



# Peninsula Metropolitan Park District

PO Box 425 – Gig Harbor, WA 98335  
 253-858-3400 – info@penmetparks.org  
[www.penmetparks.org](http://www.penmetparks.org)

## REGULAR MEETING AGENDA

**February 06, 2024, 6:00 PM**

Community Recreation Center Administration Building – 2416 14th Ave NW, Gig Harbor, WA 98335

### Call to Order

#### Commissioner Roll Call:

	Present	Excused	Comment
Maryellen (Missy) Hill, President			
Laurel Kingsbury, Clerk			
Kurt Grimmer			
Steve Nixon			
William C. (Billy) Sehmel			

**ITEM 1      President's Report**

**ITEM 2      Executive Director's Report**

**ITEM 3      Special Presentations**

**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](http://www.penmetparks.org)

**ITEM 6      Minutes**

- 6a.      [Approval of the January 23, 2024 Study Session Minutes](#)
- 6b.      [Approval of the January 23, 2024 Regular Meeting Minutes](#)

**ITEM 7      Consent Agenda**

- 7a.      [Resolution C2024-002: Approval of January Vouchers](#)



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- ITEM 8 Unfinished Business**
- ITEM 9 New Business**
  - 9.1 Purchasing Resolutions Requiring One Reading for Adoption**
  - 9.2 [Single Reading Resolutions Requiring One Reading for Adoption](#)**
    - [9.2a Resolution R2024-003 Designating Certain Individuals as Authorized Signers at District Financial Institutions](#)**
  - 9.3 Two Reading Resolutions Requiring Two Readings for Adoption**
- ITEM 10 Comments by Board**
- ITEM 11 Next Board Meetings**

**February 20, 2024 Study Session at 5:00 pm and Regular Meeting at 6:00 pm at the Community Recreation Center Administration Building – 2416 14th Ave NW, Gig Harbor, WA 98335**
- ITEM 12 Adjournment**

## **BOARD OF PARK COMMISSIONERS MEETING PROCEDURES**

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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](http://www.penmetparks.org).



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## STUDY SESSION MINUTES

January 23, 2024, 5:30 PM

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

### Call to Order Time: 5:30 PM

#### Commissioner Roll Call:

	Present	Excused	Comment
President Hill	X		
Commissioner Kingsbury	X		
Commissioner Grimmer	X		
Commissioner Nixon	X		
Commissioner Sehmel	X		

Quorum: Yes

#### ITEM 1 Board Discussion

##### 1a. Discuss Amended Policy P10-102: Park Naming Policy

PowerPoint Presentation by Executive Director Ally Bujacich and Director of Development Tracy Stirrett

**Board Comments:** Naming clarifications and honoring during development. Is this Naming Agreement for CRC or for broader use? **Staff:** We are building a culture of philanthropy and look at the district as a whole. We will look at grant agreements for information. **Board Question:** Do we have a policy not to consider entities? Is there anything we should do to protect interests down the road? **Staff:** Everything will come to the Board to decide. We can consider non-partisan wording. **Board Question:** How did we come to 20 years for naming? What about 15 years? **Staff:** 20 years is a best practice range. Longer is legacy; 20 years would be a good time to review and work with the donor as a first right of refusal. **Board Question:** If the donation is larger, can the duration be longer than 20 years? **Staff:** Agreement can include duration, including into perpetuity. **Board Comment:** Does this extend out to trails? **Staff:** Yes, this includes occasions like trails. **Board Question:** Is there community recognition instead of donation? **Staff:** Yes, this policy includes that, and a letter would come to the Board. **Board Question:** What steps are taken for the removal of naming? **Staff:** Taken off immediately. **Board Question:** Can staff take it to the Campaign Committee before bringing it to the Board? **Staff:** Yes.

#### ITEM 2 Adjournment Time: 6:03 PM



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## BOARD OF PARK COMMISSIONERS MEETING PROCEDURES

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Approved By the Board on \_\_\_\_\_

\_\_\_\_\_  
Maryellen (Missy) Hill, Board President

\_\_\_\_\_  
Laurel Kingsbury, Board Clerk

\_\_\_\_\_  
Attest: Ally Bujacich

Submitted by: Robyn Readwin, Board Secretary



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## REGULAR MEETING MINUTES

January 23, 2024, 6:00 PM

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

**Call to Order Time: 6:05 PM**

### Commissioner Roll Call:

	Present	Excused	Comment
President Hill	X		
Commissioner Kingsbury	X		
Commissioner Grimmer	X		
Commissioner Nixon	X		
Commissioner Sehmel	X		

Quorum: Yes

### ITEM 1 President's Report

President Hill, Commissioner Kingsbury, and Executive Director Bujacich attended the Legislative Reception at the Governor's Mansion.

### ITEM 2 Executive Director's Report

- Tacoma DeMolay Sandspit Master Plan public meeting 1/24 at 5:30 PM at the Nichols Community Center with a zoom option.
- Friday 1/26 Teen Masquerade Ball
- 2/9 Night to Shine sponsor information, All volunteers will be wearing t-shirts with PenMet Parks on the back. Thank you for using legislative funds to sponsor this event.
- Family Sweetheart Dance reduced price flash sale now through Feb 1
- Parks and Great Outdoors Legislative Day will be held on January 29 via Zoom.
- PenMet Parks and Gig Harbor Fire are partnering for chainsaw training in Feb or March.
  - **Board Question:** For the dances, have we reached out to Community in Schools
  - **Staff Answer:** Not yet, we will follow up.

### ITEM 3 Special Presentations

#### 3a. Financial Review - September to November 2023

PowerPoint Presentation by Director of Finance Jessica Wigle

### ITEM 4 Board Committee Reports

#### 4a. Park Services Committee



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- Summary of Current Projects Underway
- CRC Admin Pipe Burst
- More detailed project updates were provided by staff for the Community Recreation Center, Rosedale Hall, and DeMolay.
- Aquatic Center and Senior Space Feasibility Study – discussed contract amendment

## 4b. Finance Committee – Call on President Hill or Comm. Grimmer

- Annual Meeting Agenda DRAFT for 2024
  - Add CRC regular updates (project & financial)
  - Add in staff participation
- Meeting format (who will attend (A/B commissioner discussion), staff participation, etc.)
  - Per Commissioner Hill, both will attend, if one can't, that presents an opportunity to ask another commissioner to be a substitute
- New TJ CPA Professional Service contract for 2024
  - Same in scope to 2023, few thousand dollar price increase
- Resolution R2024-003
  - Remove old Board President/Clerk, add new Board President/Clerk

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

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

4e. **Campaign Committee**– Has not met since last meeting.

4f. **External Committees** – Any to report?

**ITEM 5 Public Comment: None**

**ITEM 6 Minutes**

6a. **Approval of the January 9, 2024 Study Session Minutes**

6b. **Approval of the January 9, 2024 Regular Meeting Minutes**

Commissioner moved to adopt the minutes as presented;  
 Commissioner seconded.

Roll call vote. Approved Unanimously. Motion carried.

**ITEM 7 Consent Agenda: None**

**ITEM 8 Unfinished Business: None**

**ITEM 9 New Business**

9.1 **Purchasing Resolutions Requiring One Reading for Adoption**



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**9.1a Resolution P2024-002 Authorizing the Executive Director to Execute Change Order No. 006 to the Construction Agreement with Jody Miller Construction, Inc for LEED Silver Construction at the Community Recreation Center**

Commissioner moved; Commissioner seconded.  
 Memo overview by Director of Park Services Sue O’Neill

**Board Discussion:** Some of the additional considerations would be window glazing which drive the cost up. **Staff:** LEED Certification is a scoreboard we are able to pick during construction to acquire points.  
**Board Question:** Appreciate roll-up slide, can we include that. **Staff:** Yes

Roll call vote. Approved Unanimously. Motion carried.

**9.1b Resolution P2024-003 Ratifying the Executive Director's Approval of Contract with J.A. Morris Construction, LLC for Emergency Repair Work**

Commissioner moved; Commissioner seconded.  
 Memo overview by Director of Park Services Sue O’Neill

Board discussion: None

Roll call vote. Approved Unanimously. Motion carried.

**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: None**

**ITEM 11 Next Board Meetings**

**February 6, 2024 Study Session at 5:00 pm and Regular Meeting at 6:00 pm at the Community Recreation Center Administration Building- 2416 14th Ave NW, Gig Harbor, WA 98335**

**ITEM 12 Executive Session:**

**The Board of Park Commissioners will now meet in Executive Session for the purpose of considering the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price pursuant to RCW 42.30.110 (b).**

The estimated length of time for the executive session is 15 minutes.



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The Board is not expected to take final action following the executive session.

The Board started executive session at: 6:40 PM.

The Board extended the executive session for a period of 15 minutes.

The Board ended the executive session at: 7:13 PM.

## ITEM 13 Executive Session:

**The Board of Park Commissioners will now meet in Executive Session for the purpose of discussing potential litigation to which the agency is likely to become a party when public knowledge regarding the discussion is likely to result in an adverse legal consequence pursuant to RCW 42.30.110 (i).**

The estimated length of time for the executive session is 30 minutes.

The Board is not expected to take final action following the executive session.

The Board started the executive session at: 7:13 PM.

The Board extended the executive session for a period of 40 minutes.

The Board ended the executive session at: 8:15 PM.

## ITEM 14 Adjournment Time: 8:15 PM

### **BOARD OF PARK COMMISSIONERS MEETING PROCEDURES**

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Approved By the Board on \_\_\_\_\_

\_\_\_\_\_  
Maryellen (Missy) Hill, Board President

\_\_\_\_\_  
Laurel Kingsbury, Board Clerk

\_\_\_\_\_  
Attest: Ally Bujacich

Submitted by: Robyn Readwin, Board Secretary





# Peninsula Metropolitan Park District

## RESOLUTION NO. C2024-002

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### APPROVING VOUCHERS FROM JANUARY 2024

WHEREAS, the Peninsula Metropolitan Park District Board of Park Commissioners approved the 2024 operating budget in Resolution RR2023-014 and the 2024 capital budget in Resolution RR2023-015 on November 21, 2023; and

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

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

NOW THEREFORE BE IT

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

The foregoing resolution was adopted at a regular meeting of the Board of Park Commissioners of the Peninsula Metropolitan Park District held on February 6, 2024.

\_\_\_\_\_  
Board President

\_\_\_\_\_  
Board Clerk

\_\_\_\_\_  
Attest: Ally Bujacich



**Attachment A to Resolution C2024-002**

For the period beginning 01/02/2024 and ending 01/02/2024

Voucher # 240101001 through # 240101018 is approved for payment in the amount of \$58,129.47.

**and**

For the period beginning 01/09/2024 and ending 01/09/2024

Voucher # 240102001 through # 240102018 is approved for payment in the amount of \$64,967.84.

**and**

For the period beginning 01/16/2024 and ending 01/16/2024

Voucher # 240103001 through # 240103018 is approved for payment in the amount of \$14,367.49.

**and**

For the period beginning 01/23/2024 and ending 01/23/2024

Voucher # 240104001 through # 240104027 is approved for payment in the amount of \$171,227.27.

**and**

For the period beginning 01/30/2024 and ending 01/30/2024

Voucher # 240105001 through # 240105041 is approved for payment in the amount of \$664,061.15.



## DISTRICT COMMISSION MEMO

**To:** Board of Park Commissioners

**Through:** Jessica Wigle, Director of Finance

**From:** Ally Bujacich, Executive Director

**Date:** February 6, 2024

**Subject:** **Resolution R2024-003 Designating Certain Individuals as Authorized Signers at District Financial Institutions**

### Background/Analysis

The Board must designate certain individuals as authorized signers that may enter into any and all transactions related to the District's accounts at its financial institutions, including Bank of America and Key Bank. The designation is updated when new Board officers are elected or when staffing changes necessitate an update.

Resolution R2024-003 designates the Board President, Maryellen "Missy" Hill, Board Clerk Laurel Kingsbury, Commissioner Steve Nixon, and Executive Director Ally Bujacich as individuals with signing authority at Bank of America and Key Bank. Further, the Resolution revokes any signing authority that was previously granted to other persons. The Resolution also states that the authorized signers acknowledge and accept Key Bank and Bank of America's policy of accepting any check with one authorized signature.

### Policy Implications/Support

1. Policy P10-101: Board Policy and procedures, adopted by Resolution RR2022-009, states the Board of Park Commissioner officers shall serve one-year terms, or until new officers have been elected, or upon removal.
2. An objective of Policy P40-102: Comprehensive Financial Management Policy P40-101, adopted by Resolution RR2023-010, is to set forth operating principles to minimize the cost of government and limit financial risk.



### **Staff Recommendation**

Staff requests that the Board approve Resolution R2024-003, which designates authorized signers at District financial institutions and revokes previously authorized signers.

### **Committee Recommendation**

This action was reviewed by the Finance Committee at its January 19, 2024 meeting with a recommendation to bring this action to the full Board for its approval.

### **Staff Contact**

If you have any questions or comments, please contact Jessica Wigle at (253) 400-6169 or via e-mail at [jwigle@penmetparks.org](mailto:jwigle@penmetparks.org).

### **Attachments**

Exhibit A: Resolution R2024-003



# Peninsula Metropolitan Park District

## RESOLUTION NO. R2024-003

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### DESIGNATING CERTAIN INDIVIDUALS AS AUTHORIZED SIGNERS AT DISTRICT FINANCIAL INSTITUTIONS

WHEREAS, the Board of Park Commissioners has designated Bank of America and Key Bank as its financial institutions for the District's banking needs; and

WHEREAS, the Peninsula Metropolitan Park District seeks to designate the authorized signers at its financial institutions to its current officers (its President and Clerk), a Commissioner, and its Executive Director; and

WHEREAS, the Board of Park Commissioners elects its President and Clerk to serve one-year terms or until new officers have been elected or upon removal as described in Policy P10-101, and currently Maryellen "Missy" Hill is the President and Laurel Kingsbury is the Clerk;

NOW THEREFORE BE IT

RESOLVED by the Board of Park Commissioners of the Peninsula Metropolitan Park District that the Board President, Maryellen "Missy" Hill, the Board Clerk, Laurel Kingsbury, Commissioner Steve Nixon, and the District's Executive Director, Ally Bujacich shall have signing authority at Bank of America and Key Bank on behalf of the District and are authorized to enter into any and all transactions relating to the District's accounts at those financial institutions.

It is further

RESOLVED that the signing authority granted to any other persons than the above-named individuals is revoked and shall be deleted from the list of authorized signers.

It is further

RESOLVED that the authorized signers acknowledge and accept Key Bank and Bank of America's policy of accepting any check with one authorized signature.

The foregoing resolution was passed and adopted at a regular meeting of the Board of Park Commissioners of the Peninsula Metropolitan Park District held on February 6, 2024.



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Maryellen "Missy" Hill,  
Board President

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Laurel Kingsbury,  
Board Clerk

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Attest: Ally Bujacich