



Peninsula Metropolitan Park District

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

REGULAR MEETING AGENDA

April 04, 2023, 6:00 PM

Arletta Schoolhouse at Hales Pass Park - 3507 Ray Nash Drive NW, Gig Harbor, WA 98335

Call to Order

Commissioner Roll Call:

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

ITEM 1 President's Report

ITEM 2 Executive Director's Report

ITEM 3 Special Presentations

3a. [February 2023 Financial Report](#)

ITEM 4 Board Committee Reports

4a. Park Services Committee

4b. Finance Committee

4c. Administrative Services Committee

4d. Recreation Services Committee

4e. Campaign Committee

4f. External Committees

ITEM 5 Public Comments:

This is the time set aside for the public to provide their comments to the Board on matters related to PenMet Parks. Each person may speak up to three (3) minutes, but only once during the citizen comment period. Anyone who provides public comment must comply with Policy P10-106 providing for the Rules of Decorum for Board Meetings. A copy of the policy is available at each meeting and at www.penmetparks.org

ITEM 6 Minutes

6a. [Approval of the March 21, 2023 Study Session Minutes](#)

6b. [Approval of the March 21, 2023 Regular Meeting Minutes](#)

ITEM 7 Consent Agenda



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- 7a. [Resolution C2023-005: Approval of March Vouchers](#)
- ITEM 8 Unfinished Business: None
- ITEM 9 New Business
- 9.1 Purchasing Resolutions Requiring One Reading for Adoption: None
- 9.2 Single Reading Resolutions Requiring One Reading for Adoption: None
- 9.3 [Two Reading Resolutions Requiring Two Readings for Adoption:](#)
- [9.3a Resolution RR2023-003 Adopting the Project Budget for the Fox Island Fishing Pier Accessible Ramp and Handrail Improvement Project \(First Reading\)](#)
- [9.3b Resolution RR2023-004 Adopting the Project Budget for the Tubby's Trail Dog Park Upgrades Project \(First Reading\)](#)
- [9.3c Resolution RR2023-005 Adopting the Project Budget for the Narrows Beach Access Road Pavement Preservation Project \(First Reading\)](#)
- [9.3d Resolution RR2023-006 Adopting the Project Budget for the Community Recreation Center Mini Golf Course Improvement Project \(First Reading\)](#)
- ITEM 10 Comments by Board
- ITEM 11 Next Board Meetings
- April 18, 2023 Study Session at 5:00 pm and Regular Meeting at 6:00 pm at the Arletta Schoolhouse at Hales Pass Park - 3507 Ray Nash Drive NW, Gig Harbor, WA 98335
- ITEM 12 Adjournment

BOARD OF PARK COMMISSIONERS MEETING PROCEDURES

The Board of Park Commissioners encourages the public to attend its Board meetings. All persons who attend Board meetings must comply with Board Policy P10-106 providing for the Rules of Decorum at Board Meetings. This Policy is to preserve order and decorum and discourage conduct that disrupts, disturbs, or otherwise impedes the orderly conduct of Board meetings. A copy of the policy is available at each meeting and at www.penmetparks.org.

District Financial Review

February 2023

Board Meeting
April 4th, 2023

Presented by Stephanie Buhrman, Director of Finance

General Fund

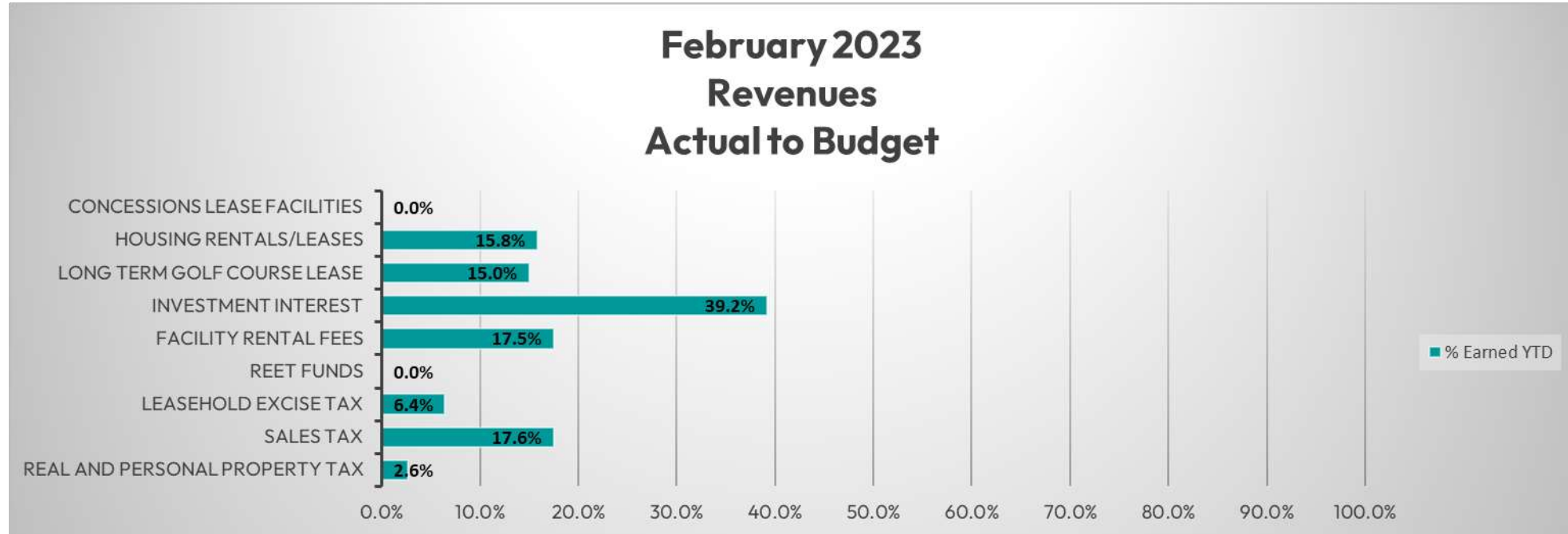
The General Fund is the principal operating fund for the District. Primary sources of revenue are property taxes, sales tax, lease income and interest income.

The balance of the General Reserve fund as of 02/28/2023 is \$2,949,666.

General Fund Revenue

General Fund Revenue	2023 Budget	February	YTD Actual	Variance	% Earned YTD	Forecast
Real and Personal Property Tax	\$ 8,378,566	\$ 207,825	\$ 220,420	\$ (8,158,146)	2.63%	8,378,566
Sales Tax	540,000	50,663	94,821	(445,179)	17.56%	540,000
Private Harvest Tax	2,000	-	-	(2,000)	0.00%	2,000
Leasehold Excise Tax	5,000	320	320	(4,680)	6.41%	5,000
REET Funds	618,600	-	-	(618,600)	0.00%	618,600
Facility Rental Fees	119,647	12,823	20,962	(98,685)	17.52%	119,647
Investment Interest	300,000	56,810	117,492	(182,508)	39.16%	300,000
Long Term Golf Course Lease	60,000	-	9,029	(50,971)	15.05%	60,000
Housing Rentals/Leases	48,500	3,622	7,687	(40,813)	15.85%	48,500
Concessions Lease Facilities	1,000	-	-	(1,000)	0.00%	1,000
Deposits Received	-	4,103	5,460	5,460	0.00%	-
Other General Fund Revenue	5,000	1,033	1,056	(3,944)	21.13%	5,000
Sale of Machinery & Equipment	10,000	-	-	(10,000)	0.00%	10,000
Total General Fund Revenue	\$ 10,088,313	\$ 337,197	\$ 477,248	\$ (9,611,065)	4.73%	\$10,088,313

General Fund Revenue

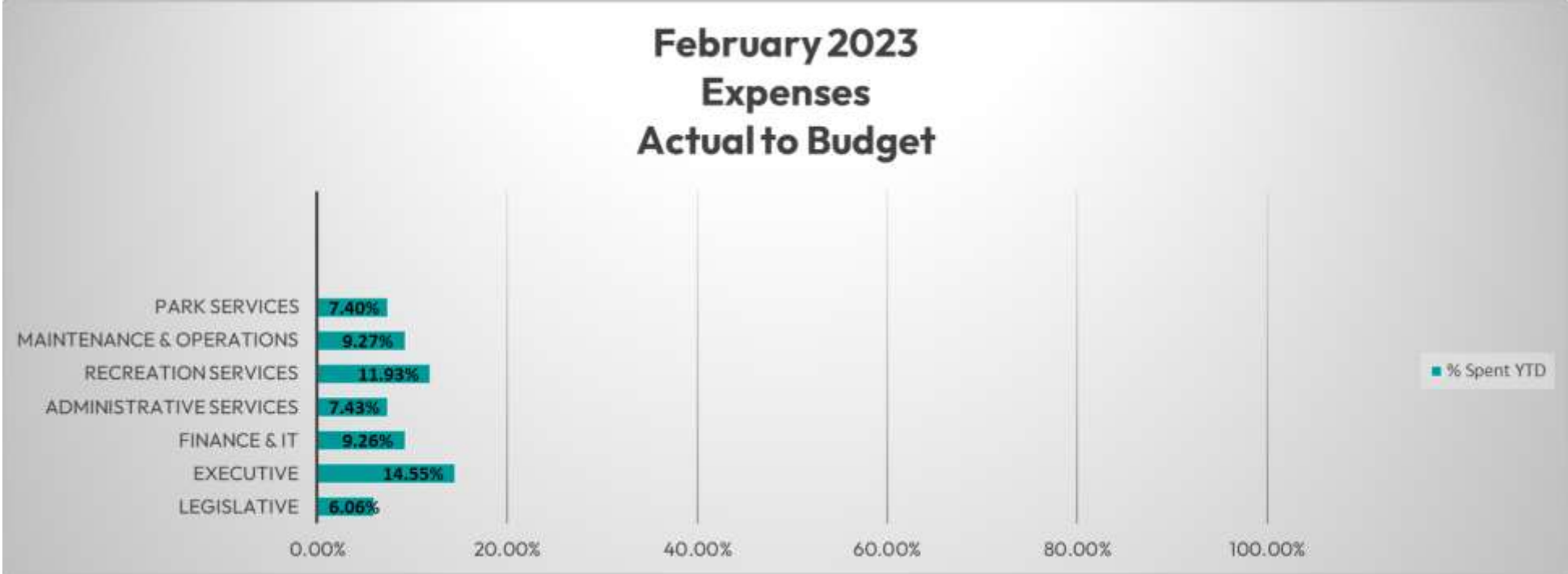


- ❖ February 2023, Finance would anticipate revenues tracking an estimated 16.7%. Finance continues to monitor and track revenues, with REET Funds being reviewed currently with Pierce County. Concession Lease Revenue is anticipated later in the year and Property Tax is receive monthly with larger deposits from the County in April and November when homeowner property tax is due.

General Fund Expenses by Division

General Fund Operating Expenses By Division	2023 Budget	February	YTD Actual	Variance	% Spent YTD	Forecast
Legislative	\$ 172,675	\$ 8,543	\$ 10,462	\$ 162,213	6.06%	\$ 172,675
Executive	510,067	41,872	74,217	435,850	14.55%	510,067
Finance & IT	1,053,508	49,881	97,539	955,969	9.26%	1,053,508
Administrative Services	828,405	37,150	61,513	766,892	7.43%	828,405
Recreation Services	212,264	17,031	25,321	186,943	11.93%	212,264
Maintenance & Operations	1,563,713	87,407	145,016	1,418,697	9.27%	1,563,713
Park Services	757,407	33,265	56,064	701,343	7.40%	757,407
Total General Fund Expenses	\$ 5,098,039	\$ 275,148	\$ 470,132	\$ 4,627,907	9.22%	\$ 5,098,039

General Fund Expenses by Division



❖ January 2023, Finance would anticipate expenses tracking an estimated 16.7%. All Divisions are currently tracking below this threshold.



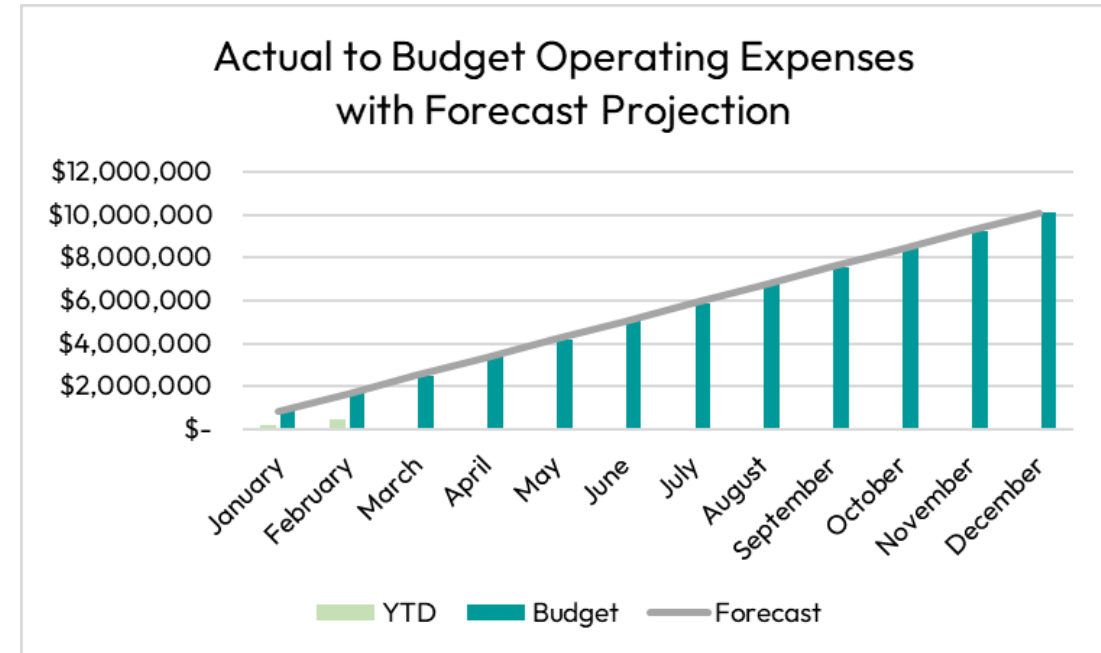
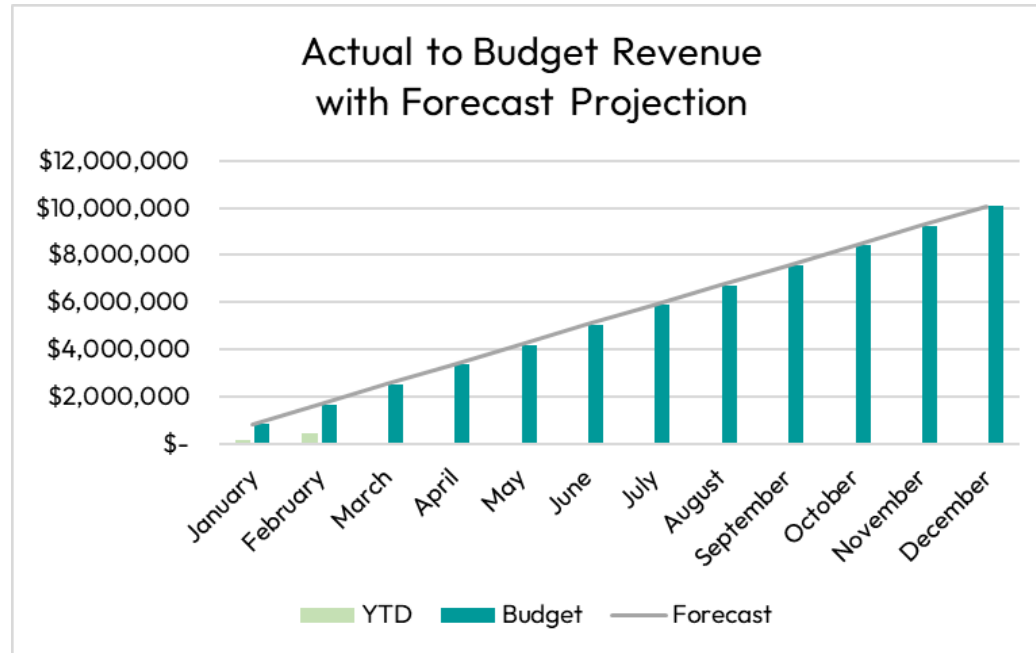
General Fund 2023 Budget-vs-Actual

General Fund Revenue	2023 Budget	2023 YTD Actual
Real and Personal Property Tax	\$ 8,378,566	\$ 220,420
Sales Tax	540,000	94,821
Leasehold Excise Tax	5,000	320
REET Funds	618,600	-
Facility Rental Fees	119,647	20,962
Investment Interest	300,000	117,492
Long Term Golf Course Lease	60,000	9,029
Housing Rentals/Leases	48,500	7,687
Concessions Lease Facilities	1,000	-
Deposits Received	-	5,460
Other General Fund Revenue	5,000	1,056
Sale of Machinery & Equipment	10,000	-
Total General Fund Revenue	\$10,088,313	\$ 477,248

General Fund Operating Expenses By Division	2023 Budget	2023 YTD Actual
Legislative	\$ 172,675	\$ 10,462
Executive	510,067	74,217
Finance & IT	1,053,508	97,539
Administrative Services	828,405	61,513
Recreation Services	212,264	25,321
Maintenance & Operations	1,563,713	145,016
Park Services	757,407	56,064
Total General Fund Expenses	\$ 5,098,039	\$ 470,132

- ❖ As the District begins 2023, General Fund revenues and operating expenses are tracking as anticipated with no known material changes to budget estimates.

General Fund Budget-vs-Actual:



- ❖ Finance monitors Actual to Budget to Forecast of revenues and expenses in order to track the timing of annual transfers to other District Funds. Cash flow is monitored to ensure sufficient funds to cover Operating Expenses in the General Fund. Due to the prudent practices of the District's Board of Commissioners, the District is currently on track to maintain the \$2,938,952 excess General Funds reserves by year end.

General Fund Transfers

Transfers from General Fund	2023 Budget	February	Variance
Transfer Out to Recreation Fund	-	-	-
Transfer Out to Maintenance Fund	228,147	-	228,147
Transfer Out to Capital Equipment Fund	55,513	-	55,513
Transfer Out to Capital Project Fund	3,156,755	-	3,156,755
Transfer Out to Debt Service Fund	1,348,959	-	1,348,959
Transfer Out to Debt Contingency Fund	200,000	-	200,000
Transfer Out to Maintenance Reserve Fund	-	-	-
Total General Fund Transfers	\$ 4,989,374	\$ -	\$ 4,989,374

- ❖ 2023 Budget Transfers out of the General Fund will begin after Q1-2023 as larger deposits of Pierce County Property Taxes flow in.

Recreation Revolving Fund

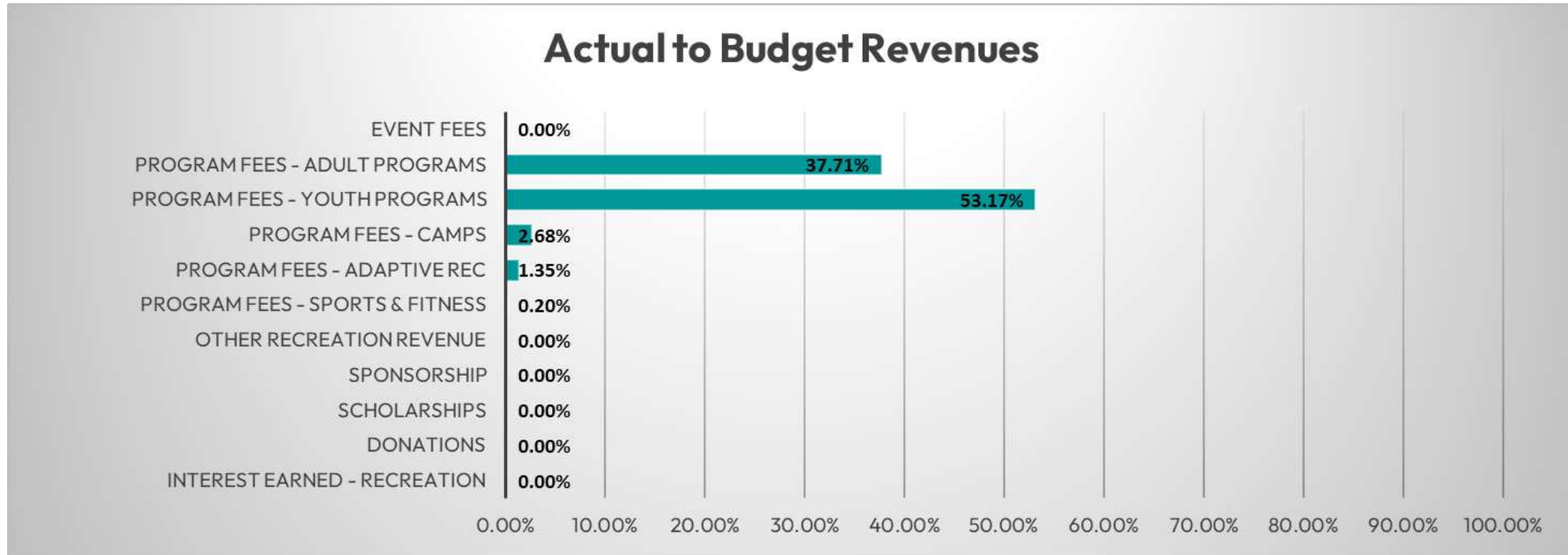
The Recreation Revolving Fund is used to support year-round recreation programs and special events for the community. Primary sources of revenue include fees for services, including program fees, facility fees and use fees. Balance of this fund is \$708,382.



Recreation Revolving Fund Revenue

Recreation Revolving Fund Revenue	2023 Budget	February	YTD Actual	Variance	% Earned YTD
Interest Earned - Recreation	\$ -	\$ -	\$ -	\$ -	0.00%
Donations	2,500	-	-	(2,500)	0.00%
Scholarships	-	-	-	-	0.00%
Sponsorship	16,750	-	-	(16,750)	0.00%
Other Recreation Revenue	-	-	-	-	0.00%
Program Fees - Sports & Fitness	472,483	(1,746)	931	(471,552)	0.20%
Program Fees - Adaptive Rec	8,505	15	115	(8,390)	1.35%
Program Fees - Camps	159,800	520	4,277	(155,523)	2.68%
Program Fees - Youth Programs	52,558	5,540	27,944	(24,614)	53.17%
Program Fees - Adult Programs	30,650	1,850	11,558	(19,092)	37.71%
Program Fees-Senior Program	8,448	-	-	(8,448)	0.00%
Event Fees	13,150	-	-	(13,150)	0.00%
Total Recreation Revolving Fund Revenue	\$ 764,844	\$ 6,180	\$ 44,826	\$ (720,018)	5.86%

Recreation Revolving Fund Revenue:

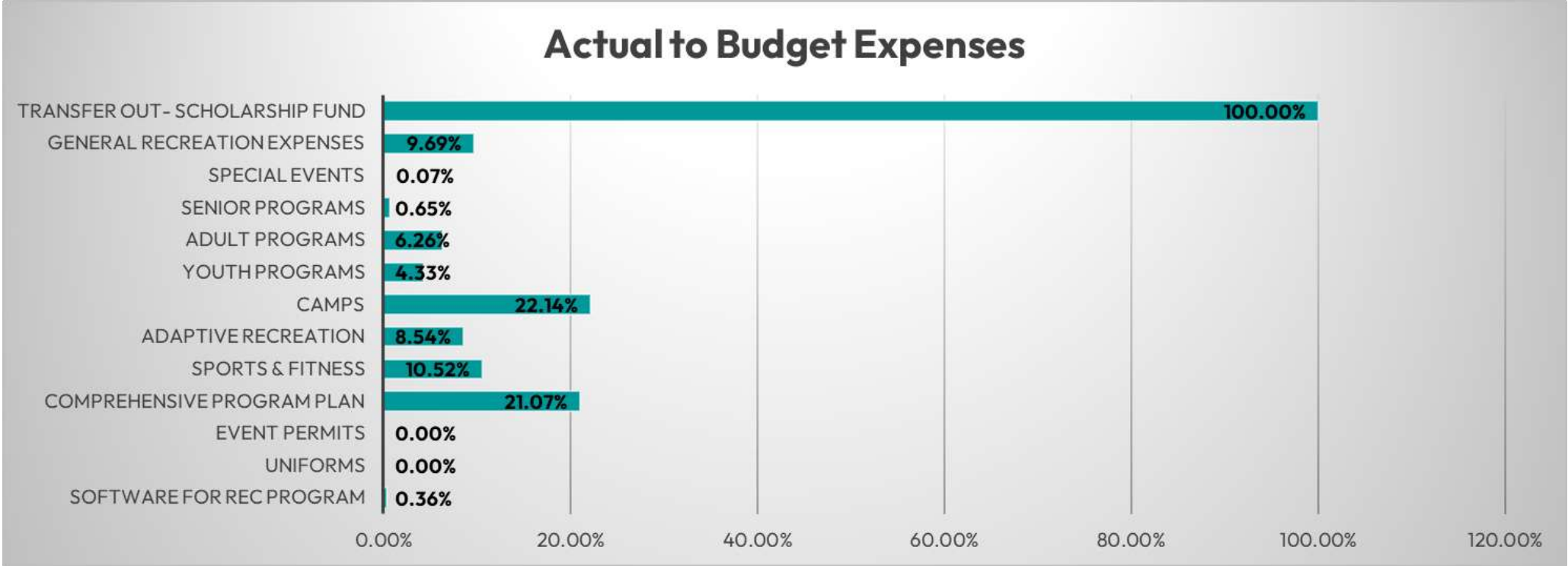


- ❖ Youth program revenue is at nearly 53% of budget with revenue coming in for Gymnastic & STEM Programs.
- ❖ Adult program revenue is at nearly 37.7% of budget with revenue coming in for Dragon Boat Programs.

Recreation Revolving Fund Expenses

Recreation Revolving Fund Expenses	2023 Budget	February	YTD Actual	Variance	% Spent YTD
Software for Rec Program	105,201	-	379	(104,822)	0.36%
Uniforms	1,750	-	-	(1,750)	0.00%
Event Permits	1,200	-	-	(1,200)	0.00%
Comprehensive Program Plan	45,000	-	9,483	(35,517)	21.07%
Sports & Fitness	369,115	28,699	38,838	(330,277)	10.52%
Adaptive Recreation	36,314	1,240	3,100	(33,214)	8.54%
Camps	112,603	6,944	24,933	(87,670)	22.14%
Youth Programs	48,363	805	2,093	(46,270)	4.33%
Adult Programs	27,956	472	1,751	(26,206)	6.26%
Senior Programs	38,565	250	250	(38,315)	0.65%
Special Events	99,279	(43)	67	(99,212)	0.07%
General Recreation Expenses	562,152	34,953	54,450	(507,702)	9.69%
Transfer Out- Scholarship Fund	50,000	-	50,000	-	100.00%
Total Recreation Revolving Fund Expenses	\$ 1,497,498	\$ 73,321	\$ 185,344	\$ (1,312,154)	12.38%

Recreation Revolving Fund Expenses



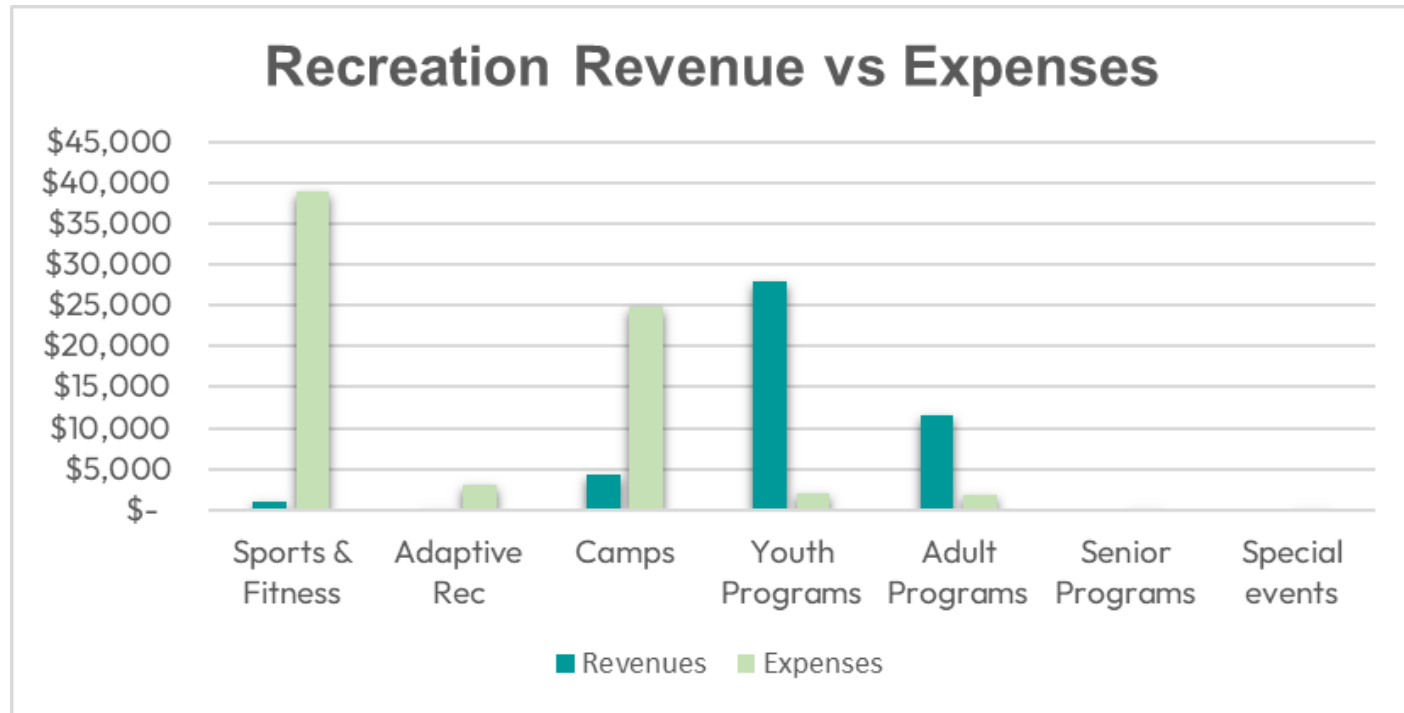
Recreation Revolving Fund Revenues-vs- Expenses By Program Type

Recreation Revolving Fund Revenues	Actual YTD
Interest Earned - Recreation	\$ -
Donations	-
Scholarships	-
Sponsorship	-
Other Recreation Revenue	-
Transfer In from General Fund	-
Park & Field Rental Fees	-
Facility Rental Fees	-
Program Fees - Sports & Fitness	931
Program Fees - Adaptive Rec	115
Program Fees - Camps	4,277
Program Fees - Youth Programs	27,944
Program Fees - Adult Programs	11,558
Event Fees	-
Total Rec Revolving Fund Revenues	\$ 44,826

Recreation Revolving Fund Expenses	Actual YTD
Software for Rec Program	379
Uniforms	-
Event Permits	-
Comprehensive Program Plan	9,483
Sports & Fitness	38,838
Adaptive Recreation	3,100
Camps	24,933
Youth Programs	2,093
Adult Programs	1,751
Senior Programs	250
Special Events	67
General Recreation Expenses	54,450
Transfer Out- Scholarship Fund	50,000
	-
Total Rec Revolving Fund Revenues	\$ 185,344

- ❖ The Scholarship Fund transfer from the Recreation Revolving Fund was completed 01/01/2023.

Recreation Revolving Fund Revenues-vs- Expenses By Program Type



Other Funds:



Scholarship Fund:

- ❖ New in 2023, the Scholarship Fund was created to provide partial funding to persons who want to participate in the District's fee-based recreation programs and meet eligibility requirements.
- ❖ Per the Board approved 2023 Budget, the transfer from the Recreation Fund of \$50,000 was completed in January. On February 21, 2023, the Board approved Resolution RR2023-001, establishing the Recreation Scholarship Policy.
- ❖ As of 02/28/2023, \$2,467.75 has been awarded to thirteen participants. 8 of the awarded were in District, 5 were out of the District.

Questions?



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STUDY SESSION MINUTES

March 21, 2023, 5:00 PM

Arletta Schoolhouse at Hales Pass Park - 3507 Ray Nash Drive NW, Gig Harbor, WA 98335

Call to Order Time: 5:02 PM

Commissioner Roll Call:

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

Quorum, Yes

ITEM 1 Board Discussion

1a. CRC Project Update

PowerPoint Presentation by Keith Hayes and Chris Nicholls of Barker Rinker Seacat

Board Questions: What are the pros and cons of different court surfaces. If it is not a wood floor, do people complain? **Answer:** We want good ball bounce. Wood floor is most expensive. Poured in place will be sufficient and well used. **Board Comment:** It is very open and has a welcoming feeling. **Board Question:** Is there a storage space and bleachers. **Answer:** Yes, they sit about 20 people per bleacher, and we are showing four sets. **Board Question:** ADA accessibility, how does it look? **Answer:** Buildings are fully accessible, flush curb ramp and parking right next to the drop off. **Other BRS Updates:** The traffic light at 24th street for Cushman trail – the will be a key. Goal is to have a crossing there and that is part of the SEPA permit. Goal is to connect it all. Swell will be hardpipe and trail will go on top to maximize space. Preparing the roof for Photovoltaic Panels (PV) for future installation when the opportunity arises.

ITEM 2 Adjournment Time: 5:35 PM

BOARD OF PARK COMMISSIONERS MEETING PROCEDURES



Peninsula Metropolitan Park District

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Approved By the Board on _____

Steve Nixon, Board President

Maryellen “Missy” Hill, Board Clerk

Attest: Ally Bujacich

Submitted by: Robyn Readwin, Board Secretary



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REGULAR MEETING MINUTES

March 21, 2023, 6:00 PM

Arletta Schoolhouse at Hales Pass Park - 3507 Ray Nash Drive NW, Gig Harbor, WA 98335

Call to Order Time: 6:00 PM

Commissioner Roll Call:

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

Quorum, Yes

ITEM 1 President's Report: None

ITEM 2 Executive Director's Report

- Community Open House 3/22/23 at Volunteer Vern Pavilion. It will be live-streamed and available on our website.
- Gig Harbor Has Talent on 3/25/2023 at Swiftwater Elementary School, PenMet Park has sponsored this event.
- Fields and Courts Summit on 3/29/2023 at Volunteer Vern Pavilion.
- PROS Plan will have an outreach booth at the 4/8/23 Egg Hunt, 6,000 Post Cards went out and the survey will open to all once it is statistically valid. The Social Pinpoint website will be opening soon.
- Baseball started with 324 players. Added 2 T-Ball teams. Baseball will be offering skills and drills Friday; available to all on a drop-in basis. Adding an MLB Homerun Derby, pitch, run, and hit. Winners advance to T-Mobile Regional.
- First Senior Social on 3/17 and beginning in April, two per month
- Sehmel wire theft update. The damage will be fixed tomorrow.

Questions: What are we doing to prevent the wire theft from happening again? **Answer:** Researching adding security cameras.

ITEM 3 Special Presentations

3a. Rosedale Hall Renovation Update

PowerPoint Presentation by David Boe, Principal Architect at Boe Architects.



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Board Comment: Love how we are holding onto the integrity of the structure. Thrilled with the plans, thank you for this presentation. **Board Question:** Is addressing ADA Parking an option for this project? **Answer:** At this time we are restricted by impervious surface changes. Look at a further project to grind and overlay. Disconnected from this project. **Board Question:** Do we know the history of the sign and are we planning to keep it? **Answer:** Have a location and light added to it. **Staff Question:** Are there any objections to the design? **Board Answer:** All agree, no objections to this design.

3b. January 2023 Financial Report –

PowerPoint Presentation by Stephanie Buhman, Director of Finance and IT Services

ITEM 4 Board Committee Reports

4a. **Park Services Committee** – Has not met since last meeting.

4b. **Finance Committee**

- Reviewed financial presentation
- Restricted and unrestricted endowment funds.

4c. **Administrative Services Committee** – Has not met since last meeting.

4d. **Recreation Services Committee** – Has not met since last meeting.

4e. **Campaign Committee**

- Donor database update
- 1:1 meetings for updates for commissioners

4f. **External Committees:** None

ITEM 5 Public Comments:

- Betty Lilienthal
- Lisa Wyninger

ITEM 6 Minutes

6a. **Approval of the March 7, 2023 Study Session Minutes**

6b. **Approval of the March 7, 2023 Regular Meeting Minutes**

Commissioner moved to adopt the minutes as presented;
 Commissioner seconded;
 Roll call vote. Approved unanimously. Motion Carried.

ITEM 7 **Consent Agenda:** None

ITEM 8 **Unfinished Business:** None

ITEM 9 **New Business**

9.1 **Purchasing Resolutions Requiring One Reading for Adoption:** None



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9.2 Single Reading Resolutions Requiring One Reading for Adoption:
None

9.3 Two Reading Resolutions Requiring Two Readings for Adoption:
None

ITEM 10 Comments by Board: Thank you to Ally and the whole staff, it has been an enjoyable experience lately being on this board, everybody has been really helpful and engaging. Thank you for the comments. Thank you Tracy and Zem for the good hard work. You are appreciated.

ITEM 11 Next Board Meetings
April 4, 2023 Study Session at 5:00 pm and Regular Meeting at 6:00 pm at the Arletta Schoolhouse at Hales Pass Park - 3507 Ray Nash Drive NW, Gig Harbor, WA 98335

ITEM 12 Adjournment Time: 6:40 PM

BOARD OF PARK COMMISSIONERS MEETING PROCEDURES

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Approved By the Board on _____

Steve Nixon, Board President

Maryellen "Missy" Hill, Board Clerk

Attest: Ally Bujacich

Submitted by: Robyn Readwin, Board Secretary



Peninsula Metropolitan Park District

RESOLUTION NO. C2023-005

APPROVING VOUCHERS FROM MARCH 2023

WHEREAS, the Peninsula Metropolitan Park District Board of Park Commissioners approved the 2023 operating budget in Resolution RR2022-010 and the 2023 capital budget in Resolution RR2022-011 on November 15, 2022; and

WHEREAS, expenditures are within the current resource projections at the fund level; and

WHEREAS, the Executive Director or his or her designee has certified that the materials have been furnished, the services rendered, or the labor performed as described, and that each claim represents a just, due, and unpaid obligation against the District;

NOW THEREFORE BE IT

RESOLVED by the Board of Park Commissioners of the Peninsula Metropolitan Park District that vouchers in the amounts and for the period indicated on Attachment "A" be approved for payment.

The foregoing resolution was adopted at a regular meeting of the Board of Park Commissioners of the Peninsula Metropolitan Park District held on April 4, 2023.

Approved By the Board on _____

Steve Nixon, Board President

Maryellen "Missy" Hill, Board Clerk

Attest: Ally Bujacich



Attachment A to Resolution C2023-005

For the period beginning 03/01/2023 and ending 03/07/2023

Voucher #230301001 through #230301029 is approved for payment in the amount of \$79,356.19.

and

For the period beginning 03/08/2023 and ending 03/14/2023

Voucher #230302001 through #230302031 is approved for payment in the amount of \$81,788.10.

and

For the period beginning 03/15/2023 and ending 03/21/2023

Voucher #230303001 through #230303028 is approved for payment in the amount of \$79,728.80.

and

For the period beginning 03/22/2023 and ending 03/27/2023

Voucher #230304001 through #230304034 is approved for payment in the amount of \$72,018.46.



DISTRICT COMMISSION MEMO

To: Board of Park Commissioners

Through: Ally Bujacich, Executive Director

From: Denis Ryan, Director of Park Services

Date: April 4, 2023

Subject: **First Reading of Resolution RR2023-003 Adopting the Project Budget for the Fox Island Fishing Pier Accessible Ramp and Handrail Improvement Project**

Background/Analysis

During the 2023 Capital Improvement Plan development, the Fox Island Fishing Pier Asphalt Pathway and Handrail was identified as priority number four replacing existing structures with an ADA compliant walkway and railing system. The project budget contemplates addressing improving accessibility and usability for the District.

The Board of Park Commissioners passed Resolution RR2022-011 adopting the 2023 Annual Capital Budget and Capital Improvement Plan, which allocated funding for the Fox Island Fishing Pier Accessible Ramp and Handrail Improvement Project.

Funding

Funding to support this project is allocated in the adopted 2023 capital budget in the amount of \$275,400.00.

Project Budget Summary	
2023 Capital Improvement Plan allocation	\$275,400.00
Total project budget	\$275,000.00

Policy Implications/Support

1. The Fox Island Fishing Pier Master Plan, Accessible Ramp and Handrail Improvement Project is supported by the following 2023 goals and objectives:



- Effectively manage and maintain our assets to preserve existing infrastructure and provide parks and recreation opportunities for our community.
2. The Board passed Resolution RR2022-011 adopting the 2023 Annual Capital Budget and Capital Improvement Plan, which allocated funding for the Fox Island Fishing Pier Accessible Ramp and Handrail Project.

Staff Recommendation

Staff recommends the Board pass Resolution RR2023-003 approving the project budget for Fox Island Fishing, Accessible Ramp and Handrail Project in the amount of \$275,000.00 at its second reading, which is planned for April 18, 2023.

Committee Recommendation

This action was reviewed by the Park Services Committee at its March 28, 2023, meeting with a recommendation to bring this action to the full Board for its approval.

Staff Contact

If you have any questions or comments, please contact Denis Ryan, Director of Parks Services at (253) 649-5254 or via e-mail at dryan@penmetparks.org.

Attachments:

Exhibit A: Resolution RR2023-003



Peninsula Metropolitan Park District

RESOLUTION RR2023-003

ADOPTING THE FOX ISLAND FISHING PIER ACCESSIBLE RAMP AND HANDRAIL IMPROVEMENT PROJECT BUDGET

WHEREAS, the Board of Park Commissioners evaluated District-wide capital improvement needs; and

WHEREAS, the Board of Park Commissioners passed Resolution RR2022-011 adopting the 2023 Annual Capital Budget and Capital Improvement Plan (CIP); and

WHEREAS, the Fox Island Fishing Pier, Accessible Ramp and Handrail Improvement was ranked at priority four in the 2023 CIP; and

WHEREAS, the scope of the project generally includes replacing aged systems and ADA accessibility upgrades; and

WHEREAS, PenMet Parks analyzed the estimated project costs required to complete the project to meet the community needs and estimated that the total project budget necessary to complete the project scope is \$275,000.00

NOW THEREFORE BE IT

RESOLVED, the Fox Island Fishing Pier Accessible Ramp and Handrail Improvement Project, total project budget is \$275,000.00.

The foregoing resolution was adopted at a regular meeting of the Board of Park Commissioners of the Peninsula Metropolitan Park District held on April 18, 2023.

Steve Nixon, Board President

Maryellen "Missy" Hill, Board Clerk

Attest: Ally Bujacich



DISTRICT COMMISSION MEMO

To: Board of Park Commissioners

Through: Ally Bujacich, Executive Director

From: Denis Ryan, Director of Park Services

Date: April 4, 2023

Subject: **First Reading of Resolution RR2023-004 Adopting the Project Budget for the Tubby’s Trail Dog Park Upgrades Project**

Background/Analysis

During the 2023 Capital Improvement Plan development, upgrades for Tubby’s Trail Dog Park was identified as a District priority. The project budget contemplates providing surfacing at the off-leash dog area, improvements to the off-leash enclosure fence, and landscape upgrades to improve the user experience.

The Board of Park Commissioners passed Resolution RR2022-011 adopting the 2023 Annual Capital Budget and Capital Improvement Plan, which allocated funding for the Tubby’s Trail Dog Park Upgrade Project.

Funding

Funding to support this project is allocated in the adopted 2023 capital budget in the amount of \$118,000.00.

Project Budget Summary	
2023 Capital Improvement Plan allocation	\$118,000.00
Total project budget	\$118,000.00

Policy Implications/Support

1. The Tubby’s Trail Dog Park Upgrades Project is supported by the following 2023 goals and objectives:



- Effectively manage and maintain our assets to preserve existing infrastructure and provide parks and recreation opportunities for our community.
2. The Board passed Resolution RR2022-011 adopting the 2023 Annual Capital Budget and Capital Improvement Plan, which allocated funding for the Tubby's Trail Dog Park Upgrades Project.

Staff Recommendation

Staff recommends the Board pass Resolution RR2023-004 approving the project budget for Tubby's Trail Dog Park Upgrades Project in the amount of \$118,000.00 at its second reading, which is planned for April 18, 2023.

Committee Recommendation

This action was reviewed by the Park Services Committee at its March 28, 2023, meeting with a recommendation to bring this action to the full Board for its approval.

Staff Contact

If you have any questions or comments, please contact Denis Ryan, Director of Parks Services at (253) 649-5254 or via e-mail at dryan@penmetparks.org.

Attachments:

Exhibit A: Resolution RR2023-004



Peninsula Metropolitan Park District

RESOLUTION RR2023-004

ADOPTING THE TUBBY’S DOG PARK UPGRADES PROJECT BUDGET

WHEREAS, the Board of Park Commissioners evaluated District-wide capital improvement needs; and

WHEREAS, the Board of Park Commissioners passed Resolution RR2022-011 adopting the 2023 Annual Capital Budget and Capital Improvement Plan (CIP); and

WHEREAS, the Tubby’s Trail Dog Park Upgrades Project was ranked at priority five in the 2023 CIP; and

WHEREAS, the scope of the project generally includes surfacing, fencing, and other improvements to enhance the user experience; and

WHEREAS, PenMet Parks analyzed the estimated project costs required to complete the project to meet the community needs and estimated that the total project budget necessary to complete the project scope is \$118,00.00.

NOW THEREFORE BE IT

RESOLVED, the Tubby’s Trail Dog Park Upgrades Project total project budget is \$118,000.00.

The foregoing resolution was adopted at a regular meeting of the Board of Park Commissioners of the Peninsula Metropolitan Park District held on April 18, 2023.

Steve Nixon, Board President

Maryellen “Missy” Hill, Board Clerk

Attest: Ally Bujacich



DISTRICT COMMISSION MEMO

To: Board of Park Commissioners

Through: Ally Bujacich, Executive Director

From: Denis Ryan, Director of Park Services

Date: April 4, 2023

Subject: **First Reading of Resolution RR2023-005 Adopting the Project Budget for the Narrows Beach Access Road Pavement Preservation Project**

Background/Analysis

During the 2023 Capital Improvement Plan development, the Narrows Beach, Access Road Pavement Preservation Project was identified as a District priority. The project budget contemplates addressing drainage issues, repairing the guardrail as needed, and repaving the access road.

The Board of Park Commissioners passed Resolution RR2022-011 adopting the 2023 Annual Capital Budget and Capital Improvement Plan, which allocated funding for the Narrows Beach, Access Road Pavement Preservation Project.

Funding

Funding to support this project is allocated in the adopted 2023 capital budget in the amount of \$285,000.00.

Project Budget Summary	
2023 Capital Improvement Plan allocation	\$285,000.00
Total project budget	\$285,000.00

Policy Implications/Support

1. The Narrows Beach, Access Road Pavement Preservation Project is supported by the following 2023 goals and objectives:



- Effectively manage and maintain our assets to preserve existing infrastructure and provide parks and recreation opportunities for our community.
2. The Board passed Resolution RR2022-011 adopting the 2023 Annual Capital Budget and Capital Improvement Plan, which allocated funding for the Narrows Beach Master Plan, Repair and Repave Access project.

Staff Recommendation

Staff recommends the Board pass Resolution RR2023-005 approving the project budget for the Narrows Beach, Access Road Pavement Preservation Project in the amount of \$285,000.00 at its second reading, which is planned for April 18, 2023.

Committee Recommendation

This action was reviewed by the Park Services Committee at its March 28, 2023, meeting with a recommendation to bring this action to the full Board for its approval.

Staff Contact

If you have any questions or comments, please contact Denis Ryan, Director of Park Services at (253) 649-5254 or via e-mail at dryan@penmetparks.org.

Attachments:

Exhibit A: Resolution RR2023-005



Peninsula Metropolitan Park District

RESOLUTION RR2023-005

ADOPTING THE NARROWS BEACH ACCESS ROAD PAVEMENT PRESERVATION PROJECT BUDGET

WHEREAS, the Board of Park Commissioners evaluated District-wide capital improvement needs; and

WHEREAS, the Board of Park Commissioners passed Resolution RR2022-011 adopting the 2023 Annual Capital Budget and Capital Improvement Plan (CIP); and

WHEREAS, the Narrows Beach, Access Road Pavement Preservation Project was ranked at priority seven in the 2023 CIP; and

WHEREAS, the scope of the project generally includes addressing drainage issues, repairing the guardrail, and repaving the access road; and

WHEREAS, PenMet Parks analyzed the estimated project costs required to complete the project to meet the community needs and estimated that the total project budget necessary to complete the project scope is \$285,000.00

NOW THEREFORE BE IT

RESOLVED, the Narrows Beach Access Road Pavement Preservation Project budget is \$285,000.00.

The foregoing resolution was adopted at a regular meeting of the Board of Park Commissioners of the Peninsula Metropolitan Park District held on April 18, 2023.

Steve Nixon, Board President

Maryellen "Missy" Hill, Board Clerk

Attest: Ally Bujacich



DISTRICT COMMISSION MEMO

To: Board of Park Commissioners

Through: Ally Bujacich, Executive Director

From: Denis Ryan, Director of Park Services

Date: April 4, 2023

Subject: **First Reading of Resolution RR2023-006 Adopting the Project Budget for the Community Recreation Center Mini Golf Course Improvement Project**

Background/Analysis

During the 2023 Capital Improvement Plan development, improving the Community Recreation Center Mini Golf Course was identified as a District priority. The project budget contemplates moderate improvements to mini golf course to elevate the user experience. The District will seek community input to guide improvements to the course. Significant changes to the design of the course may be limited by the available project budget.

The Board of Park Commissioners passed Resolution RR2022-011 adopting the 2023 Annual Capital Budget and Capital Improvement Plan, which allocated funding for the Community Recreation Center Mini Golf Course Improvement Project.

Funding

Funding to support this project is allocated in the adopted 2023 capital budget in the amount of \$80,000.00.

Project Budget Summary	
2023 Capital Improvement Plan allocation	\$80,000.00
Total project budget	\$80,000.00



Policy Implications/Support

1. The Community Recreation Center Mini Golf Course Improvement Project is supported by the following 2023 goals and objectives:
 - Effectively manage and maintain our assets to preserve existing infrastructure and provide parks and recreation opportunities for our community.
2. The Board passed Resolution RR2022-011 adopting the 2023 Annual Capital Budget and Capital Improvement Plan, which allocated funding for the Community Recreation Center Mini Golf Course Improvement Project.

Staff Recommendation

Staff recommends the Board pass Resolution RR2023-006 approving the project budget for Community Recreation Center Mini Golf Course Improvement Project in the amount of \$80,000.00 at its second reading, which is planned for April 18, 2023.

Committee Recommendation

This action was reviewed by the Park Services Committee at its March 28, 2023, meeting with a recommendation to bring this action to the full Board for its approval.

Staff Contact

If you have any questions or comments, please contact Denis Ryan, Director of Park Services at (253) 649-5254 or via e-mail at dryan@penmetparks.org.

Attachments:

Exhibit A: Resolution RR2023-006



Peninsula Metropolitan Park District

RESOLUTION RR2023-006

ADOPTING THE COMMUNITY RECREATION CENTER MINI GOLF COURSE IMPROVEMENT PROJECT BUDGET

WHEREAS, the Board of Park Commissioners evaluated District-wide capital improvement needs; and

WHEREAS, the Board of Park Commissioners passed Resolution RR2022-011 adopting the 2023 Annual Capital Budget and Capital Improvement Plan (CIP); and

WHEREAS, the Community Recreation Center Mini Golf Course Improvement Project was ranked at priority nine in the 2023 CIP; and

WHEREAS, the scope of the project generally includes improvements to mini golf course to elevate the user experience; and

WHEREAS, PenMet Parks analyzed the estimated project costs required to complete the project to meet the community needs and estimated that the total project budget necessary to complete the project scope is \$80,000.00

NOW THEREFORE BE IT

RESOLVED, Community Recreation Center Mini Golf Course Improvement Project total project budget is \$80,000.00.

The foregoing resolution was adopted at a regular meeting of the Board of Park Commissioners of the Peninsula Metropolitan Park District held on April 18, 2023.

Steve Nixon, Board President

Maryellen "Missy" Hill, Board Clerk

Attest: Ally Bujacich