



Peninsula Metropolitan Park District

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

REGULAR MEETING AGENDA

March 21, 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. Rosedale Hall Renovation Update
- 3b. [January 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 7, 2023 Study Session Minutes](#)
- 6b. [Approval of the March 7, 2023 Regular Meeting Minutes](#)



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- ITEM 7 Consent Agenda: None**
- 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: None**
- ITEM 10 Comments by Board**
- 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**

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

January 2023

Board Meeting
March 21, 2023

Presented by Stephanie Buhrman, Director of Finance

General Fund

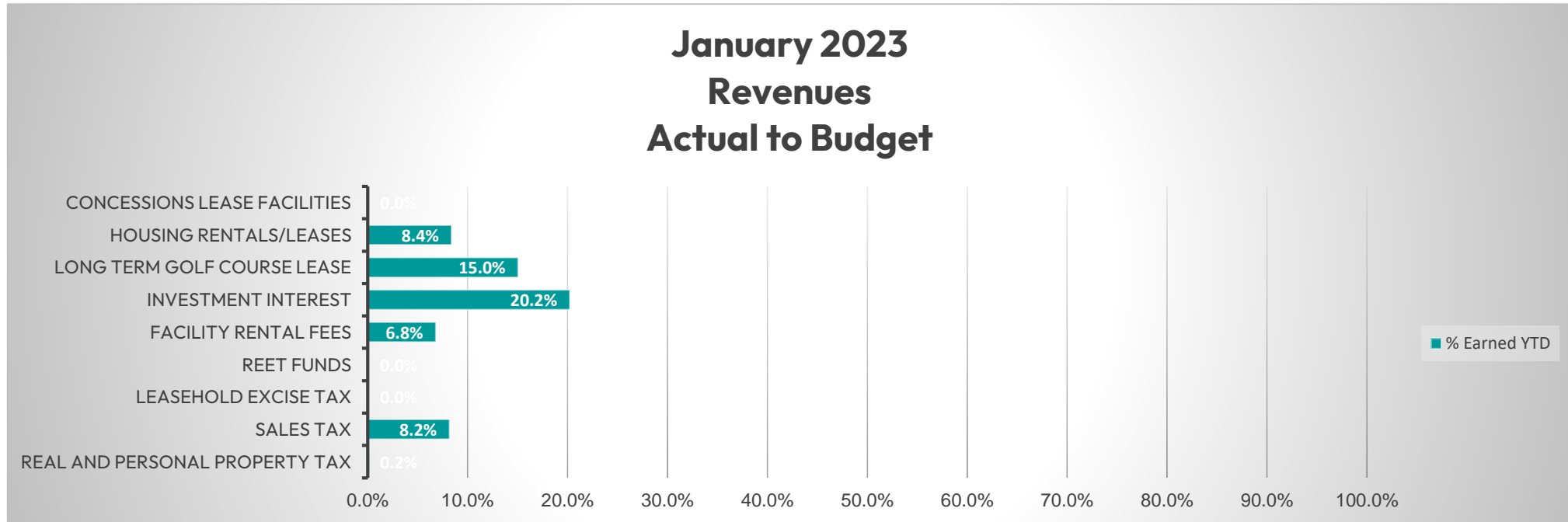
The General Fund is the principal operating fund for the District. Primary sources of revenue are property taxes, sales tax, lease income and interest income.

The balance of the General Reserve fund as of 01/31/2023 is \$2,890,088.

General Fund Revenue:

General Fund Revenue	2023 Budget	January	YTD Actual	Variance	% Earned YTD	Forecast
Real and Personal Property Tax	\$ 8,378,566	\$ 12,596	\$ 12,596	\$ (8,365,970)	0.15%	8,378,566
Sales Tax	540,000	44,158	44,158	(495,842)	8.18%	540,000
Private Harvest Tax	2,000	-	-	(2,000)	0.00%	2,000
Leasehold Excise Tax	5,000	-	-	(5,000)	0.00%	5,000
REET Funds	618,600	-	-	(618,600)	0.00%	618,600
Facility Rental Fees	119,647	8,140	8,140	(111,508)	6.80%	119,647
Investment Interest	300,000	60,683	60,683	(239,317)	20.23%	300,000
Long Term Golf Course Lease	60,000	9,029	9,029	(50,971)	15.05%	60,000
Housing Rentals/Leases	48,500	4,065	4,065	(44,435)	8.38%	48,500
Concessions Lease Facilities	1,000	-	-	(1,000)	0.00%	1,000
Deposits Received	-	1,357	1,357	1,357	0.00%	-
Other General Fund Revenue	5,000	24	24	(4,976)	0.48%	5,000
Sale of Machinery & Equipment	10,000	-	-	(10,000)	0.00%	10,000
Total General Fund Revenue	\$ 10,088,313	\$ 140,051	\$ 140,051	\$ (9,948,262)	1.39%	\$ 10,088,313

General Fund Revenue:

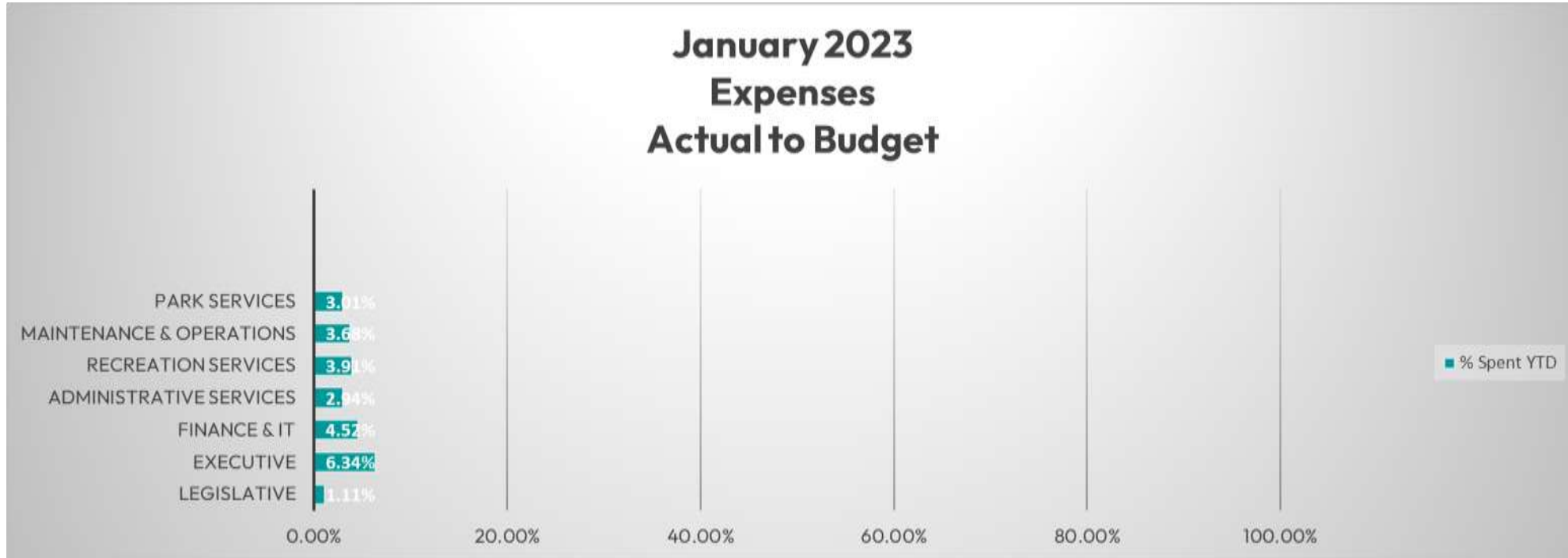


- ❖ January 2023, Finance would anticipate revenues tracking an estimated 8.3%. Finance continues to monitor and track revenues, with REET Funds being reviewed currently with Pierce County. Concession Lease Revenue is anticipated later in the year and Property Tax is receive monthly with larger deposits 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	January	YTD Actual	Variance	% Spent YTD	Forecast
Legislative	\$ 172,675	\$ 1,919	\$ 1,919	\$ 170,756	1.11%	\$ 172,675
Executive	510,067	32,345	32,345	477,722	6.34%	510,067
Finance & IT	1,053,508	47,658	47,658	1,005,850	4.52%	1,053,508
Administrative Services	828,405	24,363	24,363	804,042	2.94%	828,405
Recreation Services	212,264	8,290	8,290	203,974	3.91%	212,264
Maintenance & Operations	1,563,713	57,610	57,610	1,506,103	3.68%	1,563,713
Park Services	757,407	22,799	22,799	734,608	3.01%	757,407
Total General Fund Expenses	\$ 5,098,039	\$ 194,983	\$ 194,983	\$ 4,903,056	3.82%	\$ 5,098,039

General Fund Expenses by Division:



- ❖ January 2023, Finance would anticipate expenses tracking an estimated 8.3%. All Divisions are currently tracking below this threshold.

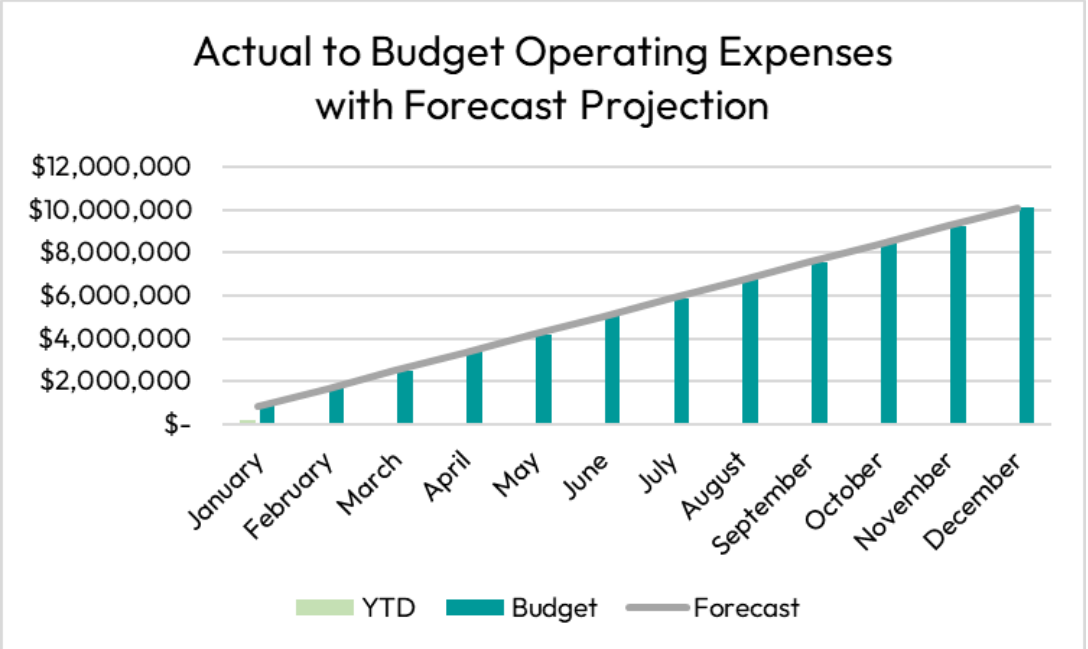
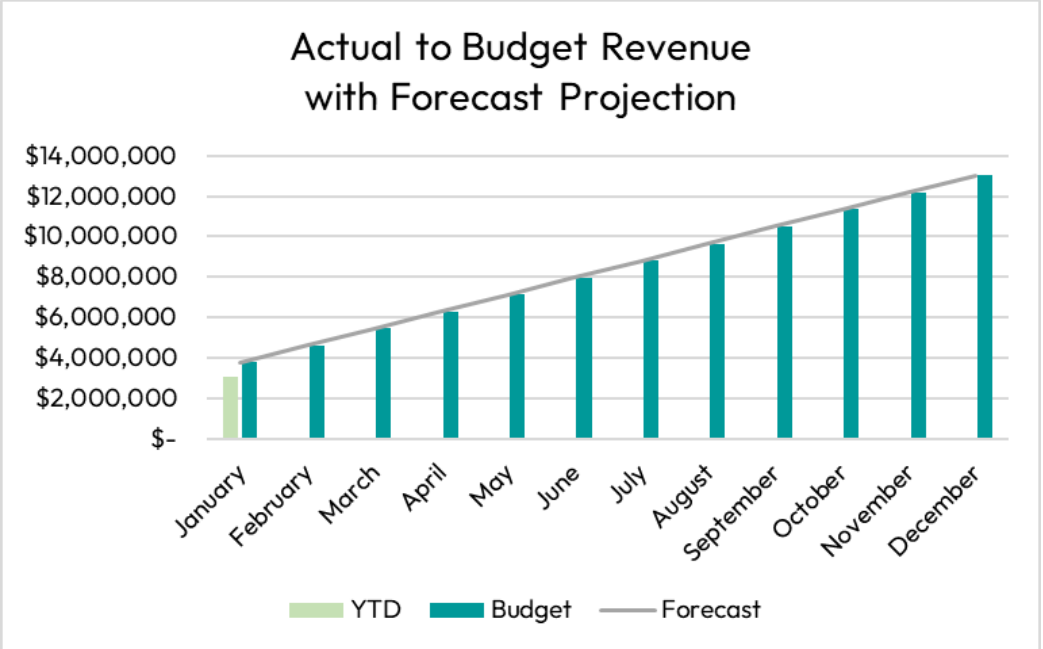
General Fund 2023 Budget-vs-Actual:

General Fund Revenue	2023 Budget	2023 YTD Actual
Real and Personal Property Tax	\$ 8,378,566	\$ 12,596
Sales Tax	540,000	44,158
Leasehold Excise Tax	5,000	-
REET Funds	618,600	-
Facility Rental Fees	119,647	8,140
Investment Interest	300,000	60,683
Long Term Golf Course Lease	60,000	9,029
Housing Rentals/Leases	48,500	4,065
Concessions Lease Facilities	1,000	-
Deposits Received	-	1,357
Other General Fund Revenue	5,000	24
Sale of Machinery & Equipment	10,000	-
Total General Fund Revenue	\$ 10,088,313	\$ 140,051

General Fund Operating Expenses By Division	2023 Budget	2023 YTD Actual
Legislative	\$ 172,675	\$ 1,919
Executive	510,067	32,345
Finance & IT	1,053,508	47,658
Administrative Services	828,405	24,363
Recreation Services	212,264	8,290
Maintenance & Operations	1,563,713	57,610
Park Services	757,407	22,799
Total General Fund Expenses	\$ 5,098,039	\$ 194,983

- ❖ 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	January	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

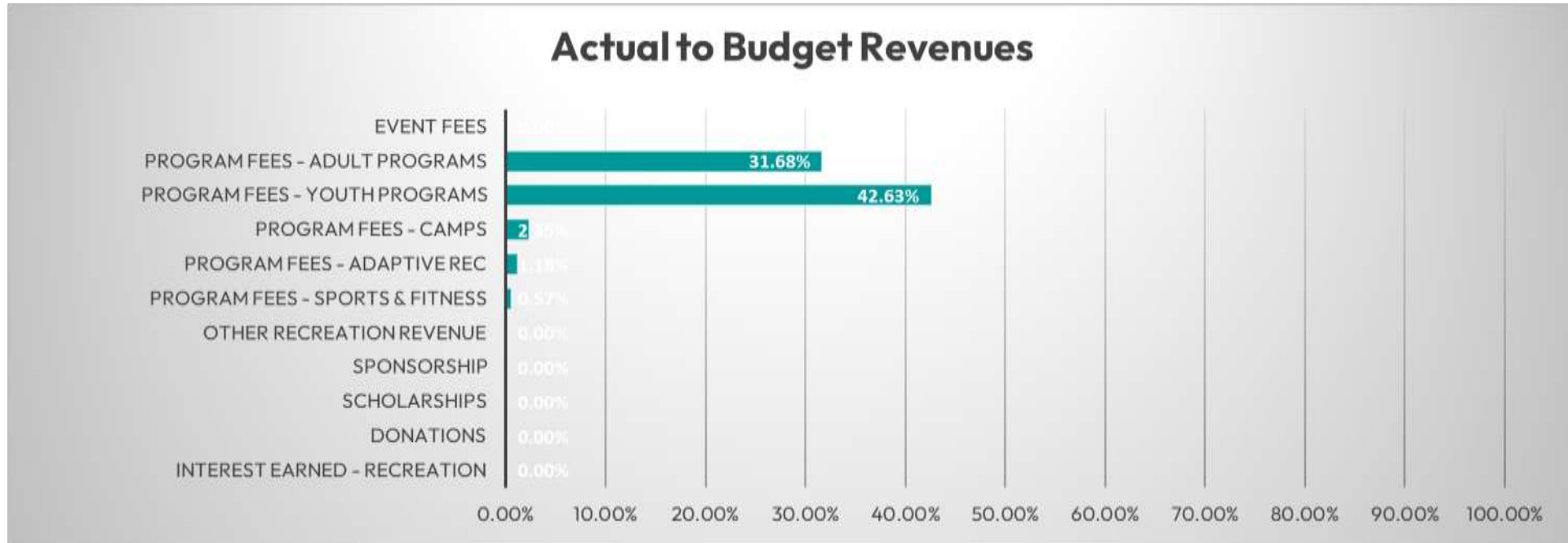
The Recreation Revolving Fund is used to support year-round recreation programs and special events for the community. Primary sources of revenue include fees for services, including program fees, facility fees and use fees. The balance of this fund is \$775,373.



Recreation Revolving Fund Revenue:

Recreation Revolving Fund Revenue	2023 Budget	January	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	2,677	2,677	(469,806)	0.57%
Program Fees - Adaptive Rec	8,505	100	100	(8,405)	1.18%
Program Fees - Camps	159,800	3,757	3,757	(156,043)	2.35%
Program Fees - Youth Programs	52,558	22,404	22,404	(30,154)	42.63%
Program Fees - Adult Programs	30,650	9,708	9,708	(20,942)	31.68%
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	\$ 38,646	\$ 38,646	\$ (726,198)	5.05%

Recreation Revolving Fund Revenue:

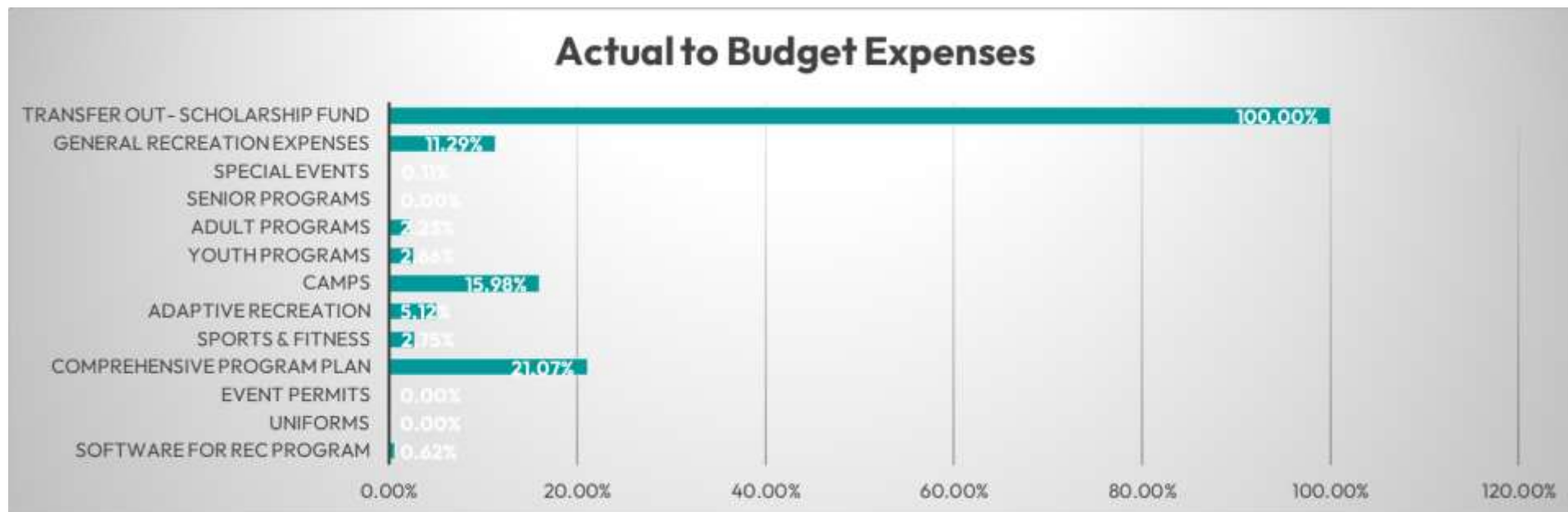


- ❖ Youth program revenue is at nearly 43% of budget with revenue coming in for Gymnastics and STEM Programs.
- ❖ Adult program revenue is at nearly 32% of budget with revenue coming in for Dragon Boat Programs.

Recreation Revolving Fund Expenses:

Recreation Revolving Fund Expenses	2023 Budget	January	YTD Actual	Variance	% Spent YTD
Software for Rec Program	61,087	379	379	(60,708)	0.62%
Uniforms	1,750	-	-	(1,750)	0.00%
Event Permits	1,200	-	-	(1,200)	0.00%
Comprehensive Program Plan	45,000	9,483	9,483	(35,517)	21.07%
Sports & Fitness	369,115	10,138	10,138	(358,977)	2.75%
Adaptive Recreation	36,314	1,860	1,860	(34,454)	5.12%
Camps	112,603	17,990	17,990	(94,613)	15.98%
Youth Programs	48,363	1,288	1,288	(47,075)	2.66%
Adult Programs	27,956	623	623	(27,333)	2.23%
Senior Programs	38,565	-	-	(38,565)	0.00%
Special Events	99,279	110	110	(99,169)	0.11%
General Recreation Expenses	606,266	18,445	18,445	(587,821)	3.04%
Transfer Out- Scholarship Fund	50,000	50,000	50,000	-	100.00%
Total Recreation Revolving Fund Expenses	\$ 1,497,498	\$ 110,316	\$ 110,316	\$ (1,387,182)	7.37%

Recreation Revolving Fund Expenses:



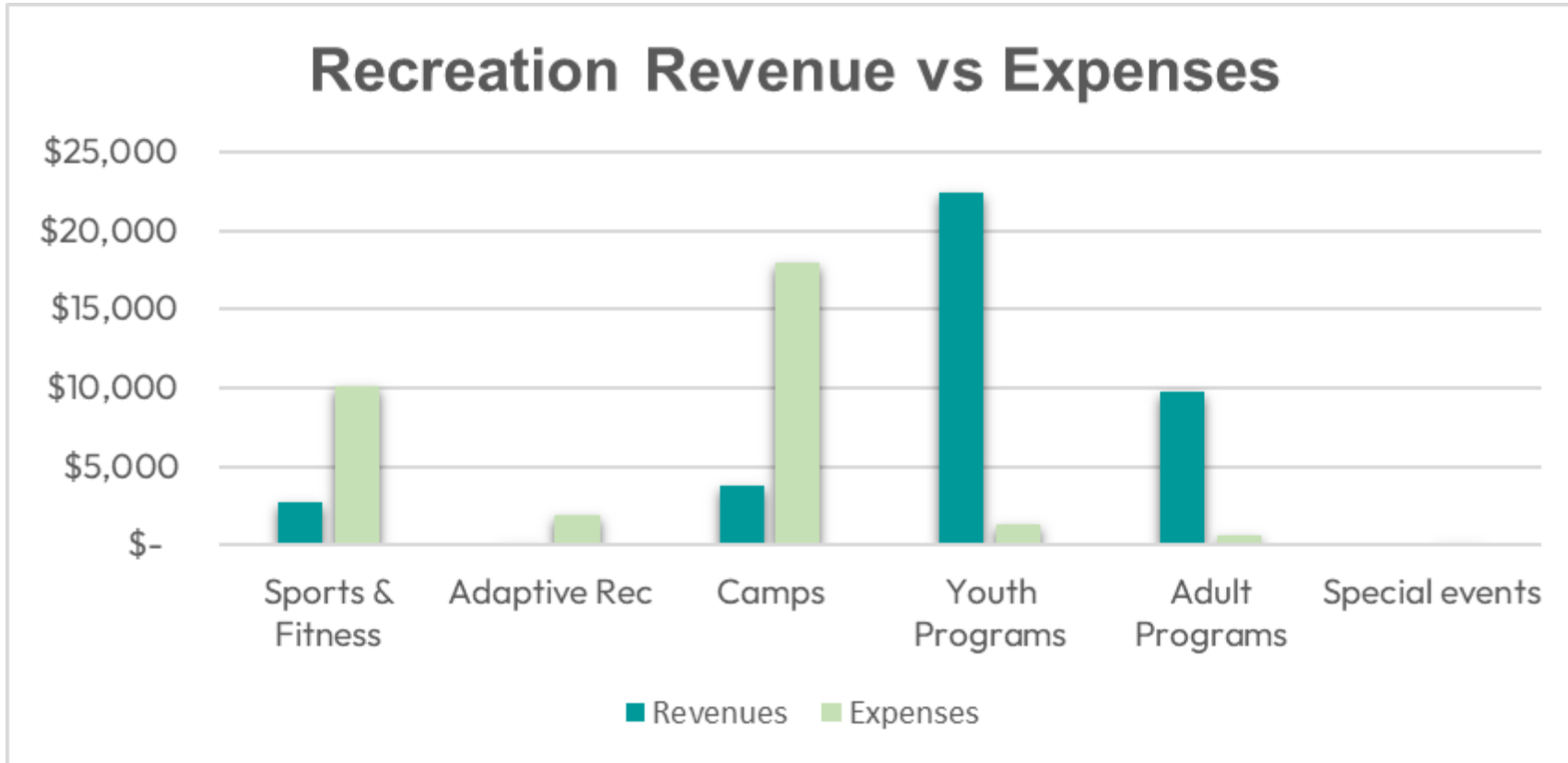
Recreation Revolving Fund Revenues-vs- Expenses By Program Type

Recreation Revolving Fund Revenue	January
Interest Earned - Recreation	\$ -
Donations	-
Scholarships	-
Sponsorship	-
Other Recreation Revenue	-
Program Fees - Sports & Fitness	2,677
Program Fees - Adaptive Rec	100
Program Fees - Camps	3,757
Program Fees - Youth Programs	22,404
Program Fees - Adult Programs	9,708
Program Fees-Senior Program	-
Event Fees	-
Total Recreation Revolving Fund Revenue	\$ 38,646

Recreation Revolving Fund Expenses	January
Software for Rec Program	379
Uniforms	-
Event Permits	-
Comprehensive Program Plan	9,483
Sports & Fitness	10,138
Adaptive Recreation	1,860
Camps	17,990
Youth Programs	1,288
Adult Programs	623
Senior Programs	-
Special Events	110
General Recreation Expenses	18,445
Transfer Out- Scholarship Fund	50,000
Total Recreation Revolving Fund Expenses	\$ 110,316

❖ 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 adopted 2023 Budget, the transfer from the Recreation Revolving Fund of \$50,000 was completed in January.
- ❖ On February 21, 2023, the Board approved Resolution RR2023-001, amending the Recreation Scholarship Policy.
- ❖ Finance will present monthly progress on the utilization of this fund starting with the February 2023 Financial Presentation.

Questions?



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STUDY SESSION MINUTES

March 07, 2023, 5:00 PM

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

Call to Order Time: 5:01 PM

Commissioner Roll Call:

	Present	Excused	Comment
Steve Nixon, President	x		
Maryellen (Missy) Hill, Clerk	x		
Amanda Babich	x		5:20, arrival
Kurt Grimmer	x		
Laurel Kingsbury	x		

Quorum, Yes

ITEM 1 Board Discussion

1a. Marketing Update

PowerPoint Presentation by Director of Administrative Services, Zemorah Murray

Board Comments: Recreation Guide mailing suggestions included reviewing the zip codes they are sent to and consider increasing the number of recreation guides that are sent out.

Also, increase methods to compete with other info and be inclusive of all demographics.

Please pass on appreciation to the staff for providing Sunday Registration. Great for working families.

Regarding the 2023 communication plan, thank you for preparing and being well thought out in each area. Community feedback has been communication and website navigation needs attention and it is a customer service piece. This plan shows that we are proactive.

ITEM 2 Adjournment Time: 5:28 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



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March 07, 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
President Nixon,	x		
Commissioner Hill	x		
Commissioner Babich	x		
Commissioner Grimmer	x		
Commissioner Kingsbury	x		

Quorum, Yes

ITEM 1 President's Report

- 2/23 Gig Harbor Chamber of Commerce, EMBA Presentation, positive feedback
- 2/23 Senior Program meeting
- GH Land Conservation Fund Meeting
- 2/27 Both Feasibility Study Meetings
- 3/2 GHSC Advisory Chair
- 3/7 CRC Hard Hat Tours
- Shout Out to Commissioner Grimmer for enthusiastic PenMet Parks updates at the Chamber Forum.

ITEM 2 Executive Director's Report

- Sam Shjerven, IT Specialist introduction
- Holly Bolstad, Customer Service Assistant introduction
- Tammy Odom, Accounting Specialist introduction
- Project Updates
 - CRC Open House 3/22/23 at Volunteer Vern Pavilion
 - BRS will attend the 3/21 Study Session and provide an update and attend the Open House.
 - Phase I is under construction
 - Phase II permitting is progressing
 - Out for bid later this spring
 - Possible construction this summer
 - RFP for Rosedale posted 3/3/23
 - RFQ for Demolay posted 3/3/23
 - Next feasibility study committee and community meetings



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- Next 4/24/23 and 4/25/23 here at Arletta Schoolhouse
- Staff is working on community use of facilities
 - Starting with a 3/29 stakeholder listening session
 - Anticipating amendments on P50-101 and P50-103
 - Will go to June Admin Services Committee Meeting and Board in June
 - 4/8/23 Egg Hunt at Sehmel Homestead Park, marketing goes live this week.

ITEM 3 Special Presentations

- 3a. PROS Plan – Engagement Strategy Update**
 PowerPoint Presentation by Teresa Jackson, BerryDunn Senior Consultant
- Board Questions/Comments:** Looks exciting and impressive. Clarification on the Survey in the mail to 6,000 residents and availability of the code separately? **BerryDunn Answer:** Yes they will be separate. We will keep closed until statistically valid.
- 3b. Camp Fair Recap**
 PowerPoint Presentation by Brycen Toney, Community Recreation Coordinator
- Board Questions/Comments:** Very positive and proud of you guys. It was rainy and hard to get the kids out the door.

ITEM 4 Board Committee Reports

- 4a. Park Services Committee**
- Met at Sehmel Homestead
 - PROS Plan
 - Sunrise Caretaker
- 4b. Finance Committee –** Has not met since last meeting.
- 4c. Administrative Services Committee –** Has not met since last meeting.
- 4d. Recreation Services Committee –** Has not met since last meeting.
- 4e. Campaign Committee**
- 1:1's for campaign updates
 - Donor system access, training to come
 - Tours and events
- 4f. External Committees –**
- Peninsula School District Health and Wellness Committee
 - Gig Harbor Youth Sports Coalition

ITEM 5 Public Comments Provided by:

- Kelly Busey
- Bill Sehmel



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ITEM 6 Minutes

6a. Approval of the February 21, 2023 Study Session Minutes

6b. Approval of the February 21, 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

7a. Resolution C2023-004: Approval of February Vouchers

Commissioner moved to adopt the consent agenda as presented;
 Commissioner seconded;
 Roll call vote. Approved Unanimously. Motion Carried.

ITEM 8 Unfinished Business: None

ITEM 9 New Business: None

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: None

ITEM 10 Comments by Board:

Egg Hunt is on 4/8 which is during Spring Break which might lower attendance

ITEM 11 Next Board Meetings

March 21, 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: 6:48 PM

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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