



Peninsula Metropolitan Park District

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

STUDY SESSION AGENDA: Monday, April 22, 2019, 5:00pm

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 Presentations

2.a Staff Report: Community Recreation Center (pages 3-4)

ITEM 3 Board Discussion

3.a Community Recreation Center

ITEM 4 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.



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REGULAR MEETING AGENDA: Monday, April 22, 2019, 6:35pm

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 Senior Programs Task Force**
- 3.b Executive Director Report** (pages 5-6)
- 3.c President's Report**
- 3.d Financial Report** (pages 7-12)

ITEM 4 Consent Agenda

- 4.a Approval of Meeting Minutes**
4-8-19 Study Session (page 13), 4-8-19 Regular (pages 14-15)
- 4.b Approval of Vouchers**
 - \$239,861.69 ♦ Reference numbers: V2019123- V2019157 (pages 16-17)
 - \$6,370.44 ♦ Reference numbers: V2019158- V2019160 (pages 18-19)
- 4.c Approval of Consent Agenda**

ITEM 5 Old Business

- 5.a R2019-03 Sunrise Beach Easement** (pages 20-28)

ITEM 6 New Business

- 6.a Community Recreation Center financial option direction** (pgs 29-30)

ITEM 7 Comments by Board/Subcommittee Reports

- 7.a Community Center**
- 7.b Marketing**
- 7.c Fundraising**
- 7.d Memorial Bench and Plaque Program**

ITEM 8 Next Board Meetings: Mon. May 6, 2019 (Study) and Mon. May 6, 2019 (Regular)

ITEM 9 Executive Session: Acquisition of real estate per RCW 42.30.110(1)(b)

ITEM 10 Adjournment ____:____



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DISTRICT COMMISSION MEMO

To: Peninsula Metropolitan Park District Board of Commissioners

From: Glenn Akramoff, Interim Executive Director

Date: April 22, 2019

Subject: **Community Recreation Center Feasibility - Study Session**

Background/Analysis

The Board of Commissioners approved staff to enter into a purchase and sale agreement for the Performance Golf property in December of 2018. As part of the arrangement, the district has until September 13, 2019, to complete a due diligence process to determine if the property is suitable for intended use, that the planned improvements are permitted, and the cost of the project will be within PenMet Parks means to complete. The District hired a consultant team led by Snodgrass Freeman Associates, an architect firm, to support the due diligence effort.

The Interim Executive Director and the constant team will provide an update on the current status of the due diligence process. The following are the significant areas to be presented:

1. Project introduction
2. Site vetting
3. General field layout
4. Due diligence
5. Cost and financing
6. Decision points and next steps

Staff is interested in hearing the Commissions concerns and discussion to provide the best information possible as the Board prepares for the final decision on the feasibility of the project.

Timeline and Funding

The final deadline of the due diligence process is September 13th. There is an extension available. Staff is not seeking an extension currently. The due diligence process is now on schedule to meet that deadline. While not anticipated, an issue could come up that make that necessary, and it remains an option.

Funding options will be provided at a high-level during the presentation. Current anticipated costs will also be presented to the Commission. These costs are still evolving at this time and will be adjusted throughout the due diligence process. A final cost estimate will be provided at the completion of the process.

Recommendation

None – This is an update and discussion item.



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Policy Implications/Support

1. Site suitability and permitting.
2. Community support for the project.
3. Priority of the project as compared with other district projects and programs.
4. Cost and financing of the project.
5. Project phasing and timeline.

Staff Contact

Should you have any questions or comments, please contact Glenn Akramoff at the earliest opportunity should additional research be required to provide answers at the meeting: 253-858-3408 or via e-mail at gakramoff@penmetparks.org.



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DEPARTMENT STAFF REPORT: Apr 4-17, 2019

EXECUTIVE

- Met with Enduris – the district’s insurance company on coverage, risk issues and services available
- President Hill, Commissioner Grimmer and I met with The School Board President and the School Superintendent to discuss partnership opportunities on 4/10
- Continued to meet with Freeman Snodgrass Architects about A&E contract
- Met with Prothman and Associates about the Executive Director Search
- President Hill, Commissioner Grimmer, Chuck C and I attended the Senior task force meeting on 4/17
- Elaine Sorenson and I met with Key Pen Parks about their salary survey process on 4/18

Marketing

- Chuck met with Chapel Hill to discuss temporary placement for Seniors leaving Boys and Girls Club
- Chuck gave interview and had PenMet Parks Appreciation Day featured by the Tacoma News Tribune and Gateway
- PenMet has submitted entry for the Maritime Gig Parade float in partnership with Harbor History Museum
- Presentation was given to PenMet Parks Board on current status of the new website that is being developed
- PenMet has been nominated for “Golden Daisy Awards” “Best Event” “Best Event Planner” “Best Park”

SPECIAL PROJECTS

- Allan Warren of Pierce Conservation District submitted ESRP and the NOAA applications to address bulkhead issues at Tacoma DeMolay Sandspit Nature Preserve. The total ask was \$283,364.40 with a better than 1:1 match ratio. We should find out by June 30 if we’re selected for funding.
- PenMet did not receive the United States Soccer Federation grant for \$25,000 toward the SHP Turf Lights. We were invited to apply next quarter.
- The currently proposed Washington State Budget does not include enough funding in the YAF Fund for the SHP Turf Lights. We are the 6th Alternate, \$1.6M short.
- Discussion of PEG Grant Policy expected to continue.

PEG Grants in progress

- Eagle Scout projects for Bat houses at Hales Pass (coming)
- Rotary Bark Park trail map and signs (delayed)
- Narrows fencing (deferred to next project)
- Three scouts currently discussing projects

Volunteers

- Continuing 18th Annual Parks Appreciation Day (April 27, 2019) planning.
- Received 8 hours of community service weeding the rain garden.
- Received 40 hours of park maintenance service by 20 people weeding the rain garden.
- Another group has a conflict for PAD but will work that afternoon.

RECREATION FACILITY

- May 8th PAC meeting at the Gig Harbor Civic Center at 6:30pm
- Have open dialog with The Dome in Anchorage Alaska
- Project team prepared for Board presentation

MAINTENANCE & FACILITIES

- assisted disoriented citizen by leading her to needed location
- re-graveled caretaker pad at DeMolay
- finished irrigation system at Heritage Garden with volunteer assistance
- staff repaired 550 riding mower
- hosted four weekend baseball tournaments

RECREATION

- Baseball games started 4/13 for most teams with 2 games being rained out, but majority of games were played due to our wonderful turf infields.
- Kelly spend 4/9-4/12 at WRPA Conference in Vancouver, WA and has come back with some great new ideas!
- Spring Break camp 4/16-4/18 has 16 kids in it!
- Michael met with Denise (Special Populations Instructor) about Opportunities for the Friendship Club and how we can continue to offer things for them to participate in over the Summer.
- Held our 1st Bingo Day for the Seniors and partnered with Harbor Life Chiropractic who called the game, brought in light lunch/snacks and prizes!
- Offering Game and Card Club for Seniors on Wednesday mornings.
- Less than 20 Tickets left for Adult Egg Hunt. Kelly is continuing to gather Sponsored Prizes from around the community and building relationships.
- Our April Kids Night Out had 12 kids with a “Minute to Win It” theme with many games off the hit TV Show.
- Little Sluggers will start April 27th and is Full with 120 kids registered.



Peninsula Metropolitan Park District

INCOME STATEMENT 2019

January - March, 2019

	ACTUAL	TOTAL		
		BUDGET	OVER BUDGET	% OF BUDGET
Income				
3100000 TAX REVENUE				
3111000 Real and Personal Property Tax	669,452.31	239,500.63	429,951.68	279.52 %
3131700 Sales Tax	103,475.63	89,125.00	14,350.63	116.10 %
3172000 Leasehold Excise Tax	1,413.54	2,600.00	-1,186.46	54.37 %
3173000 REET Excise Tax	85,000.00		85,000.00	
Total 3100000 TAX REVENUE	859,341.48	331,225.63	528,115.85	259.44 %
3400000 CHARGES FOR SERVICES				
3472000 Facility Rental Fee	17,597.17	23,679.55	-6,082.38	74.31 %
Total 3400000 CHARGES FOR SERVICES	17,597.17	23,679.55	-6,082.38	74.31 %
3610000 INTEREST AND OTHER EARNINGS				
3611100 Investment Interest	60,667.85	12,000.00	48,667.85	505.57 %
Total 3610000 INTEREST AND OTHER EARNINGS	60,667.85	12,000.00	48,667.85	505.57 %
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	15,148.18	13,239.00	1,909.18	114.42 %
Total 3620000 RENTS, LEASES AND CONCESSIONS	21,154.19	17,589.00	3,565.19	120.27 %
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	1,300.35		1,300.35	
Total Income	\$980,060.99	\$384,494.18	\$595,566.81	254.90 %
GROSS PROFIT	\$980,060.99	\$384,494.18	\$595,566.81	254.90 %
Expenses				
5110000 LEGISLATIVE				
5111010 Board / Employee Compensation	13,312.00	15,360.00	-2,048.00	86.67 %
5111020 Board Payroll Taxes	1,071.59	1,420.80	-349.21	75.42 %

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
5111031 Office & Operating Supplies- Leg		375.00	-375.00	
5114043 Travel	79.77	0.00	79.77	
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	25,993.30	24,055.80	1,937.50	108.05 %
5130000 EXECUTIVE				
5131011 Wages - Regular	59,972.47	55,918.49	4,053.98	107.25 %
5131020 Benefits	25,395.89	25,406.49	-10.60	99.96 %
5131042 Cell Phone	531.76	208.20	323.56	255.41 %
5131044 Marketing	6,349.30	20,000.00	-13,650.70	31.75 %
5134043 Executive - Travel	871.06	900.00	-28.94	96.78 %
5134049 Memberships & Training	2,975.85	4,345.00	-1,369.15	68.49 %
5152041 Legal - Professional Services		7,500.00	-7,500.00	
5162041 Personnel-Professional Services	185.00	1,281.00	-1,096.00	14.44 %
5761031 Office and Operating Supplies	1,381.91	1,626.00	-244.09	84.99 %
5761041 Prof. Serv -Computer & Security	4,369.00	4,749.00	-380.00	92.00 %
5761043 Administration - Travel		250.00	-250.00	
5761044 Printing/Advertising	1,106.48	1,687.50	-581.02	65.57 %
5761045 Operating Rentals and Leases	1,262.35	513.00	749.35	246.07 %
5761046 Insurance - General Liability	564.00	0.00	564.00	
5761049 Miscellaneous / Events	1,451.25	0.00	1,451.25	
5768953 Other Oper. Exps-External Taxes	2,043.17	3,750.00	-1,706.83	54.48 %
5977665 Transfer - Capital Fund	4,026,114.68	4,026,114.68	0.00	100.00 %
6103601 Computer Hardware		1,225.00	-1,225.00	
6103602 Computer Software	6,076.91	1,150.00	4,926.91	528.43 %
6104201 Postage		330.00	-330.00	
6104204 Internet	417.14	1,851.00	-1,433.86	22.54 %
Total 5130000 EXECUTIVE	4,141,068.22	4,158,805.36	-17,737.14	99.57 %
5140000 FINANCIAL AND RECORDS SERVICES				
5141011 Wages - Regular	26,543.87	28,354.50	-1,810.63	93.61 %
5141020 Personnel Benefits	11,475.02	11,805.00	-329.98	97.20 %
5142000 Financial Services	150.00	150.00	0.00	100.00 %
5142341 Professional Services	3,021.05	2,880.00	141.05	104.90 %
5142342 Cell Phone	90.00	90.00	0.00	100.00 %
5142349 Bank Charges	93.64	147.00	-53.36	63.70 %
5144043 Travel		50.00	-50.00	
Total 5140000 FINANCIAL AND RECORDS SERVICES	41,373.58	43,476.50	-2,102.92	95.16 %
5710000 PARTICIPANT RECREATION				
5711011 Wages - Administration	5,667.73	20,622.24	-14,954.51	27.48 %
5711020 Benefits - Administration	1,044.96	8,136.99	-7,092.03	12.84 %
5711043 Conferences	2,309.34	0.00	2,309.34	
5712042 Communication - Phones	336.84	504.00	-167.16	66.83 %

	ACTUAL	TOTAL		% OF BUDGET
		BUDGET	OVER BUDGET	
5972055 Transfer- Rec. Revolving Fund	135,108.25	135,108.25	0.00	100.00 %
Total 5710000 PARTICIPANT RECREATION	144,467.12	164,371.48	-19,904.36	87.89 %
5760000 PARK FACILITIES				
5768010 Wages - Regular	30,959.47	33,079.74	-2,120.27	93.59 %
5768020 Personnel Benefits	11,406.85	12,947.76	-1,540.91	88.10 %
5768031 Supplies		750.00	-750.00	
5768035 Small Equipment		200.00	-200.00	
5768042 Communication	128.28	300.00	-171.72	42.76 %
5768043 Travel	364.06	444.60	-80.54	81.88 %
5768044 Printing		400.00	-400.00	
5768049 Miscellaneous		25,000.00	-25,000.00	
Total 5760000 PARK FACILITIES	42,858.66	73,122.10	-30,263.44	58.61 %
5768500 PARKS & GROUNDS MAINTENANCE				
5768511 Wages - Regular	78,034.32	94,854.33	-16,820.01	82.27 %
5768520 Benefits	36,987.38	40,510.23	-3,522.85	91.30 %
5768531 Operating Supplies	14,808.94	20,000.01	-5,191.07	74.04 %
5768532 Fuel	3,441.37	3,750.00	-308.63	91.77 %
5768535 Small Tools & Minor Equipment	2,586.22	5,499.99	-2,913.77	47.02 %
5768540 Extraordinary Park Repairs	1,069.20		1,069.20	
5768541 Professional Services	6,893.11	10,000.00	-3,106.89	68.93 %
5768542 Communication - Phones	4,778.26	5,000.01	-221.75	95.57 %
5768543 Travel	80.00	200.00	-120.00	40.00 %
5768544 Printing & Advertising		1,000.00	-1,000.00	
5768545 Operating Rentals & Leases	970.47	2,250.00	-1,279.53	43.13 %
5768546 Surface Water/Noxious Weed Tax	3,224.26	3,426.11	-201.85	94.11 %
5768547 Utility Services	11,512.23	20,000.01	-8,487.78	57.56 %
5768548 Repairs & Maintenance	641.85	2,000.00	-1,358.15	32.09 %
5768549 Memberships & Training		1,000.00	-1,000.00	
Total 5768500 PARKS & GROUNDS MAINTENANCE	165,027.61	209,490.69	-44,463.08	78.78 %
Total Expenses	\$4,560,788.49	\$4,673,321.93	\$ -112,533.44	97.59 %
NET OPERATING INCOME	\$ -3,580,727.50	\$ -4,288,827.75	\$708,100.25	83.49 %
NET INCOME	\$ -3,580,727.50	\$ -4,288,827.75	\$708,100.25	83.49 %

Explanation Financial Statement Line Items 2019

#5114043 Legislative – Travel – Meeting Meals \$79.77

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

#5131011 Executive – Wages – Executive Director Vacation Payout \$4,053.98

#5131042 Executive Cell Phone - Verizon \$323.56

#5761045 Executive – Rentals – Copier Buy Out Payment \$749.35

#5761046 Executive – Insurance – Auto Damage \$564.00

#5761049 Executive – Events – Chamber of Commerce Awards Table & Pals Permits \$1,451.25

#6103602 Executive – Computer Software – Office 365 (Timing Issue with Budget) \$4,926.91

#5142341 Financial – Professional Services – ADP HR Pro Software \$141.05

#5712042 Recreation Conferences– Michael Schick Revenue School & WRPA (Timing Issue)- \$2,309.34

#5768540 Maintenance Snow Removal – \$1,069.20



Peninsula Metropolitan Park District
INCOME STATEMENT - RECREATION REVOLVING FUND
January 2010 - March 2019

	JAN - DEC 2010	JAN - DEC 2011	JAN - DEC 2012	JAN - DEC 2013	JAN - DEC 2014	JAN - DEC 2015	JAN - DEC 2016	JAN - DEC 2017	JAN - DEC 2018	JAN - MAR, 2019	TOTAL
Income											
3400000 CHARGES FOR SERVICES											\$0.00
3473000 Recreation Rental Fee					22,008.24	33,535.89	31,229.38	36,461.91	29,399.12		\$152,634.54
3476000 Recreation Program Fees	21,477.96	79,553.95	87,479.44	134,465.32	323,314.03	307,945.24	390,449.85	590,972.29	561,643.57	96,903.67	\$2,594,205.32
3479000 Other Fees and Charges		882.24	2,745.85	7,042.47	4,555.00	5,976.01	8,319.04	15,596.87	12,402.24	8,913.38	\$66,433.10
Total 3400000 CHARGES FOR SERVICES	21,477.96	80,436.19	90,225.29	141,507.79	349,877.27	347,457.14	429,998.27	643,031.07	603,444.93	105,817.05	\$2,813,272.96
3610000 INTEREST AND OTHER EARNINGS											
3611155 Interest Earned - Recreation							1,000.00				\$1,000.00
Total 3610000 INTEREST AND OTHER EARNINGS							1,000.00				\$1,000.00
3620000 RENTS, LEASES AND CONCESSIONS											
3628001 Concessions Lease Recreation					280.41	628.86	357.51	6.50			\$1,273.28
Total 3620000 RENTS, LEASES AND CONCESSIONS					280.41	628.86	357.51	6.50			\$1,273.28
3670000 PRIVATE SOURCE CONTRIBUTIONS											
3671100 Private Donations-Gifts/Pledges		2,860.40	7,031.02	9,951.93	4,389.57	10,417.49	17,510.76	21,186.68	24,713.71	500.00	\$98,561.56
Total 3670000 PRIVATE SOURCE CONTRIBUTIONS		2,860.40	7,031.02	9,951.93	4,389.57	10,417.49	17,510.76	21,186.68	24,713.71	500.00	\$98,561.56
3690000 OTHER MISCELLANEOUS REVENUE											
3699000 Other Recreation Revenue						960.52		12.55			\$973.07
Total 3690000 OTHER MISCELLANEOUS REVENUE						960.52		12.55			\$973.07
3700000 CAPITAL CONTRIBUTIONS											
3797600 Capital Cont.-Private Donation						15,000.00					\$15,000.00
Total 3700000 CAPITAL CONTRIBUTIONS						15,000.00					\$15,000.00
3970000 TRANSFERS IN											
3977655 Transfer In-Interfund Subsidies			57,902.00	48,402.00	49,902.00	54,902.00	82,202.70	73,849.00	86,674.26	142,008.25	\$595,842.21
Total 3970000 TRANSFERS IN			57,902.00	48,402.00	49,902.00	54,902.00	82,202.70	73,849.00	86,674.26	142,008.25	\$595,842.21
Total Income	\$21,477.96	\$83,296.59	\$155,158.31	\$199,861.72	\$404,448.25	\$429,368.01	\$531,069.24	\$738,085.80	\$714,832.90	\$248,325.30	\$3,525,923.08
GROSS PROFIT	\$21,477.96	\$83,296.59	\$155,158.31	\$199,861.72	\$404,448.25	\$429,368.01	\$531,069.24	\$738,085.80	\$714,832.90	\$248,325.30	\$3,525,923.08
Expenses											
5710000 PARTICIPANT RECREATION											
5711036 Computers			2,712.76		4,971.60	1,677.84	116.51		154.27		\$9,632.96
5711041 Professional Services				3,625.00	5,206.27	4,594.63	6,196.00	783.57	9,883.82	42.70	\$30,331.99
5712011 Wages - Recreation Program	16,450.74	25,320.75	50,423.32	144,994.84	173,274.14	187,222.95	248,392.41	230,651.37	42,800.12		\$1,119,530.64
5712020 Benefits - Recreation Program		5,792.29	3,160.37	8,881.27	34,199.36	78,045.69	87,489.50	121,693.51	94,365.56	18,741.15	\$452,368.70
5712031 Office & Operating Supplies		356.02	5,016.07	3,237.80	24,168.67	21,916.57	29,124.34	38,315.69	50,979.24	3,394.30	\$176,508.70
5712035 Minor Equipment			966.84	2,101.52	12,149.53	9,193.04	15,577.39	9,523.32	10,339.85	1,878.11	\$61,729.60
5712041 Sports & Professional Fees		22,155.90	55,834.00	74,284.10	68,885.60	71,885.71	131,479.99	145,080.50	166,553.57	23,363.57	\$759,522.94
5712043 Travel			1,134.19	1,336.47	1,929.89	1,621.63	2,070.76	1,122.81	2,062.60		\$11,278.37
5712044 Printing & Advertising		7,790.00	20,538.86	13,849.32	37,045.10	26,902.14	25,027.38	29,660.49	19,415.53		\$180,228.82
5712045 Rentals				1,642.18	3,834.83	2,541.54	2,732.29	12,300.73	33,071.92	3,538.07	\$59,661.56
5712047 Utilities					11,782.36	15,756.65	18,986.48	15,685.20	20,300.59	1,095.49	\$83,606.77
5712049 Memberships & Training			862.13	444.11	35.00	1,236.00	824.60	1,400.81	1,167.25	989.00	\$6,958.90
5712053 Sales & Use Taxes			1,043.16	1,504.78	6,910.17	7,866.40	8,927.68	8,946.27	14,834.80	1,648.97	\$51,682.23
5714049 Special Events			34,268.36	28,889.93	22,234.52	38,786.60	27,068.92	32,653.46	26,132.75	4,269.48	\$214,304.02
Total 5710000 PARTICIPANT RECREATION		52,544.95	150,857.49	190,219.80	378,347.74	455,298.58	542,844.81	665,558.77	679,913.12	101,760.96	\$3,217,346.22
Total Expenses	\$0.00	\$52,544.95	\$150,857.49	\$190,219.80	\$378,347.74	\$455,298.58	\$542,844.81	\$665,558.77	\$679,913.12	\$101,760.96	\$3,217,346.22
NET OPERATING INCOME	\$21,477.96	\$30,751.64	\$4,300.82	\$9,641.92	\$26,101.51	\$-25,932.57	\$-11,775.57	\$72,527.03	\$34,919.78	\$146,564.34	\$308,578.86
NET INCOME	\$21,477.96	\$30,751.64	\$4,300.82	\$9,641.92	\$26,101.51	\$-25,932.57	\$-11,775.57	\$72,527.03	\$34,919.78	\$146,564.34	\$308,578.86



Peninsula Metropolitan Park District

INCOME STATEMENT - ENDOWMENT FUND

January 2007 - March 2019

	TOTAL
Income	
3400000 CHARGES FOR SERVICES	
3473000 Recreation Rental Fee	94,869.92
Total 3400000 CHARGES FOR SERVICES	94,869.92
3610000 INTEREST AND OTHER EARNINGS	
3611150 Investment Income - Endowment	17,825.58
Total 3610000 INTEREST AND OTHER EARNINGS	17,825.58
3620000 RENTS, LEASES AND CONCESSIONS	
3625002 Long Term Golf Course Lease - Endowment	159,437.73
3627001 Concessions Lease Facilities	1,967.09
Total 3620000 RENTS, LEASES AND CONCESSIONS	161,404.82
3670000 PRIVATE SOURCE CONTRIBUTIONS	
3671900 Private Donations - Other	144,942.27
Total 3670000 PRIVATE SOURCE CONTRIBUTIONS	144,942.27
3970000 TRANSFERS IN	
3977655 Transfer In-Interfund Subsidies	1,087.00
Total 3970000 TRANSFERS IN	1,087.00
Total Income	\$420,129.59
GROSS PROFIT	\$420,129.59
Expenses	
5130000 EXECUTIVE	
5893053 Leasehold Excise Taxes	193.78
Total 5130000 EXECUTIVE	193.78
5140000 FINANCIAL AND RECORDS SERVICES	
5142000 Financial Services	18.35
Total 5140000 FINANCIAL AND RECORDS SERVICES	18.35
5142500 Investment Fees - Endowment	791.90
5710000 PARTICIPANT RECREATION	
5712053 Sales & Use Taxes	6,934.99
Total 5710000 PARTICIPANT RECREATION	6,934.99
Total Expenses	\$7,939.02
NET OPERATING INCOME	\$412,190.57
NET INCOME	\$412,190.57

Monday, April 15, 2019 03:41 PM GMT-7

1/2



Peninsula Metropolitan Park District

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

STUDY SESSION MINUTES

Monday, April 8, 2019, 5:00pm

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

Call to Order: The meeting was called to order by Commissioner Hill at 6:16pm.

Commissioners Present:

Maryellen (Missy) Hill
Amanda Babich
Steve Nixon (by phone)
Kurt Grimmer

Commissioners Absent:

Todd Iverson (excused)

Citizens:

Julie Tappero
Scott Gray

Staff:

Glenn Akramoff
Eric Guenther
Chuck Cuzzetto
Jessica Smiley

ITEM 1 Approval of Agenda

ITEM 2 Presentations

2.a Staff Report: Website

Chuck Cuzzetto and Randall Southam from Southam Creative presented a preview of the new website for the District.

ITEM 3 Board Discussion

3.a Website

Board members engaged in a discussion about the new website and gave recommendations of certain items they hope to be integrated: search bar on main page, an active calendar with upcoming events, policies added, sidebar for suggesting other programs or parks, and the ability to add a photo when using the Contact Us feature.

ITEM 4 Adjournment

Commissioner Hill adjourned the meeting at 5:58pm.

APPROVED BY THE BOARD ON: _____

President

Submitted by: *Jessica Smiley* ☺

Clerk



Peninsula Metropolitan Park District

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

REGULAR MEETING MINUTES

Monday, April 8, 2019, 6:15pm

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

Call to Order: The meeting was called to order by Commissioner Hill at 6:16pm.

Commissioners Present:

Maryellen (Missy) Hill
Amanda Babich
Steve Nixon (by phone)
Kurt Grimmer

Commissioners Absent:

Todd Iverson (excused)

Staff:

Glenn Akramoff
Eric Guenther
Jessica Smiley

Citizens:

Julie Tappero
Scott Gray
Heath Heikkila
Jeff Wenrich

REGULAR MEETING AGENDA:

ITEM 1 Approval of Agenda

Commissioner Grimmer made a motion to approve the agenda, seconded by Commissioner Babich. Agenda was approved with a 4-0 vote.

ITEM 2 Citizen Comments

Heath Heikkila, local citizen and board member of Harbor Soccer Club gave testimony to support lighting the turf field at Sehmel Homestead Park.

Jeff Wenrich, President of Harbor Soccer Club gave testimony to support lighting the turf field at Sehmel Homestead Park and strong partnership between the District and the soccer club.

ITEM 3 Presentations

3.a Executive Director Report

Glenn Akramoff brought attention to the staff report submitted in the agenda packet and gave updates to the Board. Next study session will focus on the recreation center project. Board and Staff will receive regular updates from the Executive. Glenn Akramoff asked Commissioners if he has approval to make recommended formatting changes to the Agenda for more ease of access for citizens, and Board gave consensus approval.

3.b President's Report

Commissioner Hill gave a warm welcome to the new Interim Executive. Commissioner Hill gave updates on meetings regarding senior programs in the community that Commissioners attended.

ITEM 4 Consent Agenda

4.a Approval of Meeting Minutes: 3-4-19 Regular, 3-18-19 Regular

4.b Approval of Vouchers: ▪ \$63,868.91 ♦ Reference numbers: V2019101- V2019122

4.c DeMarche contract for Interim Executive

4.d Approval of Consent Agenda

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

ITEM 5 Old Business

5.a Women’s Wellness Expo

Glenn Akramoff gave an update about the Women’s Wellness Expo scheduled for July 13. The director of the event will be on a personal services agreement, attendance will be managed for capacity of Sehmel Homestead Park, sponsorships are strong and the massive volunteer effort will ease burden on staff. There was no discussion or action.

ITEM 6 New Business

6.a R2019-04 PEG Grant: Master Gardeners

Eric Guenther presented the PEG Grant application for the Master Gardeners irrigation and signage project at the Heritage Garden at Sehmel Homestead Park. After a brief discussion, Commissioner Grimmer made a motion to amend the Resolution by adding “signage,” and approve R2019-04 and authorize up to \$1,600 for the Master Gardeners irrigation and signage. Commissioner Babich seconded the motion; with no further discussion the motion passed 4-0.

ITEM 7 Comments by Board/Subcommittee Reports

Commissioner Hill gave staff direction to change both Key Bank and Bank of America signature card signing authority to Commissioners Hill, Babich, and Nixon.

7.a Community Center (Nixon/Babich)

Commissioner Hill tabled this item until next meeting on April 22.

7.b Marketing (Grimmer)

Commissioner Grimmer gave update from first meeting with Chuck Cuzzetto.

7.c Fundraising (Hill)

No update.

ITEM 8 Next Board Meeting: Monday, April 22, 2019 (Study Session) and
Monday, April 22, 2019 (Regular)

ITEM 9 Executive Session: none

ITEM 10 Adjournment

Commissioner Hill adjourned the meeting at 6:44pm.

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
4/3/19	V2019-123	DEPARTMENT OF REVENUE	\$3,075.03
4/3/19	V2019-124	Peninsula Metropolitan Park District	\$51,841.95
4/3/19	V2019-125	U.S. Bank Corporate Payment System	\$22,076.36
4/3/19	V2019-126	Snodgrass Freeman Associates	\$89,389.14
4/3/19	V2019-127	Department of Retirement Services	\$15,447.53
4/3/19	V2019-128	Studio Dorsey Inc	\$495.00
4/3/19	V2019-129	Southam Creative	\$3,820.00
4/3/19	V2019-130	HEALTH CARE AUTHORITY	\$23,403.33
4/3/19	V2019-131	Fun Flicks	\$1,646.02
4/3/19	V2019-132	LynnFit	\$710.77
4/3/19	V2019-133	Pilates Gig	\$273.00
4/3/19	V2019-134	Harbor Gymnastics	\$6,771.95
4/3/19	V2019-135	Harbor Code Academy	\$1,152.00
4/3/19	V2019-136	AMERICAN PARTY PLACE (BUNCE RENTALS)	\$279.50
4/3/19	V2019-137	Criterion Pictures USA	\$275.00
4/3/19	V2019-138	Strohs Water Company inc.	\$93.19
4/3/19	V2019-139	Legal Shield	\$105.70
4/3/19	V2019-140	Department of Labor and Industries	\$4,589.60
4/3/19	V2019-141	Swank Motion Pictures Inc.	\$375.00
4/3/19	V2019-142	Hip Photo Booth	\$755.30
4/8/19	V2019-143	Washington Tractor	\$1,083.57
4/8/19	V2019-144	Sarco Supply	\$659.73
4/8/19	V2019-145	Simplot Partners	\$1,432.91
4/8/19	V2019-146	Tacoma Winsupply	\$69.50
4/8/19	V2019-147	Pacific Fire & Security Inc.	\$113.93
4/8/19	V2018-148	HEMLEYS HANDY KANS	\$815.00
4/8/19	V2019-149	Knight Safe & Lock	\$2,937.10
4/8/19	V2019-150	WESTBAY AUTO PARTS	\$378.57
4/8/19	V2019-151	CONAN FUEL	\$599.71
4/8/19	V2019-152	HOME DEPOT	\$522.90
4/8/19	V2019-153	Tacoma Plumbing & Heating	\$778.86
4/8/19	V2019-154	PCRCO, LLC	\$34.05
4/8/19	V2019-155	Pacific Office Automation Headquarters	\$2,552.42
4/8/19	V2019-156	Doggie Walk Bags	\$1,000.00
4/8/19	V2019-157	Eric Guenther	\$308.07
Payment Count: 35		Total Amount:	<u>\$239,861.69</u>


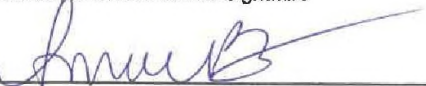
Apr 8, 2019 1:43 PM

1 of 2

Payment Count: 35
Payment Total: \$239,861.69

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>04-08-19</u> _____ Date	_____ Authorized District Official Signature	_____ Date
 _____ Authorized District Official Signature	<u>4/8/19</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>
4/9/19	V2019-158	Greater Gig Harbor Foundation	\$160.00
4/9/19	V2019-159	DEPARTMENT OF REVENUE	\$1,210.44
4/9/19	V2019-160	Demarche Consulting Group, Inc	\$5,000.00
Payment Count: 3		Total Amount:	<u>\$6,370.44</u>

Payment Count: 3
Payment Total: \$6,370.44

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. Keel</u> Authorized District Official Signature	<u>4-9-19</u> Date	_____ Authorized District Official Signature	_____ Date
<u>[Signature]</u> Authorized District Official Signature	<u>4/10/19</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 _____



Peninsula Metropolitan Park District

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

www.penmetparks.org

DISTRICT COMMISSION MEMO

To: District Commission

From: Eric Guenther, Planning & Special Projects Manager

Date: April 22, 2019

Subject: Resolution 2019-003, Easement Across Sunrise Beach Park Properties

Recommendation

Staff recommends that the Commission approve Resolution 2019-003 for an easement across Sunrise Beach Park property as described below.

Policy Implications/Support

1. At their regular meeting on December 6, 2010, the Board of Park Commissioners adopted Resolution 2010-036 Authorizing an Agreement for the Transfer of Pierce County Parks Properties to PenMet Parks. Among the properties included in the transfer was property located at Sunrise Beach.
2. The Sunrise Beach property is encumbered by an access and utility easement serving three other privately owned residential properties.
3. A property owner that adjoins the residential properties has requested that PenMet Parks convey an easement in the same location as the existing easement for the benefit of this additional lot.
4. Pursuant to RCW 35.61.132, a metropolitan park district may sell real property if the Board unanimously declares the property surplus for park or other recreational purposes and sells to the highest bidder. These requirements apply to the sale of any property interest, including an easement. The bidding requirement can be satisfied by assuring that fair market value is paid by the purchaser, which is typically determined by an appraisal.
5. At their regular meeting on June 6, 2018, the Board of Park Commissioners was presented with a memo outlining the issues and costs related to this easement at Sunrise Beach Park. The Board indicated a unanimous approval for moving forward.
6. At their regular meeting on March 18, 2019, the Board of Park Commissioners was presented with the appraisal for this easement at Sunrise Beach Park. The Board indicated a unanimous approval for moving forward.

Background/Analysis

In 2010, Pierce County transferred several park properties to PenMet Parks including several parcels comprising Sunrise Beach Park. Two of those parcels 3-027 and 2-001 (identified on attached drawing) came with an existing easement for access to three residential parcels, tax parcel numbers 3-049, 3-050, and 2-028.

An adjoining parcel, tax parcel number 2-024 is currently undeveloped and is being sold for development as a residence. The parcel is landlocked and the purchaser is requesting PenMet



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Parks convey an access and utility easement in the same location as the easement serving the other three parcels.

After discussions with the District’s attorney and the Board, staff proceeded with the recommended steps for considering a sale of an easement as follows:

- Advised the Board of a request for an easement and received unanimous support to move forward with preparation of the easement.
- The requestor paid all estimated appraisal fees and staff costs up front (\$8,500). It was communicated that payment of these fees was no guarantee that the Board will unanimously support granting the easement, but was a necessary step in determining if granting an easement is feasible.
- The appraisal was ordered, received (\$700), and paid (\$4,200).
- Board reviewed appraisal and directed future actions which may, or may not include the Board agreeing to grant the easement, but authorized staff to have the documents prepared. Estimated preparation fees are \$2,000 for legal fees and \$500 for staff, totaling an estimated \$7,400.

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. R2019-003

AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE AN EASEMENT ACROSS SUNRISE BEACH PARK

WHEREAS, in 2010 Pierce County transferred to the Peninsula Metropolitan Park District park property commonly known as Sunrise Beach Park – Doc Weathers Property (“Sunrise Beach Park”).

WHEREAS, at the time of transfer, Sunrise Beach Park was encumbered by ingress, egress and utility easements serving three privately owned residential properties.

WHEREAS, the property owner of Pierce County Tax Parcel No. 0221042024 which adjoins the residential properties who currently enjoy an easement through Sunrise Beach Park and is otherwise landlocked has requested that PenMet Parks convey a non-exclusive easement for ingress, egress and utilities in the same location as the existing easements to serve a residential home.

WHEREAS, pursuant to RCW 35.61.132, a metropolitan park district may sell real property if the Board unanimously declares the property surplus for park or other recreational purposes and sells to the highest bidder. These requirements apply to the sale of any property interest, including an easement. Under the circumstances where there is only one interested party, the bidding requirement may be satisfied by assuring that fair market value is paid by the purchaser, which is typically determined by an appraisal.

WHEREAS, the value of the requested easement as determined by appraisal is \$700.00.

WHEREAS, the property owner of Pierce County Tax Parcel No. 0221042024 provided a deposit to PenMet Parks in the amount of \$8,500.00 which was used to pay for the appraisal in the amount of \$4,200.00, for PenMet Parks’ staff time in the amount of \$500.00 and for PenMet Parks legal expenses associated with this request in the amount of \$2,000.00 totaling \$6,700.00. Including payment for the value of the easement the total price is \$7,400.00.

WHEREAS, the proposed easement will not negatively impact PenMet Parks use of Sunrise Beach Park because it is non-exclusive and in the same location as existing easements.

NOW THEREFORE BE IT

RESOLVED that the property interest in the form of a non-exclusive easement and located over and within existing non-exclusive easements is hereby declared surplus for park or other recreation purposes to the extent specified in the Grant of Easement attached hereto as Exhibit A. It is further

RESOLVED that the Interim Executive Director is authorized to negotiate any remaining terms and execute the Grant of Easement substantially in the form attached as Exhibit A and shall refund the balance of the deposit to the property owner of Pierce County Tax Parcel No. 0221042024 in the amount of \$1,100.00.

The foregoing resolution was unanimously adopted at a regular meeting of the Board of Park Commissioners of the Peninsula Metropolitan Park District held on April 22, 2019.

Maryellen Hill, President

Amanda Babich, Clerk

Attest

[DRAFT]

WHEN RECORDED RETURN TO:

**Mark R. Roberts
7525 Pioneer Way, Suite 202
Gig Harbor, WA 98335**

GRANT OF EASEMENT

Grantor: Peninsula Metropolitan Park District, a municipal corporation
Grantee: Anna M. Sumner, a single woman
Legal Description (abv.): Ptn SW1/4 of SW1/4, Sec. 33, TNP 22 RGE 02E
Assessor's Tax Parcel ID Nos. 0222333027 and 0221042024
Reference Nos. of Documents Released or Assigned: None.

THIS GRANT OF EASEMENT is made this ____ day of April, 2019, by and between the PENINSULA METROPOLITAN PARK DISTRICT, a Washington municipal corporation ("Grantor") and ANNA M. SUMNER, a single woman ("Grantee").

1. Property Subject To This Agreement.

A. Grantor's Property. Grantor is the owner of the real property situated in Pierce County, Washington and legally described as follows:

Section 33 Township 22 Range 02 Quarter 33: BEG SE COR SW OF SW TH N 87 DEG 10 MIN W ALG S LI SEC 328.6 FT TO PT OF INTER OF CURVE ON MOLLER CO RD RELOC TH N 21 DEG 06 MIN W 179.35 FT TO PT ON CURVE OF 16 DEG TO RIGHT THRU ANGLE OF 64 DEG 34 MIN 30 SEC DIST 403.57 FT TH N 43 DEG 28 MIN 30 SEC E TO INTER E LI SW OF SW TH S 00 DEG 11 MIN W ALG SD E LI TO BEG LESS CO RD TOG/W POR 18TH AVE NW ABUTT VAC PER ORD 96-87 CORRECTED BY ORD NO 2004-47 EXC THAT POR DED AS R/W PER AFN 96-07-05-0036 DC6/5/97JU DC/BL 06-10-05BL DC00516678 5/2/17DX.

Pierce County Tax Parcel No. 0222333027

B. Grantee's Property. Grantee is the owner of the real property situated in Pierce County, Washington and legally described as follows:

BEGINNING 20 FEET EAST OF THE SOUTHWEST CORNER LOT 1 MILITARY RESERVE; THENCE NORTH TO A POINT 20 FEET EAST OF NORTHWEST CORNER SAID LOT; THENCE EAST 458.89 FEET; THENCE SOUTHWESTERLY TO

POINT ON SOUTH LINE OF SAID LOT, 286.11 FEET EAST OF SOUTHWEST CORNER OF SAID LOT: THENCE WEST 266.11 FEET TO THE POINT OF BEGINNING; SECTION 4, TOWNSHIP 21 NORTH, RANGE 2 EAST OF THE WILLAMETTE MERIDIAN.

Pierce County Tax Parcel No. 0221042024

2. **Grant of Easement.** Grantor hereby grants and conveys to Grantee a non-exclusive easement for ingress, egress and utilities across the following described property:

BEGINNING AT THE SOUTHEAST CORNER OF THE SOUTHWEST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 33, TOWNSHIP 22 NORTH, RANGE 2 EAST OF THE WILLAMETTE MERIDIAN; THENCE WEST ALONG THE SOUTH LINE OF SAID SECTION 328.6 FEET; THENCE NORTH 21° 06' WEST 30 FEET; THENCE EAST TO THE INTERSECTION WITH THE EAST LINE OF THE SOUTHWEST QUARTER OF THE SOUTHWEST QUARTER OF SAID SECTION; THENCE SOUTH 00°11' WEST ALONG SAID EAST LINE TO THE POINT OF BEGINNING. ALL SITUATE IN THE COUNTY OF PIERCE, STATE OF WASHINGTON. SUBJECT TO EASEMENT AND MAINTENANCE AGREEMENT FILED UNDER PIERCE COUNTY AUDITOR'S FILE NO. 8206280152.

The easement is also depicted on the attached Exhibit "A".

3. **Terms of Grant of Easement.** The terms of this Grant of Easement are as follows:
- A. The easement shall be used for one single family residence only and not for any commercial purpose.
 - B. In exercising the rights herein granted, the Grantee, her successors and assigns, may pass and repass over said easement and may cut and remove brush, trees and other obstructions within said easement boundaries. The Grantee, her successors and assigns, shall make no use of the land occupied by said easement except for the purposes stated herein.
 - C. By exercising any rights whatsoever pursuant to this Grant of Easement, Grantee agrees to indemnify, defend and hold Grantor, its elected or appointed commissioners, officials, employees or agents (collectively "Grantor Parties") harmless from and against any and all claims, causes of action, liabilities, debts, demands, suits or obligations which may be made against Grantor Parties, or against Grantor's title in the Property, arising out of, relating to or in connection with, any alleged act or omission of Grantee or any person claiming under, by, or through Grantee. If it becomes necessary for Grantor Parties to defend any action seeking to impose any such liability, Grantee will pay Grantor Parties all court costs and reasonable attorneys' fees incurred by Grantor Parties in effecting such defense in addition to all other sums that Grantor Parties may be called upon to pay by reason of the entry of a judgment against it in the litigation in which such claim is asserted.

Grant of Easement
Page 2 of 5

- D. Grantee shall bear the expense and shall furnish for her use all utility services, including but not limited to water, sewer, gas, electricity, phone, oil and garbage removal and any improvements to the existing road.
- E. All work performed or caused to be performed in the easement area by Grantee shall be completed in a careful and workmanlike manner, free and clear of all claims or liens.

4. **Miscellaneous.**

- A. This Grant of Easement constitutes the full agreement of the parties relative to the subject matters contained herein. All prior negotiations are merged into this Grant of Easement, and this Grant of Easement shall be modified only by a written modification executed by all parties hereto or their heirs, successors or assigns.
- B. The failure of a party to this Easement to insist upon the performance of any of the terms and conditions of this Easement shall not be construed as thereafter waiving any such terms and conditions, but the same shall continue and remain in full force and effect as if no such forbearance or waiver had occurred.
- C. In any dispute arising out of or related to this agreement, the prevailing party shall be entitled to its reasonable attorney's fees and costs incurred.
- D. The rights and obligations set forth herein shall inure to and be binding upon Grantee, her heirs, successors, and assigns and shall constitute easements and covenants running with the land.

This Easement is effective as of the date first written above.

GRANTOR:

GRANTEE:

PENINSULA METROPOLITAN
PARK DISTRICT

By: _____
GLENN AKRAMOFF
Its Interim Executive Director

Anna M. Sumner

STATE OF WASHINGTON)
) ss.
COUNTY OF PIERCE)

I certify that I know or have satisfactory evidence that GLENN AKRAMOFF is the person who appeared before me, and said person acknowledged that he signed this instrument, and on

oath stated that he was authorized to execute the instrument and acknowledged it as the Interim Executive Director of the Peninsula Metropolitan Park District to be the free and voluntary act and deed of such District for the uses and purposes mentioned in the instrument.

SUBSCRIBED AND SWORN to before me this ____ day of April, 2019.

[Notary Signature]

[Type or Print Name of Notary]

NOTARY PUBLIC in and for the State
of Washington.
My commission expires:_____

STATE OF WASHINGTON)
) ss.
COUNTY OF PIERCE)

I certify that I know or have satisfactory evidence that Anna M. Sumner signed this instrument and acknowledged it to be her free and voluntary act for the uses and purposes mentioned in the instrument.

SUBSCRIBED AND SWORN to before me this ____ day of April, 2019.

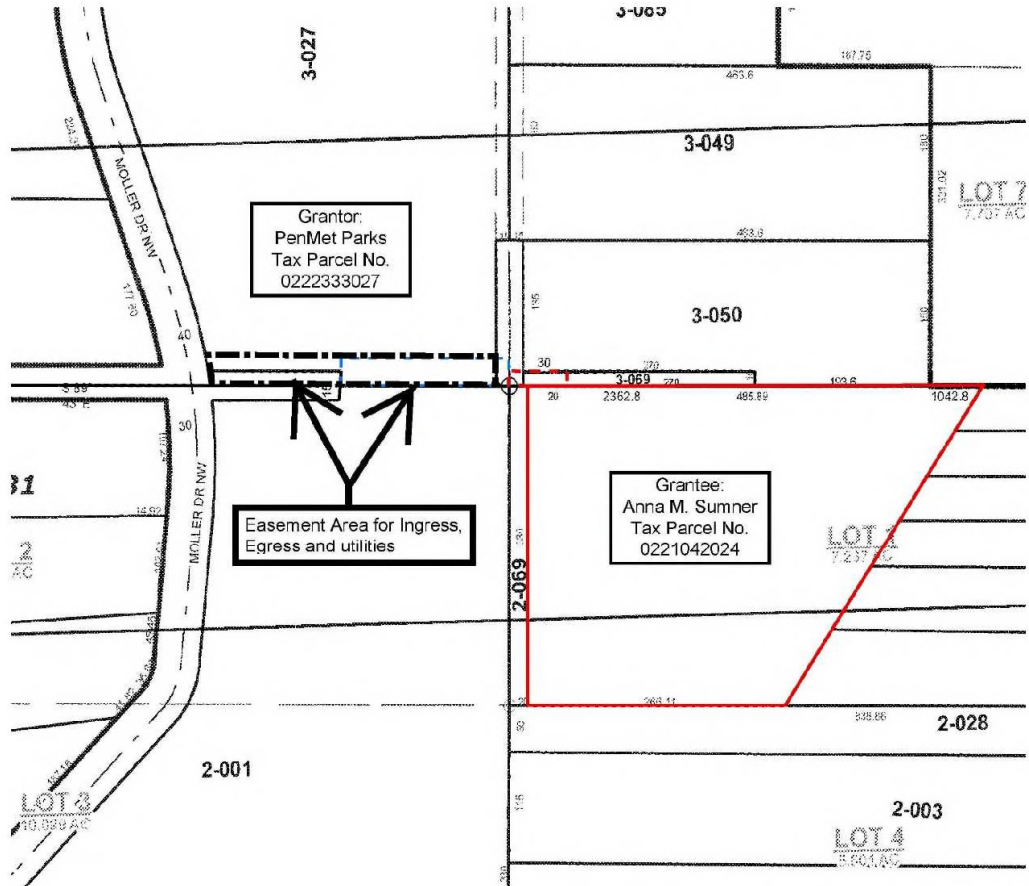
[Notary Signature]

[Type or Print Name of Notary]

NOTARY PUBLIC in and for the State
of Washington.
My commission expires:_____

Grant of Easement
Page 4 of 5

EXHIBIT A
Depiction of Easement
(Not to Scale)



Grant of Easement
Page 5 of 5



Peninsula Metropolitan Park District

PO Box 425 – Gig Harbor, WA 98335
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www.penmetparks.org

DISTRICT COMMISSION MEMO

To: Peninsula Metropolitan Park District Board of Commissioners
From: Glenn Akramoff, Interim Executive Director
Date: April 22, 2019
Subject: **Community Recreation Center Feasibility – Regular Meeting**

Background/Analysis

The Board of Commissioners approved staff to enter into a purchase and sale agreement for the Performance Golf property in December of 2018. As part of the arrangement, the district has until September 13, 2019, to complete a due diligence process to determine if the property is suitable for intended use, that the planned improvements are permitted, and the cost of the project will be within PenMet Parks means to complete. The District hired a consultant team led by Snodgrass Freeman Associates, an architect firm, to support the due diligence effort.

The Interim Executive Director and the Consultant team provided an update on the current status of the due diligence process at the study session before the regular meeting.

The following are the primary areas that were presented:

1. Project introduction
2. Site vetting
3. General field layout
4. Due diligence
5. Cost and financing
6. Decision points and next steps

The item has been included in the regular meeting agenda to permit the Commission more time for discussion. The regular meeting agenda time will also allow the opportunity to provide the Interim Executive Director and district staff direction on information the Commissioners need to decide on the property and the project.

Timeline and Funding

Funding options were provided at a high-level during the presentation. Current anticipated costs were also presented to the Commission. There are multiple possible funding sources available to the Commission.

Recommendation

The Interim Executive Director recommends the Commission provide him direction on which financial options to explore further. He welcomes any other guidance on issues and concerns as well.



Peninsula Metropolitan Park District

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Policy Implications/Support

1. Site suitability and permitting.
2. Community support for the project.
3. The priority of the project as compared with other district projects and programs.
4. Cost and financing of the project.
5. Project phasing and timeline.

Staff Contact

Should you have any questions or comments, please contact Glenn Akramoff at the earliest opportunity should additional research be required to provide answers at the meeting: 253-858-3408 or via e-mail at gakramoff@penmetparks.org.



Peninsula Metropolitan Park District

PO Box 425 – Gig Harbor, WA 98335
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STUDY SESSION MINUTES

Monday, April 22, 2019, 5:00pm

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

Call to Order: The meeting was called to order by Commissioner Hill at 6:16pm.

Commissioners Present:

Maryellen (Missy) Hill
Amanda Babich
Steve Nixon
Kurt Grimmer
Todd Iverson (arrived 6:05pm)

Staff:

Glenn Akramoff
Eric Guenther
Ed Lewis
Elaine Sorensen
Michael Schick
Kelly Darling
Ron Martinez
Chuck Cuzzetto
Terrence Jamison
Jessica Smiley

Citizens:

Julie Tappero
Scott Gray
Tom Settles
Deb Settles
Teresa Fusano
Marc Aunt

Consultants:

David Freeman
Carl Halsan
Brett Allen
Don Campbell

ITEM 1 Approval of Agenda: Commissioner Grimmer made a motion to approve the agenda, Commissioner Nixon seconded, the motion was approved with a 4-0 vote.

ITEM 2.a Staff Report: Community Recreation Center

Glenn Akramoff, Ed Lewis, and the project team from Snodgrass Freeman Architects presented an update on the Community Recreation Center project on all aspects of the project to the Board including timeline, site design, field layout, parking, construction, and budget/financing.

ITEM 3.a Board Discussion: Community Recreation Center

Board members engaged in a discussion about the recreation center project and asked questions about all aspects of the project. Glenn Akramoff outlined the timeline for when decisions for the project need to be made for the due diligence timeline on the property purchase.

ITEM 4 Adjournment

Commissioner Hill adjourned the meeting at 6:16pm.

APPROVED BY THE BOARD ON: 5/6/19



President

Submitted by: *Jessica Smiley* ☺



Clerk

Preliminary Project Budget

4/22/2019

Description	Budget
Frontage Improvements	75,000.00
Site Preparation/TESC/ Site Construction	882,650.00
Site Parking, Walks and Drives	952,200.00
Stormwater Management System	522,400.00
Event Hosting Area	320,725.00
Utilities - Water, Electrical, Sanitary Sewer (Septic)	609,500.00
Dome Infrastructure	2,431,275.00
Indoor Sports Surfaces and Playground	1,778,320.00
Performance Golf Building Improvements	2,900,000.00
Site, Landscape, Irrigation and Land Use Required Planting	335,905.00
Cushman Trail Construction	148,300.00
Construction Subtotal	\$10,956,275.00
Tax	7.9% 865,545.73
Mobilization	2.0% 219,125.50
Bond	1.0% 109,562.75
Insurance	1.0% 109,562.75
Contractor OH/ Profit	5.0% 547,813.75
Subtotal	\$12,807,885.48
A/E Services	1,659,552.00
Subtotal	\$14,467,437.48
Permits & Fees	2.0% 256,157.71
Subtotal	\$14,723,595.18
Contingency	20.0% 2,944,719.04
Project Development Total	\$17,668,314.22
Dome Costs	3,200,000.00
Site Cost	4,300,000.00
Total Project Budget	\$25,168,314.22



Community Recreation Center

WWW.PENMETPARKS.ORG



PenMet Parks
Gig Harbor, Washington

History

- Interest in this property (2006, 2009, 2015, 2019)
- Comprehensive plan
- Why now?
- Should we, Can we, Will we





The Focus



- Can we really pay for the dome?
- Can we actually get all the permits etc. that we need to build this structure?
- Have we researched the maintenance and operations cost of the building?
- Has staff prepared a conservative cost/benefit analysis on how much revenue we can generated from this facility to pay for these M&O expenses?
- Does Gig Harbor really want this facility or is it just something cool that staff wants to build?
- Are we moving too fast on the project and have we missed anything?

Architect and Engineering

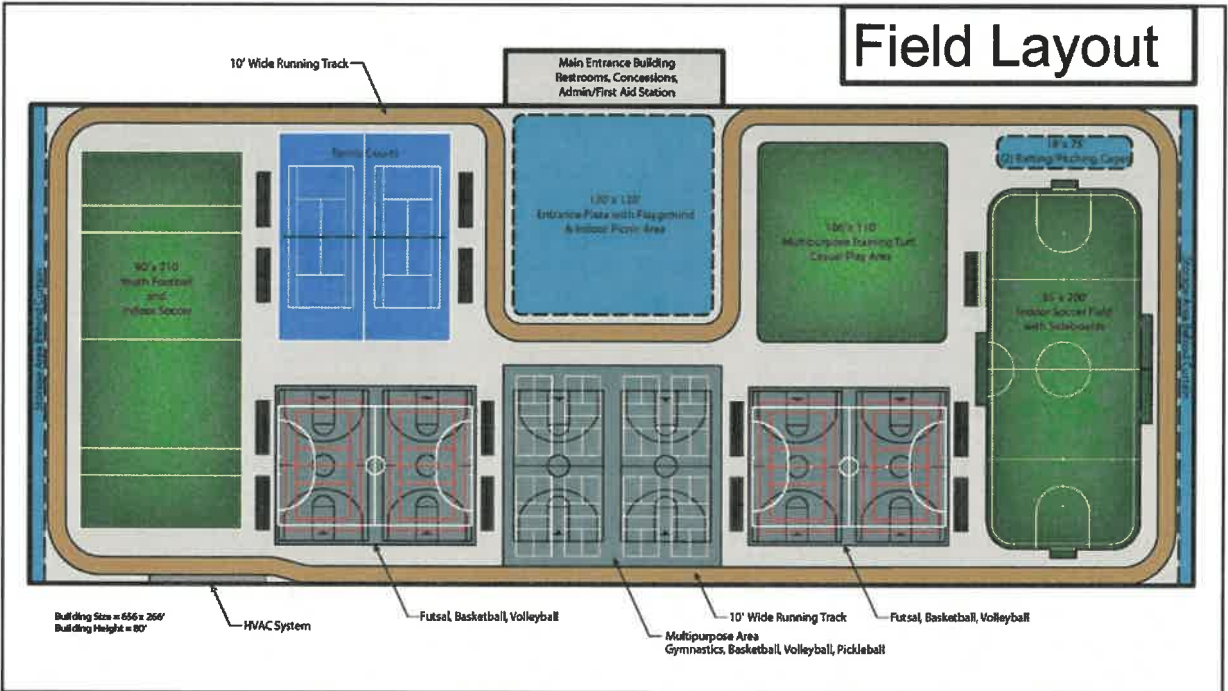
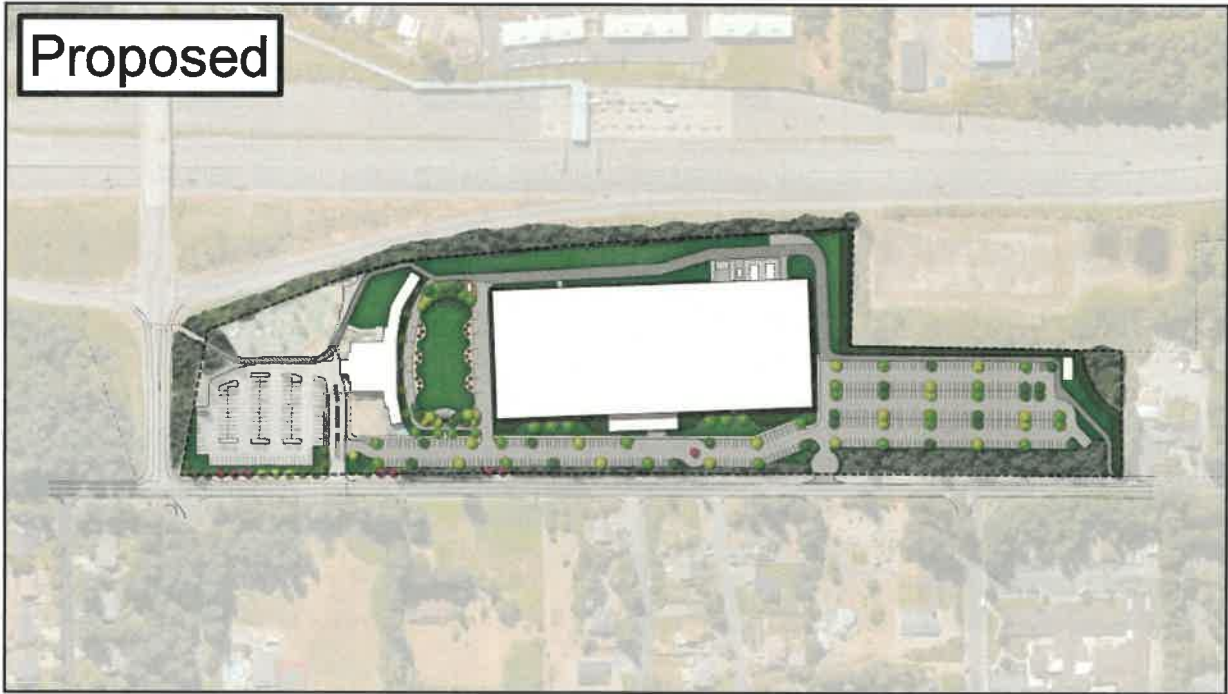
- Past projects
- Background
- Project overview
- What is a Community Recreation Center?



Site Vetting

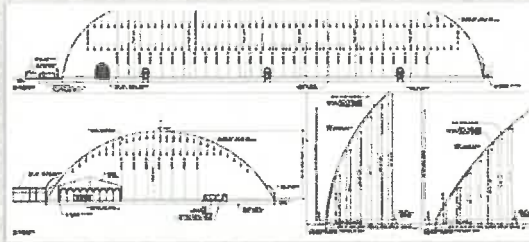
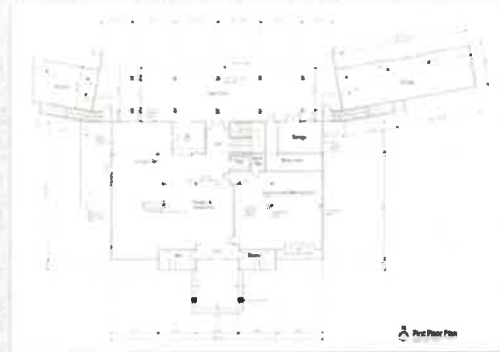
- How was Performance Golf Center established as the most viable option?
- What were the other location options?
- Timeline leading up to current status





Due Diligence

- Design elements
- Site conditions
- Entitlement/Permitting process
- Partnership(s)

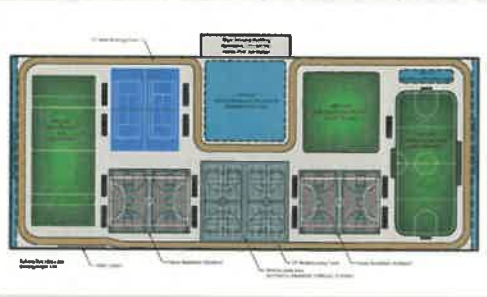


Financial Impacts

- Current project costs
- Revenue vs Need
 - Developing revenue & Potential revenue – Proforma in June
- Funding options



Decision Points



- Board Decisions to consider
 - Property decision
 - Project priority
 - Funding options decisions
 - Communication plan



Next Steps:



- What is next on the timeline?
 - April 30 - Aqua Vista (HOA)
 - May 8 - Peninsula Advisory Commission (PAC)
 - July 1 - Board Meeting: Operations vs Revenue
 - July (TBD) - SEPA
 - July 15 – Board Meeting: Final details possible decision
 - Aug 15 – Hearing Examiner
 - Aug 19 – Board Meeting: Final decision point
 - Sept 13 – Purchase agreement deadline



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REGULAR MEETING MINUTES

Monday, April 22, 2019, 6:15pm

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

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Betty Lilienthal

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REGULAR MEETING AGENDA:

ITEM 1 Approval of Agenda

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

ITEM 2 Citizen Comments

Tom Settles, local citizen and neighbor of the site being proposed for the new recreation center project (Performance Golf) spoke about his concerns with the project.

Julie Tappero, local citizen spoke about her concerns with transparency to the public.

Teresa Fusano, local citizen and neighbor of the site being proposed for the new recreation center project (Performance Golf) spoke about her support and concerns with the project.

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ITEM 3 Presentations

3.a Senior Programs Task Force

Joyce Schultz presented a handout to the Board outlining the needs from the senior community for a program location both temporary and permanent. Commissioners asked questions for clarity on the need and the existing programs.

3.b Executive Director Report

Glenn Akramoff brought attention to the staff report in the agenda, spoke about the success of the Egg Hunt on 4/20/19, and inquired to the Board about the Senior Program Task force request. The Board gave direction to staff to pursue options to assist the Task Force and provide programs for seniors in the community.

Commissioner Iverson received clarity on the DeMolay project with Pierce Conservation District.

3.c President's Report

Commissioner Hill thanked the staff for a great Egg Hunt event.

3.d Financial Report

Elaine Sorensen presented the current variances in the budget.

ITEM 4 Consent Agenda

4.a Approval of Meeting Minutes: 4-8-19 Study Session, 4-8-19 Regular

4.b Approval of Vouchers: ▪ \$239,861.69 ♦ Reference numbers: V2019123- V2019157
▪ \$6,370.44 ♦ Reference numbers: V2019158- V2019160

4.c Approval of Consent Agenda

Commissioner Babich made a motion to approve the consent agenda. Commissioner Grimmer seconded the motion. After no discussion, the motion passed 5-0.

ITEM 5 Old Business

5.a R2019-03 Sunrise Beach Easement

Commissioner Iverson made a motion to approve R2019-03 and authorize the Executive Director to execute an easement across from the Sunrise Beach property, seconded by Commissioner Nixon. After no discussion, the vote was 5-0.

ITEM 6 New Business

6.a Community Recreation Center financial option direction

Glenn Akramoff presented options to the Board for financing the recreation center project. Commissioners discussed the options and asked staff to prepare a list of options after researching.

Glenn Akramoff presented a phasing plan for the Architect and Engineering agreement for the recreation center project. The Board gave staff direction to present the Phase 1 contract for consideration to the Commissioners.

ITEM 7 Comments by Board/Subcommittee Reports

7.a Community Center (Nixon/Babich): no report

7.b Marketing (Grimmer): meeting planned for this week, no report.

7.c Fundraising (Hill): no report

ITEM 8 Next Board Meeting: Monday, May 6, 2019: Study Session and Regular

ITEM 9 Executive Session: Commissioners went into Executive Session at 7:17pm for 20 minutes to consider the acquisition of real estate per RCW 42.30.110(1)(b) and returned at 7:35pm.

ITEM 10 Adjournment

Commissioner Hill adjourned the meeting at 7:36pm.

APPROVED BY THE BOARD ON: 5/6/19



President

Submitted by: *Jessica Smiley* ☺



Clerk



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