



Peninsula Metropolitan Park District

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

REGULAR MEETING AGENDA

December 15, 2020, 6:00 PM

ATTENTION: Protecting the public, our partners, and our staff are of the utmost importance. Due to recent health concerns with the novel Corona-virus, the Park Board has decided to host the meeting Online via Zoom. In accordance with the Governor's Stay at Home Order issued on March 23, 2020, the public is strongly encouraged to participate via teleconference. You can join the zoom meeting for the study session and regular meeting by using the Meeting ID: 833 0946 9880 Password: PenMet1215 or call in at +1 253-215-8782 Password: 8739497913 Meeting agendas can be accessed online at PenMetParks.org. Citizen Comments can be emailed to admin@penmetparks.org by December 14, 2020 at 5:00 PM and will be read at the meeting

Call to Order

Commissioner Roll Call:

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

ITEM 1 Approval of Agenda

ITEM 3 Presentations

[3a.](#) Interim Executive Director's Report

[3b.](#) Finance Report

[3c.](#) President's Report

ITEM 2 Citizen Comments

Due to current circumstances surrounding the COVID-19 Pandemic, we will be accepting citizen comments via email at admin@penmetparks.org up until 5:00 PM on December 14, 2020. Comments will be read and recorded in the meeting.

ITEM 4 Consent Agenda

[4a.](#) Approval of Minutes

12/01/2020 Study Session and Regular Minutes

[4b.](#) Approval of Vouchers

ITEM 5 Unfinished Business

ITEM 6 New Business

[6a.](#) CRC Project Manager Contract Resolution R2020-027



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6b. Nomination of 2021 Officers

ITEM 7 Committee Reports

7a. CRC Finance

7b. CRC Marketing

7c. CRC Operations

ITEM 8 Comments by Board

ITEM 9 Next Board Meetings

Tues., January 5, 2020 (Study and Regular) Via Zoom or Teleconference

Study Session at 4:00 and Regular Meeting at 6:00 PM

ITEM 10 Executive Session: None

ITEM 11 Adjournment



Peninsula Metropolitan Park District

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DISTRICT COMMISSION MEMO

To: District Commission

From: Eric Guenther, Planning & Special Projects Manager

Date: December 15, 2020

Subject: **Sehmel Homestead Park (SHP) Lighting Project Final Update**

Background

PenMet Planning & Public Meetings

SHP Turf Lights have been on PenMet's capital projects list since 2013. PenMet conducted an extensive comprehensive planning process in 2018 which included references to the lighting of the SHP turf field.

PenMet conducted public meetings in August of 2019 to share and exchange information and issues related to the lighting project. Project information, Q&A, and citizen comment documents have been previously shared and are available upon request.

RCO Grant

PenMet submitted a Washington State Recreation and Conservation Office (RCO) grant application for funding from the Youth Athletic Facilities (YAF) category for SHP Turf Lights in 2018. The grant amount of \$350,000 was awarded in 2019 and represented the maximum award for the YAF category and almost half of the estimated \$723,000 project cost. The final project cost was \$635,596.94, and the RCO reimbursement was \$304,529.68

RFQ

At the end of a Request for Qualifications (RFQ) process the Commission approved Resolution R2019-010 authorizing the Executive Director to sign the Architectural/Engineering Agreement with Cross Engineers, Inc. to design lighting at the Sehmel Homestead Park turf field.

KCDA

During the planning and granting phases of the Sehmel Homestead Park Lighting Project, staff consulted with other jurisdictions and industry professionals to identify efficient processes to complete the project. The use of KCDA to purchase the lighting system was highly recommended.

Subsequently, staff has worked with KCDA staff to understand the process and prepare the foundation for using KCDA on the SHP Lighting project. KCDA arranged for contractors to evaluate the project to provide KCDA-contracted pricing. Resultant numbers from Musco Sports Lighting were very competitive with prices quoted during a 2019 lighting systems evaluation process.

Bid

The purchase of the field lighting system through KCDA was only part of the project. The installation of parking lot lighting and the extension of utilities required a public works bidding process. The bid for the Sehmel Homestead Park Lighting Project was published on September 20 & 25, 2019, and opened on October 10, 2019. The Board of Park Commissioners awarded the bid for the Sehmel Homestead Park Lighting Project to the low bidder, MB Electric, in the amount of \$207,168 which includes Washington State Sales Tax.

Project

The primary elements of the project include:

- Four LED, directed light standards for the turf field.
- Approximately eleven parking area light posts, similar to existing SHP lights, but LED, for the turf-area parking.
- Approximately eleven parking area light posts, similar to existing SHP lights, but LED, for the amphitheater-area parking.
- Arranging power from the amphitheater area and new restroom area.

Field Lighting

As designed, the field lighting portion of the project consisted of four LED, directed light standards for the turf field. The location of the poles was designed for placement just outside the eastern fence line for the field, to be placed outside of the field activity safety zone. The fence line is the demarcation between the active and natural areas of the park there. The SHP Conservation Easement (CE), which provides for the management of the natural areas portion of SHP, has language related to the allowance of utilities serving the active areas, and the Great Peninsula Conservancy (GPC) felt that placing the poles outside of the field safety zone, in the natural area, would be an acceptable allowance.

The field light installation was completed in February, 2020. In May-June of 2020, Musco performed an assessment on the lighting system and adjusted the fixture angles to further minimize any off-field lighting spillage.

Parking Lighting

There are two areas of parking related to this project which have been designated for safety lighting. The area near the turf field and turf restroom is completely within the active recreation area and permitted.

The area between the amphitheater and the “T” intersection is primarily within the natural area, and is governed by the SHP CE. PenMet and the GPC have discussed the issues related to the goals of the CE and the need for safely lit parking areas, and are currently working to refine language and identify concessions which will amend the CE to recognize the goals and the needs of both organizations. The CE boundaries at the SHP southern meadow are also undergoing adjustment to better align with the grass area of the meadow.

Scoreboard

A scoreboard for the Boeing Mariners Care Baseball Field (Field #1) has been on the District’s wish list since the park was built in 2010. Due to cost savings in the project bid, the expense of adding the scoreboard would fit within the project budget. The RCO was consulted and agreed that the scoreboard could also be part of the grant reimbursement.

The design, selection, installation, and training related to the scoreboard was completed in May, 2020.

Budget

The original budget for the project (\$723,000) came from capital funding (\$605,000), RCO grant (\$350,000 reimbursement), and other contributions including Harbor Soccer Club (HSC, \$30,000 allocation), Narrows FC (\$2,500 allocation), and potentially others. The RCO grant is a reimbursement grant in that after spending the funds, reimbursement documents were submitted to the RCO. Reimbursement of \$304,529.68 was received on December 9, 2020

Summary

This is a final project update and is included on the District’s website, PenMetParks.org.

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

Item 3b.

GENERAL FUND INCOME STATEMENT 2020

January - November, 2020

| | TOTAL | | | |
|--|-----------------------|-----------------------|----------------------|-----------------|
| | ACTUAL | BUDGET | OVER BUDGET | % OF BUDGET |
| Income | | | | |
| 3100000 TAX REVENUE | | | | |
| 3111000 Real and Personal Property Tax | 6,755,023.45 | 6,803,899.00 | -48,875.55 | 99.28 % |
| 3131700 Sales Tax | 382,285.21 | 360,455.00 | 21,830.21 | 106.06 % |
| 3172000 Leasehold Excise Tax | 1,721.72 | 4,500.00 | -2,778.28 | 38.26 % |
| 3173000 REET Excise Tax | 1,454.15 | | 1,454.15 | |
| Total 3100000 TAX REVENUE | 7,140,484.53 | 7,168,854.00 | -28,369.47 | 99.60 % |
| 3400000 CHARGES FOR SERVICES | | | | |
| 3472000 Facility Rental Fee | 72,368.37 | 84,920.00 | -12,551.63 | 85.22 % |
| Total 3400000 CHARGES FOR SERVICES | 72,368.37 | 84,920.00 | -12,551.63 | 85.22 % |
| 3610000 INTEREST AND OTHER EARNINGS | | | | |
| 3611100 Investment Interest | 64,481.45 | 96,709.00 | -32,227.55 | 66.68 % |
| Total 3610000 INTEREST AND OTHER EARNINGS | 64,481.45 | 96,709.00 | -32,227.55 | 66.68 % |
| 3620000 RENTS, LEASES AND CONCESSIONS | | | | |
| 3625001 Long Term Golf Course Lease | 64,246.10 | 45,000.00 | 19,246.10 | 142.77 % |
| 3626001 Housing Rentals/Leases | 49,442.98 | 49,944.60 | -501.62 | 99.00 % |
| Total 3620000 RENTS, LEASES AND CONCESSIONS | 113,689.08 | 94,944.60 | 18,744.48 | 119.74 % |
| 3690000 OTHER MISCELLANEOUS REVENUE | | | | |
| 3691000 Sale of District Property | 25,739.35 | | 25,739.35 | |
| Total 3690000 OTHER MISCELLANEOUS REVENUE | 25,739.35 | | 25,739.35 | |
| 3890000 OTHER GF NON REVENUE | 7,267.40 | | 7,267.40 | |
| 3951000 SALE OF CAPITAL ASSETS | | | | |
| 3951064 Sale of Machinery & Equipment | 9,128.85 | | 9,128.85 | |
| Total 3951000 SALE OF CAPITAL ASSETS | 9,128.85 | | 9,128.85 | |
| Total Income | \$7,433,159.03 | \$7,445,427.60 | \$ -12,268.57 | 99.84 % |
| GROSS PROFIT | \$7,433,159.03 | \$7,445,427.60 | \$ -12,268.57 | 99.84 % |
| Expenses | | | | |
| 5110000 LEGISLATIVE | | | | |
| 5111010 Board / Employee Compensation | 49,528.00 | 58,320.00 | -8,792.00 | 84.92 % |
| 5111020 Board Payroll Taxes | 4,151.83 | 5,181.00 | -1,029.17 | 80.14 % |
| 5111031 Office & Operating Supplies-Leg | 3,457.28 | 800.00 | 2,657.28 | 432.16 % |
| 5111044 Printing and Advertising | | 375.00 | -375.00 | |
| 5112041 Professional Services | 5,750.00 | 33,000.00 | -27,250.00 | 17.42 % |
| 5114043 Travel | | 5,455.00 | -5,455.00 | |
| 5114049 Memberships & Training | | 1,818.00 | -1,818.00 | |
| 5115045 Rentals | 1,260.00 | 5,230.00 | -3,970.00 | 24.09 % |
| 5117051 Elections | 19,204.00 | | 19,204.00 | |
| 5971055 Interfund Transfer | 400.00 | | 400.00 | |
| Total 5110000 LEGISLATIVE | 83,751.11 | 110,179.00 | -26,427.89 | 76.01 % |
| 5130000 EXECUTIVE | | | | |
| 5131010 Salaries - Exec | 114,583.26 | 119,163.00 | -4,579.74 | 96.16 % |



Peninsula Metropolitan Park District

Item 3b.

GENERAL FUND INCOME STATEMENT 2020

January - November, 2020

| | TOTAL | | | |
|---|---------------------|---------------------|--------------------|----------------|
| | ACTUAL | BUDGET | OVER BUDGET | % OF BUDGET |
| 5131011 Wages - Regular | 114,113.09 | 123,761.00 | -9,647.91 | 92.20 % |
| 5131020 Benefits | 94,903.31 | 101,286.13 | -6,382.82 | 93.70 % |
| 5131044 Marketing | 53,686.94 | 102,830.75 | -49,143.81 | 52.21 % |
| 5131045 Office Lease | 82,786.68 | 100,672.00 | -17,885.32 | 82.23 % |
| 5132041 Executive-Professional Services | 120,852.78 | 174,725.00 | -53,872.22 | 69.17 % |
| 5134043 Executive - Travel | 5,455.38 | 21,100.00 | -15,644.62 | 25.85 % |
| 5134049 Memberships & Training | 4,235.35 | 8,695.00 | -4,459.65 | 48.71 % |
| 5152041 Legal - Professional Services | 15,483.50 | 27,500.00 | -12,016.50 | 56.30 % |
| 5761031 Office and Operating Supplies | 4,393.17 | 6,413.00 | -2,019.83 | 68.50 % |
| 5761035 Minor Equipment | 1,058.62 | | 1,058.62 | |
| 5761041 Prof. Serv -Computer & Security | 28,093.27 | 26,125.00 | 1,968.27 | 107.53 % |
| 5761043 Administration - Travel | | 500.00 | -500.00 | |
| 5761044 Printing/Advertising | 151.00 | | 151.00 | |
| 5761045 Operating Rentals and Leases | 6,866.46 | 5,005.00 | 1,861.46 | 137.19 % |
| 5761046 Insurance - General Liability | 76,792.00 | 78,988.00 | -2,196.00 | 97.22 % |
| 5761049 Miscellaneous / Events | | 1,500.00 | -1,500.00 | |
| 5768953 Other Oper. Exps-External Taxes | 220.80 | | 220.80 | |
| 5893053 Leasehold Excise Taxes | 5,057.11 | 15,000.00 | -9,942.89 | 33.71 % |
| 5928900 Bond Service Costs | 300.00 | 300.00 | 0.00 | 100.00 % |
| 5977665 Transfer - Capital Fund | 3,443,237.00 | 3,443,237.00 | 0.00 | 100.00 % |
| 5977671 Transfer - Debt Service Fund | 66,500.00 | 66,500.00 | 0.00 | 100.00 % |
| 5982252 Intergovt Pmt - Fire Protect | 8,343.30 | 5,247.00 | 3,096.30 | 159.01 % |
| 6103601 Computer Hardware | 10,911.40 | 5,000.00 | 5,911.40 | 218.23 % |
| 6103602 Computer Software | 5,899.52 | 11,000.00 | -5,100.48 | 53.63 % |
| 6104201 Postage | 1,097.70 | 1,191.00 | -93.30 | 92.17 % |
| 6104202 Telephone | 19,145.32 | 27,164.50 | -8,019.18 | 70.48 % |
| 6104204 Internet | 17,265.96 | 8,250.00 | 9,015.96 | 209.28 % |
| Total 5130000 EXECUTIVE | 4,301,432.92 | 4,481,153.38 | -179,720.46 | 95.99 % |
| 5140000 FINANCIAL AND RECORDS SERVICES | | | | |
| 5141011 Wages - Regular | 132,891.95 | 135,658.38 | -2,766.43 | 97.96 % |
| 5141020 Personnel Benefits | 47,748.08 | 52,336.13 | -4,588.05 | 91.23 % |
| 5141031 Supplies | | 1,045.00 | -1,045.00 | |
| 5142000 Financial Services | 550.00 | 550.00 | 0.00 | 100.00 % |
| 5142336 Computers - Finance | 614.20 | 10,000.00 | -9,385.80 | 6.14 % |
| 5142341 Professional Services | 26,821.03 | 26,675.00 | 146.03 | 100.55 % |
| 5142349 Bank Charges | 361.24 | 550.00 | -188.76 | 65.68 % |
| 5144043 Travel | | 891.00 | -891.00 | |
| 5144049 Memberships & Training | 150.00 | | 150.00 | |
| Total 5140000 FINANCIAL AND RECORDS SERVICES | 209,136.50 | 227,705.51 | -18,569.01 | 91.85 % |
| 5710000 PARTICIPANT RECREATION | | | | |
| 5711011 Wages - Administration | 82,847.13 | 115,258.88 | -32,411.75 | 71.88 % |
| 5711020 Benefits - Administration | 40,774.07 | 54,656.25 | -13,882.18 | 74.60 % |



Peninsula Metropolitan Park District

Item 3b.

GENERAL FUND INCOME STATEMENT 2020

January - November, 2020

| | TOTAL | | | |
|--|-----------------------|-----------------------|-----------------------|-----------------|
| | ACTUAL | BUDGET | OVER BUDGET | % OF BUDGET |
| 5711043 Conferences | 906.40 | 5,340.00 | -4,433.60 | 16.97 % |
| 5972055 Transfer- Rec. Revolving Fund | 180,500.00 | 180,500.00 | 0.00 | 100.00 % |
| Total 5710000 PARTICIPANT RECREATION | 305,027.60 | 355,755.13 | -50,727.53 | 85.74 % |
| 5760000 CAPITAL PROJECTS | | | | |
| 5768010 Wages - Regular | 165,364.28 | 228,785.37 | -63,421.09 | 72.28 % |
| 5768020 Personnel Benefits | 61,355.39 | 95,148.13 | -33,792.74 | 64.48 % |
| 5768031 Supplies | 1,509.90 | 4,770.00 | -3,260.10 | 31.65 % |
| 5768035 Small Equipment | | 1,600.00 | -1,600.00 | |
| 5768043 Travel | | 2,520.87 | -2,520.87 | |
| 5768045 Facility Rentals | | 13,750.00 | -13,750.00 | |
| 5768049 Miscellaneous | 750.00 | 2,217.00 | -1,467.00 | 33.83 % |
| Total 5760000 CAPITAL PROJECTS | 228,979.57 | 348,791.37 | -119,811.80 | 65.65 % |
| 5768500 PARKS & GROUNDS MAINTENANCE | | | | |
| 5768511 Wages - Regular | 406,693.54 | 539,968.00 | -133,274.46 | 75.32 % |
| 5768520 Benefits | 178,039.82 | 245,633.63 | -67,593.81 | 72.48 % |
| 5768531 Operating Supplies | 55,951.18 | 103,730.00 | -47,778.82 | 53.94 % |
| 5768532 Fuel | 10,720.85 | 16,500.00 | -5,779.15 | 64.97 % |
| 5768535 Small Tools & Minor Equipment | 15,926.51 | 39,401.00 | -23,474.49 | 40.42 % |
| 5768541 Professional Services | 39,072.29 | 57,200.00 | -18,127.71 | 68.31 % |
| 5768543 Travel | 252.00 | 2,013.00 | -1,761.00 | 12.52 % |
| 5768545 Operating Rentals & Leases | 3,990.67 | 9,000.00 | -5,009.33 | 44.34 % |
| 5768546 Surface Water/Noxious Weed Tax | 3,496.96 | 3,500.00 | -3.04 | 99.91 % |
| 5768547 Utility Services | 64,752.43 | 79,725.00 | -14,972.57 | 81.22 % |
| 5768548 Repairs & Maintenance | 3,580.55 | 15,000.00 | -11,419.45 | 23.87 % |
| 5768549 Memberships & Training | 1,156.41 | 9,400.00 | -8,243.59 | 12.30 % |
| Total 5768500 PARKS & GROUNDS MAINTENANCE | 783,633.21 | 1,121,070.63 | -337,437.42 | 69.90 % |
| Total Expenses | \$5,911,960.91 | \$6,644,655.02 | \$ -732,694.11 | 88.97 % |
| NET OPERATING INCOME | \$1,521,198.12 | \$800,772.58 | \$720,425.54 | 189.97 % |
| NET INCOME | \$1,521,198.12 | \$800,772.58 | \$720,425.54 | 189.97 % |

Explanation Financial Statement Line Item Variances 2020 November

Item 3b.

Legislative Department Line Item Overages

#5111031 Legislative – Supplies – Council Shells ordered by 2020 Executive Director- \$2,657.28

#5117051 Legislative – Elections – Election Brochure Invoice was delivered in January 2020 and was budgeted in December 2019. \$19,204.00

#5971055 Legislative – Drive in movie snacks funding transfer to recreation authorized by Commissioner Hill and Commissioner Nixon - \$400.00

Executive Department Line Item Overages

#5761035 Executive – Minor Equipment – Special Order Chair for the 2020 Executive Director and Covid Equipment & Supplies that will be reimbursed \$1,058.62 (Unbudgeted items)

#5761041 Executive – Professional Services – IT Management – Pacific Office Automation - Unbudgeted invoice for the setup of the CRC center. \$1,968.27

#5761044 Executive – Printing – Excess copier use over contract. \$151.00

#5761045 Executive – Copier – Additional copiers for the maintenance office and new Community Recreation Center Office that was set up for planning and construction staff (CRC Center was purchased in December 2019, so this is an unbudgeted item) \$1,861.46

#5768953 Executive – Taxes – Copier Property Tax - \$220.80 New expense that staff is investigating.

#5982252 Executive – Fire Protection –2 Years of Protection 2019 & 2020 The Fire District failed to invoice us in 2019 so two payments were made in 2020. - \$3,096.30

#6103601 Executive – Computer Hardware – Surface Pros, Monitor, Install Services CRC- (CRC Center was purchased in December 2019. The CRC Center is an unbudgeted item) Surface Pros were not requested or budgeted for in the fall of 2019. \$5,911.40

#6104204 Executive – Internet – Comcast Additional Services CRC (CRC Center was purchased in December 2019. The CRC Center is an unbudgeted item) \$9,015.96 Note: At year end this budget will be \$9,000 + over budget.

Finance Department Line Item Overages

#5142341 Financial Services – Professional Services – State Auditor Expense \$146.03 The state auditor normally finishes the audit in December. The audit continued until March of 2020 due to a new auditor who needed to learn the District financial system.

#5144049 Financial Services – Memberships – WFOA membership -\$150.00 The Executive Director in 2020 wanted the Finance staff to join WFOA and attend their training classes. He informed us after the budget was passed.

Peninsula Metropolitan Park District

January - December



| | 2020 Budget | 2020 Actuals 11/30/2020 | 2021 Budget |
|--|------------------------|-------------------------|------------------------|
| Income | | | |
| 3100000 TAX REVENUE | | | |
| 3111000 Real and Personal Property Tax | 6,806,313.00 | 6,755,023.45 | 7,306,786.00 |
| 3131700 Sales Tax | 399,131.00 | 382,285.21 | 377,000.00 |
| 3172000 Leasehold Excise Tax | 4,500.00 | 1,721.72 | 1,500.00 |
| 3173000 REET Tax | 0.00 | 1,454.15 | 0.00 |
| Total 3100000 TAX REVENUE | \$ 7,209,944.00 | \$ 7,140,484.53 | \$ 7,685,286.00 |
| 3400000 CHARGES FOR SERVICES | | | |
| 3472000 Facility Rental Fee | 90,000.00 | 72,368.37 | 72,500.00 |
| Total 3400000 CHARGES FOR SERVICES | \$ 90,000.00 | \$ 72,368.37 | \$ 72,500.00 |
| 3610000 INTEREST AND OTHER EARNINGS | | | |
| 3611100 Investment Interest | 105,500.00 | 64,481.45 | 18,000.00 |
| Total 3610000 INTEREST AND OTHER EARNINGS | \$ 105,500.00 | \$ 64,481.45 | \$ 18,000.00 |
| 3620000 RENTS, LEASES AND CONCESSIONS | | | |
| 3625001 Long Term Golf Course Lease | 45,000.00 | 64,246.10 | 57,000.00 |
| 3626001 Housing Rentals/Leases/Concessions | 54,485.00 | 49,442.98 | 48,385.08 |
| Total 3620000 RENTS, LEASES AND CONCESSIONS | \$ 99,485.00 | \$ 113,689.08 | \$ 105,385.08 |
| Other Sale of Truck & Trailer, Visa Rebate | | \$ 42,135.60 | |
| Total Income | \$ 7,504,929.00 | \$ 7,433,159.03 | \$ 7,881,171.08 |

| | | | |
|---|----------------------|---------------------|----------------------|
| Expenses | | | |
| 5110000 LEGISLATIVE | | | |
| 5111010 Board / Employee Compensation | 61,440.00 | 49,528.00 | 61,440.00 |
| 5111020 Board Payroll Taxes | 5,652.00 | 4,151.83 | 5,652.00 |
| 5111031 Office & Operating Supplies-Leg | 800.00 | 3,457.28 | 650.00 |
| 5111044 Printing and Advertising | 375.00 | 0.00 | 375.00 |
| 5112041 Professional Services | 93,000.00 | 5,750.00 | 80,000.00 |
| 5114043 Travel | 5,455.00 | 0.00 | 4,312.05 |
| 5114049 Memberships & Training | 1,818.00 | 0.00 | 2,128.00 |
| 5117051 Elections | 0.00 | 19,204.00 | 56,061.00 |
| 5115045 Rentals | 6,490.00 | 1,260.00 | 5,500.00 |
| 5971055 Interfund Transfer | 0.00 | 400.00 | 0.00 |
| Total 5110000 LEGISLATIVE | \$ 175,030.00 | \$ 83,751.11 | \$ 216,118.05 |
| 5130000 EXECUTIVE | | | |
| 5131010 Salaries - Exec | 130,000.00 | 114,583.26 | 130,000.00 |
| 5131011 Wages - Regular | 135,012.00 | 114,113.09 | 129,887.00 |
| 5131020 Benefits | 110,494.00 | 94,903.31 | 111,340.00 |
| 5131041 Executive-Professional Services | 174,725.00 | 120,852.78 | 63,700.00 |
| 5131044 Marketing | 112,179.00 | 53,686.94 | 99,703.94 |
| 5131045 Office Lease | 109,824.00 | 82,786.68 | 112,305.00 |
| 5134043 Executive - Travel | 21,700.00 | 5,455.38 | 9,740.00 |
| 5134049 Memberships & Training | 8,695.00 | 4,235.35 | 8,810.00 |
| 5152041 Legal - Professional Services | 30,000.00 | 15,483.50 | 60,000.00 |
| 5761031 Office and Operating Supplies | 7,000.00 | 4,393.17 | 7,000.00 |
| 5761035 Minor Equipment | 0.00 | 1,058.62 | 0.00 |
| 5761041 Prof. Serv -Computer & Security | 28,500.00 | 28,093.27 | 37,696.00 |
| 5761043 Administration - Travel | 500.00 | 0.00 | 500.00 |
| 5761044 Printing/Advertising | 0.00 | 151.00 | 0.00 |

| | | | |
|---|------------------------|----------------------|------------------------|
| 5761045 Copier Lease | 5,460.00 | 6,866.46 | 10,000.00 |
| 5761046 Insurance - General Liability | 78,988.00 | 76,792.00 | 81,000.00 |
| 5761049 Miscellaneous / Events | 1,500.00 | 0.00 | 2,500.00 |
| 5768953/5893053 Sales Taxes/Leasehold Taxes | 15,000.00 | 5,277.91 | 12,573.86 |
| 5928900 Bond Service Costs | 300.00 | 300.00 | 300.00 |
| 5977671 Transfer - Debt Service Fund | 543,000.00 | 66,500.00 | 541,600.00 |
| 5982252 Intergovt Pmt - Fire Protect | 5,247.00 | 8,343.30 | 4,275.94 |
| 6103601 Computer Hardware | 5,000.00 | 10,911.40 | 12,000.00 |
| 6103602 Computer Software | 11,000.00 | 5,899.52 | 15,000.00 |
| 6104201 Postage | 1,300.00 | 1,097.70 | 1,300.00 |
| 6104202 Telephone | 29,634.00 | 19,145.32 | 37,800.00 |
| 6104204 Internet | 9,000.00 | 17,265.96 | 20,000.00 |
| Total 5130000 EXECUTIVE | \$ 1,574,058.00 | \$ 858,195.92 | \$ 1,509,031.74 |
| 5140000 FINANCIAL AND RECORDS SERVICES | | | |
| 5141011 Wages - Regular | 147,991.00 | 132,891.95 | 150,735.00 |
| 5141020 Personnel Benefits | 57,094.00 | 47,748.08 | 54,341.00 |
| 5141031 Supplies | 1,140.00 | 0.00 | 1,149.00 |
| 5142000 Financial Services | 600.00 | 550.00 | 600.00 |
| 5142336 Computers | 10,000.00 | 614.20 | 0.00 |
| 5142341 Professional Services | 27,860.00 | 26,821.03 | 36,584.00 |
| 5142349 Bank Charges | 600.00 | 361.24 | 600.00 |
| 5144043 Travel | 980.00 | 0.00 | 545.00 |
| 5144049 Memberships WFOA | 0.00 | 150.00 | 0.00 |
| Total 5140000 FINANCIAL AND RECORDS SERVICES | \$ 246,265.00 | \$ 209,136.50 | \$ 244,554.00 |
| 5710000 PARTICIPANT RECREATION | | | |
| 5711011 Wages - Administration | 125,737.00 | 82,847.13 | 79,146.00 |
| 5711020 Benefits - Administration | 59,625.00 | 40,774.07 | 41,176.00 |
| 5711043 Conferences | 5,340.00 | 906.40 | 4,340.05 |
| 5972055 Transfer- Rec. Revolving Fund | 180,500.00 | 180,500.00 | 150,847.64 |
| Total 5710000 PARTICIPANT RECREATION | \$ 371,202.00 | \$ 305,027.60 | \$ 275,509.69 |
| 5768000 CAPITAL | | | |
| 5768010 Wages - Regular | 249,584.00 | 165,364.28 | 196,418.00 |
| 5768020 Personnel Benefits | 103,798.00 | 61,355.39 | 83,262.00 |
| 5768031 Supplies | 5,000.00 | 1,509.90 | 5,000.00 |
| 5768035 Small Equipment | 1,600.00 | 0.00 | 1,600.00 |
| 5768041 Professional Services | 0.00 | 0.00 | 60,000.00 |
| 5768043 Travel | 2,750.00 | 0.00 | 3,300.00 |
| 5768045 Rentals | 15,000.00 | 0.00 | 5,000.00 |
| 5768049 Training | 2,217.00 | 750.00 | 2,217.00 |
| Total 5768000 CAPITAL | \$ 379,949.00 | \$ 228,979.57 | \$ 356,797.00 |
| 5768500 PARKS & GROUNDS MAINTENANCE | | | |
| 5768511 Wages - Regular | 589,056.00 | 406,693.54 | 641,063.00 |
| 5768520 Benefits | 267,964.00 | 178,039.82 | 321,923.50 |
| 5768531 Operating Supplies | 113,162.00 | 55,951.18 | 117,660.00 |
| 5768532 Fuel | 18,000.00 | 10,720.85 | 17,500.00 |
| 5768534 Concessions Permit | 0.00 | 0.00 | 55.00 |
| 5768535 Small Tools & Minor Equipment | 39,401.00 | 15,926.51 | 12,300.00 |
| 5768541 Professional Services | 57,200.00 | 39,072.29 | 70,330.00 |
| 5768543 Travel | 2,200.00 | 252.00 | 4,500.00 |
| 5768545 Operating Rentals & Leases | 9,000.00 | 3,990.67 | 10,800.00 |
| 5768546 Surface Water/Noxious Weed Tax | 3,500.00 | 3,496.96 | 3,700.00 |
| 5768547 Utility Services | 86,230.00 | 64,752.43 | 71,855.00 |
| 5768548 Repairs & Maintenance | 15,000.00 | 3,580.55 | 23,000.00 |

| | | | |
|--|-------------------------|------------------------|------------------------|
| 5768549 Memberships & Training | 9,400.00 | 1,156.41 | 8,600.00 |
| 5977664 Transfer-Capital Equipment Fund | 105,075.00 | 0.00 | 106,932.00 |
| Total 5768500 PARKS & GROUNDS MAINTENANCE | \$ 1,315,188.00 | \$ 783,633.21 | \$ 1,410,218.50 |
| Total Expenses | 4,061,692.00 | 2,468,723.91 | 4,012,228.98 |
| CAPITAL EXPENDITURES | | | |
| 5947600 Capital Transfer - PIF / Structures | 3,443,237.00 | 3,443,237.00 | 3,868,942.10 |
| Total Expenses | \$ 7,504,929.00 | \$ 5,911,960.91 | \$ 7,881,171.08 |
| Net Operating Income | \$ 0.00 | \$ 1,521,198.12 | \$ 0.00 |
| | Budget Dec = | (\$800,773) | |
| | Attorney Invoice | (\$51,300) | |
| | | \$ 669,125.54 | |



| 2020 Capital Projects | | | | | | | |
|---|--------------|-----------------------|----------------------------|---|-----------------------|------------------------|---|
| Project | Year Started | CIP Fund 1/1/2020 | 2020 Budgeted Transfers In | Land Sale Donations, Fund Transfers, Other Income | Capital Fund Expenses | Balance CIP 11/30/2020 | Notes |
| Park Improvement Program | 2006 | \$6,815,636.46 | \$126,593.98 | -\$658,033.63 | \$0.00 | \$6,284,196.81 | Transfer to complete the school district property transfer & R2020-018 Hale Pass Transfer |
| Peninsula Enhancement Grant Program (PEG) | 2007 | \$22,762.96 | \$2,237.04 | \$0.00 | \$16,197.21 | \$8,802.79 | Scout Reimbursement; Zumar Signs; Voyager PTA |
| Community Recreation Center | 2017 | \$410,085.62 | \$2,700,000.00 | \$20,000.00 | \$297,266.25 | \$2,832,819.37 | Snodgrass Freeman Associates; Star Tree Service; Daily Journal of Commerce; Synthetic Surfaces; Halsan EF&P; Asbestos NW; Parametrix; Tracys Painting; Synthetic Putt Putt; Knight Safe & Locks; Perkins Coie; BLRB; Geo Resources; The Briggs Group; Custom Prints |
| Lighting Project - Sehmel Homestead Park | 2019 | \$473,841.13 | \$95,000.00 | \$0.00 | \$461,651.08 | \$107,190.05 | KCDA Payment; MB Electric; Cross Engineers |
| Turf - Sehmel Homestead Park | 2020 | \$0.00 | \$0.00 | \$600,000.00 | \$0.00 | \$600,000.00 | Transfer Resolution R2020-023 |
| Service Options - M&O Contingency | 2014 | \$30,594.02 | \$19,405.98 | \$0.00 | \$20,075.70 | \$29,924.30 | Star Tree Removal; Cushman Trail Pedestals; Sunrise Beach Bathroom; Plumbing Supplies; Municode |
| Hale Pass - Renovation | 2018 | \$31,892.65 | \$500,000.00 | \$650,000.00 | \$118,185.41 | \$1,063,707.24 | Driftmier Architects; Chuck West Construction; KCDA |
| Dog Park - Rotary Bark Park | 2019 | \$0.00 | \$0.00 | \$8,033.63 | \$8,033.63 | \$0.00 | School District Transfer Fees |
| Building Fund - Acquisition Reserve | 2015 | \$100,905.00 | \$0.00 | \$0.00 | \$0.00 | \$100,905.00 | |
| Total Capital Funds | | \$7,885,717.84 | \$3,443,237.00 | \$620,000.00 | \$921,409.28 | \$11,027,545.56 | |

The actual cash for these 2020 capital fund transfers will come in during the months of April and October.

Peninsula Metropolitan Park District
Profit and Loss Detail
November 2020

| | Date | Name | Fund | Memo/Description | Amount |
|--|-------------|--|---|-----------------------------------|--------------------|
| Expenses | | | | | |
| 5940000 CAPITAL EXPENDITURES | | | | | |
| 5947641 Capital Exp. - Prof Services | | | | | |
| | 11/17/2020 | Asbestos Northwest | 300 - Park Project Fund:304 - Hales Pass Park/Arletta | Inspection | 740.00 |
| | 11/17/2020 | The Briggs Group | 326 - Community Recreation Center | Fundraising Consultant Invoice #3 | 5,843.75 |
| | | Total for 5947641 Capital Exp. - Prof Services | | | \$ 6,583.75 |
| 5947663 Cap Exp -Fields/Bridges/Signs | | | | | |
| | 11/03/2020 | U.S. Bank | 330-PenMet Enhancement Grt/PEG | Home Depot | 149.03 |
| | | Total for 5947663 Cap Exp -Fields/Bridges/Signs | | | \$ 149.03 |
| | | Total for 5940000 CAPITAL EXPENDITURES | | | \$ 6,732.78 |



Peninsula Metropolitan Park District

Item 3b.

RECREATION REVOLVING FUND INCOME STATEMENT 2020

January - November, 2020

| | TOTAL | | | |
|---|---------------------|---------------------|-----------------------|-----------------|
| | ACTUAL | BUDGET | OVER BUDGET | % OF BUDGET |
| Income | | | | |
| 3400000 CHARGES FOR SERVICES | | | | |
| 3476000 Recreation Program Fees | 273,458.63 | 387,962.75 | -114,504.12 | 70.49 % |
| 3479000 Other Fees and Charges | -289.45 | 10,750.00 | -11,039.45 | -2.69 % |
| Total 3400000 CHARGES FOR SERVICES | 273,169.18 | 398,712.75 | -125,543.57 | 68.51 % |
| 3670000 PRIVATE SOURCE CONTRIBUTIONS | | | | |
| 3671100 Private Donations-Gifts/Pledges | 4,270.00 | 7,000.00 | -2,730.00 | 61.00 % |
| Total 3670000 PRIVATE SOURCE CONTRIBUTIONS | 4,270.00 | 7,000.00 | -2,730.00 | 61.00 % |
| 3690000 OTHER MISCELLANEOUS REVENUE | | | | |
| 3699000 Other Recreation Revenue | 1,147.71 | | 1,147.71 | |
| Total 3690000 OTHER MISCELLANEOUS REVENUE | 1,147.71 | | 1,147.71 | |
| 3970000 TRANSFERS IN | | | | |
| 3977655 Transfer In-Interfund Subsidies | 180,900.00 | 180,500.00 | 400.00 | 100.22 % |
| Total 3970000 TRANSFERS IN | 180,900.00 | 180,500.00 | 400.00 | 100.22 % |
| Total Income | \$459,486.89 | \$586,212.75 | \$ -126,725.86 | 78.38 % |
| GROSS PROFIT | \$459,486.89 | \$586,212.75 | \$ -126,725.86 | 78.38 % |
| Expenses | | | | |
| 5710000 PARTICIPANT RECREATION | | | | |
| 5712011 Wages - Recreation Program | 162,581.62 | 213,180.00 | -50,598.38 | 76.26 % |
| 5712020 Benefits - Recreation Program | 58,693.08 | 78,780.13 | -20,087.05 | 74.50 % |
| 5712031 Office & Operating Supplies | 28,976.01 | 48,850.00 | -19,873.99 | 59.32 % |
| 5712035 Minor Equipment | 1,490.21 | 1,000.00 | 490.21 | 149.02 % |
| 5712041 Sports & Professional Fees | 122,731.05 | 167,365.88 | -44,634.83 | 73.33 % |
| 5712043 Travel | 594.29 | 1,100.00 | -505.71 | 54.03 % |
| 5712044 Printing & Advertising | | 500.00 | -500.00 | |
| 5712045 Rentals | 15,954.00 | 16,813.50 | -859.50 | 94.89 % |
| 5712047 Utilities | 610.00 | | 610.00 | |
| 5712049 Memberships & Training | -80.00 | | -80.00 | |
| 5712053 Sales & Use Taxes | 4,861.12 | 4,513.50 | 347.62 | 107.70 % |
| 5714049 Special Events | 24,851.81 | 37,789.08 | -12,937.27 | 65.76 % |
| Total 5710000 PARTICIPANT RECREATION | 421,263.19 | 569,892.09 | -148,628.90 | 73.92 % |
| Total Expenses | \$421,263.19 | \$569,892.09 | \$ -148,628.90 | 73.92 % |
| NET OPERATING INCOME | \$38,223.70 | \$16,320.66 | \$21,903.04 | 234.20 % |
| NET INCOME | \$38,223.70 | \$16,320.66 | \$21,903.04 | 234.20 % |



Peninsula Metropolitan Park District

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www.penmetparks.org

STUDY SESSION AGENDA

December 01, 2020, **4:00 PM**

ATTENTION: Protecting the public, our partners, and our staff are of the utmost importance. Due to recent health concerns with the novel Corona-virus, the Park Board has decided to host the meeting Online via Zoom. In accordance with the Governor's Stay at Home Order issued on March 23, 2020, the public is strongly encouraged to participate via teleconference. You can join the zoom meeting for the study session and regular meeting by using the Meeting ID: 811 2388 9482 Password: PenMet1201 or call in at +1 253-215-8782 Password: 6429513378 Meeting agendas can be accessed online at PenMetParks.org. Citizen Comments can be emailed to admin@penmetparks.org by November 30 2020 at 5:00 PM and will be read at the meeting

Call to Order: The meeting was called to order by Commissioner Hill at 4:04 PM

Commissioners Present:

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

Outside Staff:

Ally Bujacich

Staff:

Hunter George
 Elaine Sorensen
 Stacie Snuffin
 Chuck Cuzzetto
 Ron Martinez
 Ed Lewis
 Eric Guenther
 Brycen Toney
 Kelly Darling
 Aiden Krug
 Spencer Manjarrez

ITEM 1 Approval of Agenda

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

ITEM 2 Board Discussion

2a. First Draft CRC Program Plan

Project Manager, Ally Bujacich guided PenMet Commissioners through the Draft PenMet Community Recreation Center Feasibility, Concept Design, and Proforma Report. Commissioners discussed various aspects of the report, asked questions, and provided feedback on the draft document. Staff and participating members of the public also added comments via Zoom's chat box. Bujacich and Commissioners also discussed the next steps, including the intention of a follow-up discussion during the



Peninsula Metropolitan Park District

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December 15th study session and Park Board adoption of the report on January 5, 2021 before the project proceeds to the Schematic Design phase.

ITEM 3 Adjournment President Hill adjourned the meeting at 5:48 pm

APPROVED BY THE BOARD ON: _____

President

Clerk



Peninsula Metropolitan Park District

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REGULAR MEETING MINUTES

December 01, 2020, 6:00 PM

ATTENTION: Protecting the public, our partners, and our staff are of the utmost importance. Due to recent health concerns with the novel Corona-virus, the Park Board has decided to host the meeting Online via Zoom. In accordance with the Governor's Stay at Home Order issued on March 23, 2020, the public is strongly encouraged to participate via teleconference. You can join the zoom meeting for the study session and regular meeting by using the Meeting ID: 811 2388 9482 Password: PenMet1201 or call in at +1 253-215-8782 Password: 6429513378 Meeting agendas can be accessed online at PenMetParks.org. Citizen Comments can be emailed to admin@penmetparks.org by November 30, 2020 at 5:00 PM and will be read at the meeting

Call to Order: The meeting was called to order by Commissioner Hill at 6:00 PM

Commissioners Present:

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

Outside Staff:

Ally Bujacich

Staff:

Hunter George
Elaine Sorensen
Stacie Snuffin
Chuck Cuzzetto
Ron Martinez
Ed Lewis
Eric Guenther
Brycen Toney

ITEM 1 Approval of Agenda

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

ITEM 2 Citizen Comments: None

ITEM 3 Presentations

3a. Interim Executive Director's Report

Interim Executive Director Hunter George reported that PenMet will be partnering with the Kiwanis of Gig Harbor for a Coffee Break and Santa's Village Drive-Thru Toy Drive on December 18, 2020, at Sehmel Homestead Park from 4:00 PM to 6:00 PM. He also reported that PenMet received an invoice from the KGHP Radio Station for renewing PenMet's contract for partnership with them and that there will be lots of great opportunities including interviews and 2,000 promos for PenMet. In response to a question from Commissioner Kingsbury at a previous meeting, George gave an overview of PenMet's budget investment rate from the state's Local Government Investment Pool and how those funds are invested.



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3b. President's Report: None

3c. Gig Harbor Veterans Day Recognition Committee Presentation

Jill Guernsey from The Gig Harbor Veterans Recognition Committee thanked PenMet for being their premier sponsor for the 2020 Veterans Day event that was held in Gig Harbor's Uptown. Guernsey shared a video clip from KING 5 news. Jill and the Board discussed the success of the event.

ITEM 4 Consent Agenda

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

4a. Approval of Minutes

11/17/2020 Regular Minutes

4b. Approval of Vouchers

\$90,383.76 Reference Number: V2020-599-621

ITEM 5 Unfinished Business

5a. 2nd Public Hearing, Annual Budget for Calendar Year 2021

President Hill opened the 2nd public hearing for the proposed adoption of the 2021 annual budget for Peninsula Metropolitan Park District at 6:14 PM. Interim Executive Director Hunter George gave a brief presentation of the annual 2021 budget. There was no board discussion or public comment. The hearing was closed at 6:19 PM.

5b. R2020-026 Adopting the Annual Budget for Calendar Year 2021

Commissioner Grimmer made a motion to approve R2020-026 adopting the annual budget for Peninsula Metropolitan Park District for calendar year 2021. Seconded by Commissioner Kingsbury. Commissioner Nixon expressed concerns over the salary survey that was conducted in 2019 and the board discussed. Commissioner Nixon made a motion to amend the annual budget for the calendar year 2021 to insert the following amendment: "Funds have been appropriated for 2021 employee step increases, but all increases are on hold pending further review of the organizational chart and an updated salary survey for the employee classifications. The salary survey shall include employees with the same or similar employee job descriptions employed by appropriate and comparable jurisdictions. Once the organizational chart review and the salary survey is complete and an updated Pay and Classification Plan is adopted by the Board, the Executive Director may administer the step increases retroactive to each employee's 2021 anniversary date if all applicable conditions for a step increase have been met." The Board voted



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5-0 to approve the amendment. President Hill asked if there were any other Board comments; Commissioners Nixon and Kingsbury thanked staff for their hard work. The Board voted 5-0 to approve the budget as amended.

ITEM 6 **New Business: None**

ITEM 7 **Committee Reports**

7a. **CRC Finance**

Commissioner Nixon reported the CRC Finance Committee had not had a chance to meet and will set a meeting before the next regular board meeting.

7b. **CRC Marketing**

Commissioner Grimmer reported that the CRC Marketing Committee had not met recently and gave a brief update on the Feasibility Study progress and schedule.

7c. **CRC Operations**

Commissioner Babich reported that the CRC Operations Committee had met and that John Barnholt from BRS had joined them. She reported that they reviewed a draft of the pro forma, which seeks to project operating costs and revenues and had a good discussion about expectations regarding the CRC's standard for cost recovery from user fees.

Commissioner Nixon and Babich reported that there will be a future study session to discuss the draft pro forma with the whole Board.

ITEM 8 **Comments by Board**

Commissioner Nixon provided the Board with an update that he was contacted by a previous coworker regarding Food Backpacks for Kids and that they were looking for a new place to distribute these backpacks. Nixon reported that he had put them in touch with Planning and Special Projects Manager Eric Guenther. Guenther reported that they had been in contact and that they have arranged a time at Peninsula Gardens for distributing backpacks.

President Hill commented on the Santa village Event that is happening on December 18, 2020, and that she appreciated PenMet and the Kiwanis supporting a need in our community, toys for children. She commented that it is a free event to the public and it will be orchestrated similarly to the Trunk or Treat where people will have to register, thus helping with traffic mitigation at the location. She thanked staff who were willing to help. Hill asked for confirmation of the hours of the event. Cuzzetto confirmed the hours would be from 3:30 to 6:30 with staggered time slots of 3:30 - 4:30, 4:30 - 5:30, and 5:30 - 6:30. Commissioner Grimmer commented there was a Letters to Santa Box installed at Sehmel Homestead Park at the



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pavilion. President Hill added a comment to that event taking place on December 18th that PenMet is looking for vehicles such as a construction vehicle or another type of vehicle to put lights on or have a construction trailer for the kids to admire with lights on it. She encouraged the commissioners to reach out to see who would like to be there on some of the shifts and that each vendor will be handing Covid-safe items out and that maybe they could participate in that.

ITEM 9 Next Board Meetings

Tues., December 15, 2020 (Study and Regular) Via Zoom or Teleconference
Study Session 4:00 and Regular Meeting 6:00 PM

ITEM 10 Executive Session: None

ITEM 11 Adjournment President Hill adjourned the meeting at 6:42 pm

APPROVED BY THE BOARD ON: _____

President

Clerk



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DISTRICT COMMISSION MEMO

To: District Commission

From: Hunter T. George, Interim Executive Director

Date: December 10, 2020

Subject: **Approve Amendment to Agreement for CRC Project Management**

Background/Analysis

PenMet Parks entered into a short-term contract with Absher Construction Company in October 2020 to provide initial project management services for the Community Recreation Center (CRC) at 2416 14th Ave. NW, the former golf driving range.

Since then, Absher has performed an initial assessment of the project, established smooth communications among parties, engaged in the Steering Committee process, assisted with project communications, prepared and delivered Board reports, and managed and recommended other consultants. Absher has recently delivered preliminary drafts of the Feasibility, Design Concept, and Pro Forma Report to the Board and staff, and work continues to refine that product. The Board is prepared to discuss the report further on December 15 and consider a resolution accepting it on January 5, 2021. In the meantime, Absher also is preparing to update the project schedule and budget as well as recommend a project delivery method.

Based on the adjusted workload and timeline, additional funds are needed in order to update and complete the scope of work as amended from the original Personal Services Agreement. As a result, PenMet and Absher negotiated an agreement to increase total available funding from \$25,000 to \$45,500 – an increase of \$20,500. This is designed to continue services through January 19, 2021.

Absher will provide a comprehensive proposal for extending project management services through project completion for the Board to consider in January.

Recommendation

Staff requests that the Commission approve Resolution R2020-027 authorizing the Interim Executive Director to sign the First Amendment to the Personal Services Agreement, in substantially the form attached, with Absher Construction to continue assisting with the CRC project.

Policy Implications/Support

1. The District has adopted goals including:
 - Developing and Maintaining High Quality Facilities: To build and maintain high quality facilities consistent with community planning.
 - District Funds: To maximize the use of tax revenues by using other resources such as grants, user fees, volunteers, and appropriate professional resources.
2. At their regular meeting on November 19, 2019 the Board of Park Commissioners adopted Resolution 2019-016 Adopting the 2020 Annual Budget which included funding for the Community Recreation Center.

Motion

I move to approve Resolution R2020-027 authorizing the Interim Executive Director to sign the First Amendment to the Personal Services Agreement, in substantially the form attached, with Absher Construction Company to continue providing project management services for the Community Recreation Center project.

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: 253-858-3408 or via e-mail at HGeorge@PenMetParks.org.



Peninsula Metropolitan Park District

RESOLUTION NO. R2020-027

A RESOLUTION OF PENMET PARKS AUTHORIZING THE EXECUTIVE DIRECTOR TO SIGN AN AMENDMENT TO THE AGREEMENT FOR PROJECT MANAGEMENT SERVICES FOR THE COMMUNITY RECREATION CENTER PROJECT

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

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

WHEREAS, PenMet Parks signed a Professional Services Agreement with Absher Construction Company (Absher) on October 6, 2020 to provide project management services related to the Community Recreation Center; and

WHEREAS, the original contract was for an amount not to exceed \$25,000 as authorized under Section 13.3(A) of the PenMet Parks Purchasing Policy (No. P40-102); and

WHEREAS, PenMet Parks and Absher wish to expand the scope of services and complete the identified work, and thereby increase the amount of total compensation , which requires authorization by the PenMet Parks Board of Commissioners under Section 13.3(B); and

WHEREAS, staff negotiated with Absher to develop the attached agreement to amended the scope of work and increase the compensation available by TWENTY THOUSAND FIVE HUNDRED DOLLARS (\$20,500.00) so that the total compensation will not exceed FORTY-FIVE THOUSAND FIVE HUNDRED DOLLARS (\$45,500.00).

WHEREAS, the District’s attorney has reviewed the agreement; NOW THEREFORE BE IT

RESOLVED, by the Board of Park Commissioners that the Interim Executive Director be authorized to sign all documents related to the First Amendment to the Agreement with Absher to provide project management services to PenMet Parks for the Community Recreation Center.

The foregoing resolution was adopted at a regular meeting of the Board of Park Commissioners of the Peninsula Metropolitan Park District held on December 15, 2020.

President

Clerk

Attest

Peninsula Metropolitan Park District



FIRST AMENDMENT TO PERSONAL SERVICES AGREEMENT

THIS FIRST AMENDMENT to the PERSONAL SERVICES AGREEMENT is made and entered into this ____ day of December, 2020 by and between The PENINSULA METROPOLITAN PARK DISTRICT, a municipal corporation, hereinafter referred to as the "District", and ABSHER CONSTRUCTION COMPANY, Washington corporation, , hereinafter referred to as the "Consultant".

WITNESSETH:

WHEREAS, the District and Consultant entered into a Personal Services Agreement dated October ____, 2020 (the "Agreement");

WHEREAS, the District and Consultant wish to add to the scope of services and increase the amount of total compensation available as provided herein;

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

1. Scope of Services. The Consultant agrees to provide the scope of services as amended in Exhibit A of this First Amendment. The parties acknowledge that the Consultant has been providing services since October _6_, 2020 and that many of the services are an on-going service or have been completed. This First Amendment is intended to provide for Consultant's continued primary and additional services through January 19, 2021.
2. Compensation and Method of Payment.
 - A. In consideration of the services to be provided by the Consultant, including the additional services, the District hereby increases the compensation available by TWENTY THOUSAND FIVE HUNDRED DOLLARS (\$20,500.00) so that the total compensation for the amended scope of work will not exceed FORTY-FIVE THOUSAND FIVE HUNDRED DOLLARS (\$45,500.00).
3. Entire Agreement. Except as amended herein, all of the other terms in the Agreement remain in full force and effect.

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

Signature Page and Amended Exhibit A Follows

PENINSULA METROPOLITAN PARK DISTRICT, a municipal corporation

ABSHER CONSTRUCTION COMPANY, a Washington corporation

Hunter T. George, Interim Executive Director
P.O. Box 425
Gig Harbor, WA 98335
Phone: 253.858.3408
E-Mail: hgeorge@penmetparks.org

(Signature)

(Name, Printed)

(Title)

Maryellen (Missy) Hill, Board President
P.O. Box 425
Gig Harbor, WA 98335
Phone: 253.230.3631
E-Mail: mhill@penmetparks.org

(Address)

(City, State, Zip)

Phone: _____

E-Mail: _____

Fed Tax No.: _____

L & I Acct. No.: _____

UBI No.: _____

APPROVED AS TO FORM

Attorney For the Peninsula Metropolitan Park District

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

EXHIBIT A
Amended Scope of Services

The Consultant shall provide project management services related to the proposed PenMet Parks Community Recreation Center (CRC) Project to be located at 2416-14th Avenue N.W. (the site is at intersection of State Route 16, 14th Avenue NW, and 24th Street NW), in Gig Harbor, Washington. The Consultant’s responsibility will be to assist PenMet Parks in the daily coordination and administration of the Project, and by using the Consultant’s skill, knowledge, and experience, comply with PenMet Parks’ agenda for the successful completion of the programming and initial site development phases of the Project.

Consultant’s services will principally be provided through Ally Bujacich, who will serve as PenMet Parks’ Project Manager and Consultant’s primary point of contact. Ms. Bujacich shall report to and take direction from the PenMet Parks’ Board President or designee.

Consultant’s services will begin immediately and are expected to last through the programming and initial site development phases. The services will be provided on a time and materials basis to provide maximum flexibility and efficiency and presently assumes a baseline of 23 hours/week of work. However, the Consultant has the ability and resources to ramp up or down in response to the project’s needs. The Consultant shall report its hours worked to the Board President or designee on a weekly or other agreed upon periodic basis. Consultant will advise PenMet Parks when Consultant has been paid 80% of the not to exceed dollar amount set forth in Paragraph ~~32~~(A) of this Agreement~~First Amendment~~. If it appears that Consultant’s continued services might reasonably cause the limit to be exceeded, then the parties ~~shall~~may negotiate an~~other~~ amendment ~~to this Agreement~~ reflecting a new compensation limit.

Primary Services:

The immediate and primary tasks of the Consultant are as follows:

1. Perform an initial assessment of the Project which generally consists of a review and evaluation of the work performed to date, status of the work and a Project risk assessment.
2. Establish and ensure smooth and accurate communication among the Project parties (PenMet Parks, BLRB, BRS, GeoResources, Korsmo, etc.)
3. Engage in the Steering Committee process to ensure PenMet Parks’ expectations are clearly communicated, and that consultants providing services during this phase and community talents and resources are leveraged to the maximum benefit of the Project.
4. Assist with Project related communications with the public and/or guide the Board President and Executive Director in communication.
5. Attend Park Board meetings as directed.

Additional Services:

Addition tasks may be assigned to the Consultant by the Board President during the current phase including the following:

1. Review update and maintain the Project budget (including construction and soft costs).
2. Review update and maintain the Project schedule.

3. Analyze the Project delivery method and make a recommendation to the Board.
4. Prepare and deliver Board and Committee reports as needed.
5. Manage the design process through periodic reviews and engage project stakeholders on design characteristics as needed.
6. Manage other Owner consultants such as GeoResources.
7. Manage preconstruction services, if applicable.
8. Review and update cost estimates and constructability recommendations.
9. Procure and manage additional consultants as needed (for example: permit specialist; fixtures, furniture, and equipment procurement; signage design; special testing and inspection; acoustician; commissioning agent; security consultant; LEED consultant, etc.)

Hourly Rates:

The following is a rate schedule for Consultant’s key staff who would be provided along with their respective estimated time commitment for this project. As noted above, actual billed hours will depend on the project needs and scope of services requested by PenMet Parks.

| Name | Role | Hourly Rate | Est. Hrs/Wk |
|--------------------|--------------------------|--------------------|--------------------|
| James Christianson | Principal In Charge | \$185.00 | 1 |
| Ally Bujacich | Project Manager | \$148.00 | 20 |
| Clint Absher | Project Engineer Support | \$ 99.00 | 2 |

Additional support staff may be added as dictate by the project and the rates for those staff will be submitted in advance for PenMet Parks’ approval. Rates are effective through March 31, 2021.



Peninsula Metropolitan Park District

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DISTRICT COMMISSION MEMO

To: District Commission
From: Interim Executive Director, Hunter George
Date: December 15, 2020
Subject: **Nomination of 2021 Officers**

Recommendation

Staff recommends that the Commission make nominations for its 2021 Officers.

Policy Implications/Support

The PenMet Parks Board of Commissioners Board Policy R2019-013 identifies the list of officers and procedures for elections.

Background/Analysis

Current Board policy identifies two officers including:

- Board President
- Board Clerk

By policy, the nomination of Officers of the Board shall be at the last meeting of the prior calendar year and at the first meeting in the new calendar year. Election of officers shall be at the first meeting in the new calendar year. The new officers shall immediately take office upon the conclusion of the voting by the Board of Park Commissioners. Procedures for voting are not expressly identified in the policy; however, staff would suggest that the nomination and voting order be Board President, then Clerk. Voting can be by secret ballot or by motion.

Nominations are now open for 2021 Board President (accept nominations)
 Nominations will remain open until the January 5, 2021 Board meeting

Nominations are now open for 2021 Board Clerk (accept nominations)
 Nominations will remain open until the January 5, 2021 Board meeting

Should you have any questions or comments please feel free to contact me at 253.858.3408 or via e-mail at hgeorge@penmetparks.org