Feb 12th, 215 responses had been logged. Results for the first 100 respondents are:

Age	%
29 or younger	19.2
30 to 49	49.5
50 or older	31.3

Gender	%
Female	43
Male	57

Location	%
Gig Harbor Peninsula	63
Kitsap Peninsula	10
Other Pierce County	16
King County	8
Out of State	2

Other Sand Court Users

The current courts are used for purposes other than volleyball. At least one local CrossFit group plays medicine-ball games weekly on the courts in the Summer. Also, the sand courts are a favorite venue for groups playing Spikeball, and children are often found playing in the sand at the corner of the courts. Additional courts will give these groups more opportunities to play without interrupting volleyball play.

BMX Track Users Consulted

The City selected a site for the new sand volleyball courts where a BMX track is currently located. This track has very rarely been used over the years and by only a few individuals. Local BMX riders were consulted at a meeting with Gig Harbor City Council members at the site in November 2017 where they explained that the current facility is not used because the site and design and dirt are not appropriate.

BMX enthusiasts were later invited to the December 2017 Parks meeting where they advocated improving or moving the BMX park. The City is continuing a conversation with BMX users and has allocated 2019 funding to construct a pump track near the City's skate park. Also, a replacement BMX track will be considered in the 2019 visioning and master planning for Crescent Creek Park.

- d. Are there any other conditional funds involved in this project such as state or federal grant funds?
 No. Complete project funding will primarily depend upon grants, City donations of cash and materials, and also upon discounts from local businesses. Many of these discounts have already been secured.
- e. For recreation projects, describe the on-going plan for this recreation activity and provide a budget projection for at least 3 years?
 Not applicable.

4. Workplan

List in chronological order the major, but specific, steps or key activities you will take to complete your project. Next to the activity, identify who will be responsible, and list the date (month/year) you estimate it will be completed.

Activity	Responsible Person/Group	Completion Date
Submit 2019 PEG grant application	GHBV/Gregg Vermillion	2/12/2019
Solicit PenMet Parks Support	GHBV/Chris Nelson	2/20/2019
Approval of 2018 PEG grant	PenMet Parks Board	3/4/2019
Final design and permitting complete	GHBV and City of GH staff	4/8/2019
Finalize contracts for procurement of material and services	GHBV	4/15/2019
Excavation and grading of court site	GHBV and City of GH	June 2019
Court construction	GHBV	July 2019

5. Project Budget

① Description of Item	② Source for Cost (Vendor)	②a Quantity	③b Unit Cost	Community Match		⑥ Total Cost (④+⑤) & sales tax
				④ Donated Materials, Cash & Labor	⑤* Your Cash Expended	
Hillside Clearing and Tree Extraction	GHBV Labor	51	\$ 30.46	\$ 1,553.46	\$ -	\$ 1,553.46
City of GH grading plan review	City of Gig Harbor	1	\$ 510.00	\$ 510.00	\$ -	\$ 510.00
City of GH grading inspection	City of Gig Harbor	1	\$ 1,155.00	\$ 1,155.00	\$ -	\$ 1,155.00
Excavation and Grading Labor	City of Gig Harbor	1	\$ 5,600.00	\$ 5,600.00	\$ -	\$ 5,600.00
Terracing	City of Gig Harbor	1	\$ 1,500.00	\$ 1,627.50	\$ -	\$ 1,627.50
Excavation and Grading Equip Rental	City of Gig Harbor	1	\$ 2,500.00	\$ -	\$ 2,500.00	\$ 2,500.00
Concrete Curb 8" Tall - material	Mangata Construction	1	\$ 3,745.00	\$ -	\$ 4,063.33	\$ 4,063.33
Concrete Curb 8" Tall - labor	Mangata Construction	1	\$ 5,617.50	\$ -	\$ 6,094.99	\$ 6,094.99
Utilities - sprinkler materials	HomeDepot.com	1	\$ 500.00	\$ -	\$ 542.50	\$ 542.50
Utilities - sprinkler labor	GHBV Labor	12	\$ 30.46	\$ 365.52	\$ -	\$ 365.52
Lighting Infrastructure	HomeDepot.com	1	\$ 500.00	\$ -	\$ 542.50	\$ 542.50
Lighting trencher rental	United Rental	1	\$ 249.00	\$ -	\$ 270.17	\$ 270.17
Dirt Backfill	City of Gig Harbor	1	\$ 1,700.00	\$ 1,700.00	\$ -	\$ 1,700.00
Dirt Backfill	GHBV Labor	24	\$ 30.46	\$ 731.04	\$ -	\$ 731.04
Monson Net System	VolleyballUSA.com	2	\$ 2,795.75	\$ -	\$ 6,066.78	\$ 6,066.78
Net system Install - Labor	GHBV Labor	12	\$ 30.46	\$ 365.52	\$ -	\$ 365.52
Net system Install - Equip Rental	United Rental	1	\$ 78.00	\$ -	\$ 84.63	\$ 84.63
Net system - Concrete Sonotubes	HomeDepot.com	4	\$ 9.75	\$ -	\$ 42.32	\$ 42.32
Drain Fabric in sq yds	Dakine Donation	200	\$ 1.00	\$ 217.71	\$ -	\$ 217.71
Drain Fabric in sq yds	HD Fowler verbal quote	2000	\$ 1.00	\$ -	\$ 2,177.07	\$ 2,177.07
Drainage parts and materials	HomeDepot.com	1	\$ 1,500.00	\$ -	\$ 1,627.50	\$ 1,627.50
Drainage Gravel - material	Purdy Topsoil quote	120	\$ 26.75	\$ 240.00	\$ 3,242.85	\$ 3,482.85
Drainage Gravel - hauling	Purdy Topsoil quote	120	\$ 6.00	\$ -	\$ 781.20	\$ 781.20
Gravel Spreading	City of Gig Harbor	1	\$ 600.00	\$ 651.00	\$ -	\$ 651.00
Beach Sand	City of Westport	384	\$ 3.00	\$ -	\$ 1,249.92	\$ 1,249.92
Sand Load, Haul, Dump Non Labor	MillerDirt.com	384	\$ 32.25	\$ 3,695.00	\$ 8,688.00	\$ 12,383.00
Sand Load, Haul, Dump - Labor	MillerDirt.com	384	\$ 5.00	\$ -	\$ 1,920.00	\$ 1,920.00
Sand Spreading	City of Gig Harbor	1	\$ 1,200.00	\$ 1,200.00	\$ -	\$ 1,200.00
Sand Spreading	GHBV Labor	24	\$ 30.46	\$ 731.04	\$ -	\$ 731.04
Final Perimeter Grading	City of Gig Harbor	1	\$ 600.00	\$ 600.00	\$ -	\$ 600.00
Final Perimeter Grading	GHBV Labor	72	\$ 30.46	\$ 2,193.12	\$ -	\$ 2,193.12
Permanent Tall Netting Material	All Sports	3585	\$ 0.33	\$ -	\$ 1,274.88	\$ 1,274.88
Permanent Tall Netting Poles	Viking	1	\$ 4,394.00	\$ -	\$ 4,767.49	\$ 4,767.49
Permanent Tall Netting Install	GHBV Labor	48	\$ 30.46	\$ 1,462.08	\$ -	\$ 1,462.08
Jute Erosion Control Cloth	Amazon	81	\$ 3.50	\$ -	\$ 309.20	\$ 309.20
Hydroseed	JDM Corp	13000	\$ 0.10	\$ -	\$ 1,410.50	\$ 1,410.50
Shed, tiller, tools	HomeDepot.com	1	\$ 2,516.69	\$ -	\$ 2,730.61	\$ 2,730.61
Concept design, costing, fundraising	GHBV Labor	300	\$ 30.46	\$ 9,138.00	\$ -	\$ 9,138.00
Cost Uncertainty and Contingency		1	\$ 4,000.00	\$ -	\$ 4,000.00	\$ 4,000.00
						\$ -
Cash Donations:	PAA			\$ 9,000.00	\$ (9,000.00)	\$ -
	GGHF			\$ 1,500.00	\$ (1,500.00)	\$ -
	Businesses			\$ -	\$ -	\$ -
	Community			\$ -	\$ -	\$ -
	City Of Gig Harbor			\$ 12,000.00	\$ (12,000.00)	\$ -
					\$ -	\$ -
					\$ -	\$ -
TOTALS:				\$ 56,235.99	\$ 31,886.42	\$ 88,122.41
50% of Project Total						\$ 44,061.21
Grant Amount Requested: Least of Col. 4 or 5 or 50% Col. 6						\$ 15,000.00
Previous Reimbursement						
Reimbursement Amount Requested: 50% or X100% ***					\$ 54,386.42	\$ 15,000.00

* Grant request cannot exceed Column 4 or Column 5 total or 50% of Column 6 total.

** Record donated cash as a positive donation in column 4 and a negative (used to purchase materials) in column 5. Include cash donation amount in project total, column 6.

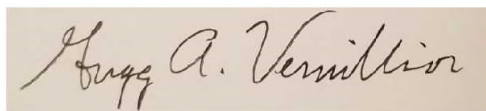
6. Donation Pledged/Secured Form (please photocopy if additional space is needed).

The individuals, businesses, or organizations listed below commit to donate the following items to the Community Matching Grant Project.

Type of work or materials	Person or Group	Waiver Signed	Date	# of Hours (\$26.72/hr)	\$ Value
Cash Donation	PAA		Aug 2018		\$9,000
Drain Fabric	Dakine Volleyball		Jan 2018		\$218
Cash Budget Allocation	City of Gig Harbor		Nov 2018		\$12,000
Cash Grant	Greater Gig Harbor Foundation		Dec 2018		\$1,500
Permit review and inspection fees	City of Gig Harbor		Apr 2019		\$1,655
Excavation, Grading, and Sand Spreading	City of Gig Harbor		Jun 2019		\$11,379
Dune Hillside Scraping and Sand Hauling Community Service Discount	Miller Dirt		Jul 2019		\$3,695
Gravel Community Service Discount	Purdy Topsoil		Jul 2019		\$240
Volunteer labor	GHBV and Community Volunteers		Jun-Jul 2019	543	\$16,540

Total value of match secured this page (should match column 5.4) \$56,237

The signatory declares that the information provided in this application is accurate and complete to the best of their ability, that s/he is the representative of the applicant organization and will assure that any funds received as a result of this application are used only for the purposes set forth herein; that a majority of the members of the organization support this project.



2019
Signature of Project Coordinator

10 February,
Date

Proclamation



A PROCLAMATION OF THE PENINSULA METROPOLITAN PARK DISTRICT, PROCLAIMING APRIL 27, 2019 AS PARKS APPRECIATION DAY

WHEREAS, parks, playgrounds, nature trails, open spaces, community and cultural centers, and historic sites make a community attractive and desirable places to live, work, play and visit to contribute to our ongoing economic vitality; and

WHEREAS, parks are a place where people can reflect, re-energize or socialize; a place where everyone is welcome; and a place that builds community; and

WHEREAS, parks, greenways and open spaces provide a welcome respite from our fast paced, high-tech lifestyles while protecting and preserving our natural environment; and

WHEREAS, numerous jurisdictions, cities and organizations have joined together annually for 18 years to create an event that encourages citizens to celebrate the value and enhanced quality of life that parks bring to our communities; and

WHEREAS, many businesses, benefactors, organizations and donors have provided sponsorships and donations to support this event that will bring citizens together to support their local parks; and

WHEREAS, hundreds of people of all ages have pledged to volunteer their time to clean-up and beautify parks and open space throughout Gig Harbor and Pierce County on Saturday, April 27, 2019; now, therefore, be it

RESOLVED by the Peninsula Metropolitan Park District, that it hereby designates April 27, 2019, as Parks Appreciation Day and encourages all citizens to celebrate by participating in this event and visiting their local Gig Harbor parks and other regional parks throughout Pierce County.

The foregoing proclamation was adopted by the Board of Park Commissioners of the Peninsula Metropolitan Park District at a regularly scheduled meeting held on March 18, 2019.



President

Clerk

Attest



Peninsula Metropolitan Park District

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

DISTRICT COMMISSION MEMO

To: District Commission
From: Elaine Sorensen – Deputy Executive Director
Date: March 15, 2019
Subject: Authorization of job descriptions

Recommendation

Staff recommends that the Board approve the attached job descriptions for: Marketing Specialist and Community Recreation Leader.

Policy Implications/Support

1. The Board of Park Commissioners met and discussed the funding of these positions.
 - a. Marketing Specialist – November 2019 budget approval
 - b. Community Recreation Leader (3 month seasonal position) was approved for posting by the Executive Director on 3/7/2019.
2. Funding for these positions is available within the approved 2019 District Budget.
3. Development of the position will help to meet District goals of “Developing & Maintaining High Quality Facilities and Services” “Promote Health and Wellness” and the “Prudent Management of District Funds.”

Background/Analysis

1. Creation of these positions will provide the support for the growth and improvement in overall marketing and recreation management of the park district.
2. The Community Recreation Leader will allow current recreation staff to provide more opportunities for summer classes and camps. The current staff cannot manage running camps at multiple facilities on the same dates. Several 2018 specialty camps were sold out and additional camp opportunities were added to meet the demand. Example – Harry Potter Camp

Should you have any questions or comments please feel free to contact me at 858.3400, ext 1223 or via e-mail at esorensen@penmetparks.org.

PENINSULA METROPOLITAN PARK DISTRICT

Classification Description

Department: Recreation Services	Title: Community Recreation Leader (Seasonal)
Position Authorized by Commission:	Reports to: Community Recreation Specialist

Position Purpose

Provide excellent customer service to all program patrons by exemplifying a positive attitude and exceeding the needs of patrons. Assist with the organization, planning, and implementation of a variety of recreation activities in various seasonal programs under the supervision of Recreation Specialist as assigned and a wide variety of populations. Work hours will vary, up to 40 hours a week.

Essential Responsibilities

May include but are not limited to the following programs; special events, senior citizens services, instructional classes, cultural and special events, adult or youth sports, youth or teens.

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

Skills and Abilities

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

incidents, decisions and issues pertaining to activity, event or program to assigned supervisor.

7. Experience, education and/or training that would provide the required knowledge and abilities to meet the needs of the program

Working Conditions

Work is performed inside and outside at various recreation facilities and park locations. Position is expected to work on a flexible schedule, including evenings and weekends as dictated by Park District programs and special events. Work may be physically demanding when assisting in recreation programs and special events. Prolonged period may be spent sitting and/or standing. Position may require exerting up to 50 pounds of force occasionally.

Minimum Qualifications

Applicant must be at least 18 years of age and have a minimum one year working with children in a camp/ recreation program like atmosphere. Applicant must be able to work June 3 - August 25 and obtain a CPR, First Aid and AED certification prior to the first day of work.

PENINSULA METROPOLITAN PARK DISTRICT

Classification Description

Department: Executive	Title: Marketing Specialist
Position Authorized by Commission:	Reports to: Executive Director

Position Purpose

Performs a wide range of professional-level communications in support of District-wide branding, programming, and public engagement efforts. Responsible for all aspects of communications in support of District goals and strategic planning. This position will work with District staff on: website management, social media content creation, publications, media development, sponsorships, community outreach, program marketing, internal messaging, and other communications. Position reports to Executive Director.

Essential Responsibilities

1. Coordinate District-wide communications, including but not limited to: website management, social media content creation, publications, media development, sponsorships, community outreach, internal messages, and other communications.
2. Develop marketing for District special events, including but not limited to: press releases, posters, rack cards, banners, advertising, and promotions.
3. Attends manager and leadership meetings; serves as liaison to the Board of Commissioners for marketing and communication efforts.
4. Develops and implements internal communication strategies for District staff, Board of Commissioners, and key stakeholders.
5. Solicit and maintain District support from a variety of organizations, groups and audiences. Attend meetings, make presentations, and promote the District.
6. Represents the District in public forums; serves as District point-of-contact for public inquiries, complaints, and issues.
7. Conducts community outreach throughout the Greater Gig Harbor area; including marketing events with key partners.
8. Coordinate and participate in outdoor marketing events
9. Proposes and manages advertising on behalf of the District.
10. Promotes cooperative relationships between the District and key partners.
11. Develops, monitors, and evaluates District marketing budget.
12. Develops and implements a communications plan and measuring outcomes for the District.

13. Promotes a positive public image and control the dissemination of information on the District's behalf.
14. Maintain the confidence of Executive Director regarding critical and sensitive issues.

Skills and Abilities

1. Knowledge of communications, marketing, public relations, and branding strategies.
2. Ability to relate and work with a broad range of program participants; skilled in conflict resolution and excellent customer service.
3. Ability to interpret and apply policies in ambiguous situations.
4. Ability to communicate effectively, both written and verbal.
5. Ability to work cooperatively and collaboratively with partnership organizations.
6. Knowledge of District regulations, risk management, and liability relevant to the program area as well as departmental policies and procedures.
7. Knowledge of applicable information technology and software relative to service area.
8. Ability to analyze and prepare budgets, develop schedules, write reports, and general correspondence.
9. Ability to remain flexible in support of District goals and needs.

Working Conditions

Work is performed in an office environment, off-site recreation facilities, and at outdoor locations. Prolonged periods of time may be spent sitting and working at a computer terminal, using telephones, and other electronic and mechanical office equipment. This position requires some evening and weekend hours as dictated by District activities.

Minimum Qualifications

1. Three years of experience performing a wide range of communications, marketing, public relations, and branding strategies.
2. Excellent communication (oral and written) and public speaking skills.
3. Outstanding organizational and planning abilities.
4. Strong computer skills: software programs, website development, and social media content production.
5. Demonstrated proficiency in the development of customer publications, external communications, and outreach materials.
6. College level degree in communications, marketing, public relations or related field; similar coursework, training, and certifications may fulfill degree requirement at the discretion of the hiring authority.

Special Requirements:

Strong computer and information technology skills are required. Ability to be proficient with District's current website software and Registration/Facility Booking software (Activenet) is required in first 30 day. Familiarization with a variety of social media platforms would be an immediate benefit in this position.