



# Peninsula Metropolitan Park District

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

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## REGULAR MEETING AGENDA

June 01, 2021, 6:00 pm

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

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### Call to Order

### Commissioner Roll Call:

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

### ITEM 1 Approval of Agenda

### ITEM 2 Citizen Comments

Citizens are afforded an opportunity at each regular and special meeting of the Board to offer their comments to the Board. Citizens are limited to a three (3) minute time limit and may only speak once during the citizen comment period at each meeting. Comments will be included as part of the official record of the meeting. Due to the current circumstances surrounding the COVID-19 Pandemic, citizens have the option to provide comment via email at [admin@penmetparks.org](mailto:admin@penmetparks.org) up until 5:00 pm on May 31, 2021. Those comments will be read and recorded in the meeting.

### ITEM 3 Presentations

- 3a. Executive Director's Report
- 3b. 2021 Budget Book Presentation
- 3c. President's Report

### ITEM 4 Consent Agenda

- 4a. [Approval of Minutes](#)  
[05/18/21 Regular Meeting, 04/21/21 Special Meeting, 10/28/20 Special Meeting, 10/26/20 Special Meeting](#)
- 4b. [Approval of Vouchers](#)  
[\\$33,577.22 Reference Number: 210503001-210503019](#)

### ITEM 5 Unfinished Business: None

### ITEM 6 New Business



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- 6a. [R2021-012: Resolution Designating Certain Individuals as Authorized Signers at District Financial Institutions](#)
- 6b. [R2021-013: Resolution Authorizing Kids Need to Play! Memorandum of Understanding](#)

## ITEM 7 Project Manager Update

- 7a. Community Recreation Center Update
- 7b. CRC Operations Committee
- 7c. CRC Marketing Committee
- 7d. CRC Finance Committee

## ITEM 8 Comments by Board

## ITEM 9 Next Board Meetings

Tuesday, June 15, 2021 (Study and Regular) Study Session at 5:00 and Regular Meeting at 6:00 pm at SHP Pavilion.

## ITEM 10 Adjournment

## AGENDA POLICY

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No comments or discussion will be allowed on consent items.

Citizen Comments: Citizens are afforded an opportunity at each regular and special meeting of the Board of Park Commissioners to offer their comments to the Board. Citizens are limited to a three (3) minute time limit and may only speak once during the Citizen Comment period at each meeting. Comments will be included as part of the official record of the meeting.

Individuals requesting an item to be placed on the agenda must submit a request by 12 noon on the Monday preceding the Tuesday meeting date.

Individuals wishing to submit materials or written testimony to the Board at the meeting must provide ten (10) copies at least 15 minutes prior to the start of the meeting.

**\*Special Note: Due to current circumstances, citizens may choose to provide comment via email at [ssnuffin@penmetparks.org](mailto:ssnuffin@penmetparks.org) up until 5:00 pm the Monday prior to PenMet Parks Regular Meetings. Comments will be read and recorded in the meeting.**



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## REGULAR MEETING MINUTES

May 18, 2021, 6:00 PM

ATTENTION: Park Board meetings are being held online via Zoom under Governor Inslee's public health proclamations regarding the COVID-19 virus. Members of the public are encouraged to join the study session and/or regular meeting by using the Meeting ID 849 7383 5472 Password: PenMet0518, or call in at +1 253-215-8782 Password: 1263117262. Meeting agendas can be accessed online at PenMetParks.org. Comments submitted via email will be read into the record during the meeting; the deadline to submit comments is 5 pm on May 17, 2021.

<https://us02web.zoom.us/j/84973835472?pwd=bGZTUkZMdUxxcWJUeWZOT0JMN3NyQT09>

**Call to Order:** The meeting was called to order by President Babich at 6:00 pm

### Commissioners Present:

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

### Staff:

Ally Bujacich  
 Chuck Cuzzetto  
 Eric Guenther  
 Stacie Snuffin  
 Matthew Kerns  
 Louise Tieman

### ITEM 1 Approval of Agenda

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

**ITEM 2 Citizen Comments:** Philip Watkins (Gig Harbor resident) submitted a written comment via email and was read aloud by Administrative Assistant Stacie Snuffin with a 3-minute time limit. Watkins commented on expanding McCormick Forest/Rotary Dog Park trails. (Full written comment kept in meeting file). President Babich requested Bujacich to follow up with Watkins regarding his comment.

### ITEM 3 Presentations

#### 3a. Executive Director's Report

Executive Director Ally Bujacich introduced PenMet's two new Grounds Specialists to the Board, Tyler Williams and Dan Watson.

Bujacich gave a brief update on Summer camp program registrations and the Kids Need to Play! program.

Bujacich reported that PenMet recreation staff surveyed the adaptive recreation participants and will use the survey results to inform how to best shape and develop adaptive recreation programming to meet community needs.

Bujacich provided updates on events, maintenance activities, and projects.



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Bujacich mentioned that she would be working with staff on 2022 goals and objectives, which she would discuss with the Board at the June 19, 2021 Board Retreat.

### 3b. Monthly Finance Report

Interim HR and Finance Manager Louise Tieman gave an overview of the April 2021 year-to-date financial reports.

### 3c. 2021 6-Year CIP Presentation

Executive Director Ally Bujacich presented the 2021 6-year CIP that reflects the capital projects that were approved as part of the 2021 capital budget.

### 3d. Employee Spotlight Award

President Babich gave recognition to Marketing Specialist Chuck Cuzzetto with an employee spotlight award. Cuzzetto gave his appreciation and offered words of gratitude for the award.

### 3e. President's Report

President Babich announced that PenMet Board meetings would resume being held in person starting on June 1, 2021. Commissioner Nixon suggested that the Board continue to allow public comments to be submitted in writing and be read at the board meetings if they could not attend the in-person meetings for the time being. Commissioners were in support of doing that.

## ITEM 4 Consent Agenda

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

### 4a. Approval of Minutes

05/04/21 Study Session and Regular Meeting

### 4b. Approval of Vouchers

\$119,834.17 Reference Number: 210402001-210402006

\$95,811.14 Reference Number: 210403001-210402025

\$75,054.37 Reference Number: 210501001-210501011

\$139,604.78 Reference Number: 210502001-210501017

## ITEM 5 Unfinished Business: None

## ITEM 6 New Business

### 6a. Resolution R2021-011 Agent to Receive Claims For Damages (RCW 4.96.020)

Bujacich gave a brief background of the resolution. Commissioner Grimmer made the motion to approve Resolution R2021-011 appointing the agent to



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receive claims for damages (RCW 4.96.020). Seconded by Commissioner Hill. The resolution passed with a 5-0 vote.

## ITEM 7 Project Manager Update

### 7a. CRC Marketing Committee

Bujacich provided an update on the CRC Marketing Committee. Bujacich reported that they had discussed a gift pyramid, the potential to start a volunteer campaign cabinet, and a donor-related assessment tool. Bujacich reported a campaign update and discussion would be on the agenda for the June 1, 2021 study session.

## ITEM 8 Comments by Board

Commissioner Kingsbury commented on the PenMet mother son date night that she and her son had attended, and her favorite part of the night was the dodge ball activity. Kingsbury thanked the recreation staff and the district for doing a great job with this event.

Commissioner Nixon commented that he had been communicating with participants in the adaptive recreation program and that they are thankful for the program and looking forward to getting back to some normalcy. Nixon commented that he appreciates the survey that was done to make sure that PenMet is hitting the marks for those members of our community and thanked the staff.

## ITEM 9 Next Board Meetings

Tuesday, June 1, 2021 (Study and Regular) Study Session at 4:00 and Regular Meeting at 6:00 pm the Sehmel Homestead Park Pavilion.

## ITEM 10 Adjournment: President Babich adjourned the meeting at 6:36 pm

APPROVED BY THE BOARD ON: \_\_\_\_\_

\_\_\_\_\_

President

\_\_\_\_\_

Clerk

Submitted By: Stacie Snuffin



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## SPECIAL MEETING MINUTES

### Special Public Meeting: Tacoma DeMolay Sandspit Nature Preserve Shoreline Restoration Wednesday, April 21st • 6:00 pm

PenMet Parks invites you to a Public Meeting Wednesday, April 21st at 6:00 pm via Zoom for discussion about the Tacoma DeMolay Sandspit Nature Preserve shoreline restoration. There will be opportunities to share your input. The meeting will begin at 6:00 pm and run until around 7:30 pm. For questions, please contact Chuck Cuzzetto at [CCuzzetto@penmetparks.org](mailto:CCuzzetto@penmetparks.org) or (253) 858-3400. We look forward to your participation! You can join the Special Meeting via Zoom by using the Meeting ID: 859 6824 2972. You can also join the meeting via teleconference by calling +1 253-215-8782. Meeting ID: 859 6824 2972

#### Commissioners Present:

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

#### Staff:

Matthew Kerns  
 Chuck Cuzzetto  
 Eric Guenther

#### Outside Staff:

Jessica Cote/Blue Coast Engineering  
 Mary Krauszer/Pierce Conservation District  
 Greg Curtiss – Blue Coast Engineering  
 Mike Behrens – Harbor WildWatch  
 Gisele Sassen/Waterfront Environmental

### ITEM 1 Public Meeting Agenda

Meeting opened at 6:03 pm

Marketing Specialist Chuck Cuzzetto opened the meeting and introduced Planning and Special Projects Manager Eric Guenther.

Guenther gave welcoming remarks and gave a brief history and overview of the agenda for the Tacoma DeMolay Sandpit Nature Preserve Shoreline Restoration project. Guenther introduced Mary Krauszer from Pierce Conservation District, and Krauszer introduced the rest of the study team. Krauszer gave project origins, an overview of the project, along with a practice poll.



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Jessica Cote from Blue Coast Engineering gave an overview of coastal processes, healthy shorelines along with historical change data on the Tacoma DeMolay Sandspit shoreline. Cote gave an overview of the feasibility study process.

Gisele Sassen from Waterfront Environment presented a poll and Q&A to gather public input from attendees, the Board, and staff and a chance for them to offer their feedback.

Krauszner presented the next steps for the study, including two additional public meetings, one in July and one in September. Krauszner invited Mike Behrens from Pacific Lutheran University. Behrens presented the Harbor Wildlife Beach Monitoring program goals, which include other sites besides the DeMolay Sandspit. Behrens explained sampling protocols.

Guenther explained how visitors to the DeMolay Sandspit could be good stewards and neighbors. Guenther and Commissioner Kingsbury thanked everyone who participated. Guenther mentioned that the presentation recording would be made available for viewing for those who could not attend.

The meeting adjourned at 7:23 pm.

**APPROVED BY THE BOARD ON:** \_\_\_\_\_

\_\_\_\_\_  
**President**

\_\_\_\_\_  
**Clerk**

Submitted By: Stacie Snuffin



# Peninsula Metropolitan Park District

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## SPECIAL MEETING MINUTES

October 28, 2020, 5:00 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 listen to the special meeting by phone at the following number +1 253-215-8782 Meeting ID: 980 2697 3658 Password: 618023. Via Zoom: Meeting ID: 980 2697 3658 Password: 618023. For Public Comments please email to ssnuffin@penmetparks.org by 12:00 pm 10/28/2020

**Call to Order** The meeting was called to order by President Hill at 5:00 pm

**Commissioners Present:**

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

**Staff:**

Hunter George  
Stacie Snuffin

**Outside Representation:**

Mark Roberts/PenMet Attorney

**ITEM 1 Approval of Agenda**

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

**ITEM 2 Approval of Resolution R2020-024**

Commissioner Grimmer made the motion to approve Resolution R2020-024 authorizing the Board President to negotiate and execute the employee loaning agreement with the Metropolitan Park District of Tacoma for an Interim Executive Director. Seconded by Commissioner Kingsbury. The board discussed the hours that Interim Executive Director Hunter George would be working for PenMet. PenMet's attorney Mark Roberts clarified. The resolution passed with a 5-0 vote.

**ITEM 3 Adjournment:** President Hill adjourned the meeting at 5:07 pm

**APPROVED BY THE BOARD ON:** \_\_\_\_\_

\_\_\_\_\_  
**President**

\_\_\_\_\_  
**Clerk**

Submitted By: Stacie Snuffin



# Peninsula Metropolitan Park District

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## SPECIAL MEETING MINUTES

October 26, 2020, 5:00 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. You can join the zoom meeting by using Meeting ID: 883 4495 8359 Password: 723213. You can also join the meeting via teleconference by calling +1 253-215-8782. Meeting ID: 883 4495 8359 Password: 723213 This special meeting is for the purpose of holding an executive session. The public will be able to observe the call to order, roll call, and the approval of the agenda before the executive session starts and the adjournment time after the executive session is over. Public comment will not be taken at this meeting

**Call to Order** The meeting was called to order by Commissioner Hill at 5:08 pm

### Commissioners Present:

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

Entered into Executive Session at 5:09 pm  
Entered back into regular session at 5:47 pm.

- ITEM 1 Approval of Agenda**  
3Commissioner Grimmer made a motion to approve the agenda, seconded by Commissioner Kingsbury. The agenda was approved with a 5-0 vote
- ITEM 2 Executive Session:** For the purpose of reviewing the performance of a public employee pursuant to RCW 42.30.110(g) and for the purpose of discussing with PenMet Parks' legal counsel potential litigation matters pursuant to RCW 42.30.110(i).
- ITEM 3 Adjournment:** President Hill adjourned the meeting at 5:47 pm

**APPROVED BY THE BOARD ON:** \_\_\_\_\_

\_\_\_\_\_

**President** **Clerk**

Submitted By: Stacie Snuffin

## VOUCHER APPROVALS

Item 4b.

Peninsula Metropolitan Park District

Time: 14:27:28 Date: 05/25/2021

05/25/2021 To: 05/25/2021

Page: 1

Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo
210503001 Ace Hardware	297	05/25/2021	Claims	1	36.37	V2021-211 Ace Hardware (Plunger, clamps, D battery pack)
210503002 Amazon Capital Services	298	05/25/2021	Claims	1	949.11	V2021-214 Recreation Program Supplies
210503003 Bricks 4 Kidz	299	05/25/2021	Claims	1	168.00	V2021-216 Bricks 4 Kidz Contractor Commission
210503004 Custom Prints NW, LLC	300	05/25/2021	Claims	1	794.63	V2021-206 Amazing Race Shirts
210503005 Department of Retirement Systems	301	05/25/2021	Claims	1	14,452.53	Contributions April 2021
210503006 Doggie Walk Bags Inc.	302	05/25/2021	Claims	1	1,000.00	V2021-222 Doggie Walk Bags (Dispenser Bags)
210503007 Don Small & Sons Oil Distributor Co.	303	05/25/2021	Claims	1	391.47	V2021-213 Small & Sons Oil (Gasoline and Diesel)
210503008 Heather Lantz	304	05/25/2021	Claims	1	140.00	V2021-209 Heather Lantz (Water service for Sunrise Beach)
210503009 Hemley's Handy Kans	305	05/25/2021	Claims	1	815.00	V2021-219 Hemley's Septic Tank Cleaning (Rosedale, McCormick, SHP, DeMolay, Narrows, Hale Pass, Rotary Bark Park, Sunrise, Tubby's)
210503010 Home Depot	306	05/25/2021	Claims	1	107.76	V2021-212 Home Depot (Hook and eye, md prem med gap, gate latch, md auto wa xlg, plunger, brush, nails, socker driver set, lights, EHC)
210503011 Les Schwab Tire Center	307	05/25/2021	Claims	1	84.14	V2021-210 Les Schwab (Tire for mover)
210503012 Muffin Cookie LLC	308	05/25/2021	Claims	1	600.00	V2021-205 Cookies for Mother Son Event
210503013 Pioneer Fire and Security Inc.	309	05/25/2021	Claims	1	93.88	V2021-218 Pioneer Fire & Security (Quarterly Fire Alarm Monitoring)
210503014 Radio Parties	310	05/25/2021	Claims	1	2,063.96	V2021-207 DJ for Mother/Son Event; V2021-208 Photo Booth for Mother/Son Event
210503015 Snapology	311	05/25/2021	Claims	1	1,162.00	V2021-215 Snapology Contractor Commission
210503016 Strohs Water Company	312	05/25/2021	Claims	1	136.09	V2021-220 Strohs Water Company (Service date 3/15-4/15)
210503017 WM Inmobiliaria LLC	313	05/25/2021	Claims	1	9,358.75	June office rent
210503018 Watson Daniel	314	05/25/2021	Claims	1	86.95	V2021-217 Daniel Watson (Reimbursement)
210503019 Winsupply Company	315	05/25/2021	Claims	1	1,136.58	V2021-221 Winsupply Company (Irrigation Parts)
<b>Total Vouchers:</b>					<b>33,577.22</b>	

**VOUCHER APPROVALS**

Item 4b.

Peninsula Metropolitan Park District

Time: 14:27:28 Date: 05/25/2021

05/25/2021 To: 05/25/2021

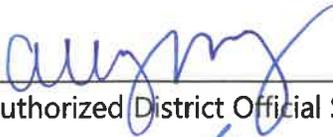
Page: 2

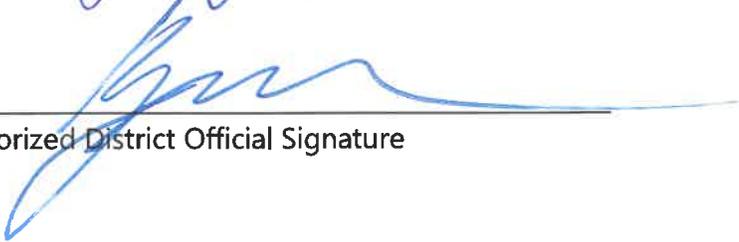
Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo
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We, the undersigned do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered or the labor performed as described herein and that the claims are a just, due and unpaid obligation against and that we are authorized to authenticate and certify to said claims, and that Warrants and/or EFTs:

210503001 through 210503019 totaling 33,577.22 as itemized above are

approved for payment this 26th day of May, 2021.

  
\_\_\_\_\_  
Authorized District Official Signature

  
\_\_\_\_\_  
Authorized District Official Signature

\_\_\_\_\_  
Authorized District Official Signature



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## DISTRICT COMMISSION MEMO

**To:** Board of Park Commissioners

**From:** Ally Bujacich, Executive Director

**Date:** June 1, 2021

**Subject:** **R2021-012: Designate 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 R2021-012 designates the Board officers, a Commissioner, and the Executive Director 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.

### Recommendation

Staff requests that the Board approve Resolution R2021-012, which designates authorized signers at District financial institutions and revokes previously authorized signers.

### Policy Implications/Support

1. Board Policy P10-101, adopted by Resolution R2019-013, 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 the Comprehensive Financial Management Policy P40-101, adopted by Resolution R2020-10, is to set forth operating principals to minimize the cost of government and limit financial risk.

**Motion**

*I move to approve Resolution R2021-012 designating Board President Amanda Babich, Board Clerk Kurt Grimmer, Commissioner Missy Hill, and Executive Director Ally Bujacich as authorized signers at Bank of America and Key Bank, and revoking authorization previously granted to other persons.*

Should you have any questions or comments, please contact me at (253) 858-3408 or via email at abujacich@penmetparks.org.



# Peninsula Metropolitan Park District

## RESOLUTION NO. R2021-012

### A RESOLUTION OF THE PENINSULA METROPOLITAN PARK DISTRICT 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 change the authorized signers at its designated 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 Amanda Babich is the President and Kurt Grimmer is the Clerk; and

WHEREAS, the Peninsula Metropolitan Park District has a new Executive Director, Ally Bujacich; now therefore be it

RESOLVED by the Board of Park Commissioners of the Peninsula Metropolitan Park District (PenMet Parks) that the Board President, Amanda Babich, the Board Clerk, Kurt Grimmer, Commissioner Missy Hill, 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 June 1, 2021.

\_\_\_\_\_  
President

\_\_\_\_\_  
Clerk  
Peninsula Metropolitan Park District Commission

\_\_\_\_\_  
Attest



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## DISTRICT COMMISSION MEMO

**To:** Board of Park Commissioners

**Through:** Ally Bujacich, Executive Director

**From:** Matthew Kerns, Interim Recreation Manager

**Date:** June 1, 2021

**Subject:** **Agreement with Pierce County for the Kids Need to Play Program**

### Background/Analysis

Pierce County is allocating a portion of funding received through the American Rescue Plan Act (ARPA) to provide discounts for kids' summer camps and programs throughout Pierce County. Several public and private recreation providers are collaborating on the initiative to bring kids accessible opportunities to learn, create, explore, and play. PenMet Parks has the opportunity to partner with Pierce County on the Kids Need to Play! program.

The goal of this program is to ensure that kids can return to camp this summer and benefit from the enrichment of camp activities and safe social interactions.

PenMet Parks participants will receive a 70% discount on fees relative to select youth programs, including camps, classes, and activities that are held from June 28, 2021 through September 3, 2021. The discount will also apply to participants who registered for eligible programs before the launch date, which is anticipated to be June 3, 2021.

Through the Kids Need Play Program, all discounts PenMet Parks provides directly to participants will be reimbursed by Pierce County with American Rescue Act funding, ensuring there is no net financial impact to PenMet Parks.

County-wide, over 15,000 youth are expected to benefit from \$1.5 million in funding available this summer. There is no limit to the number of Kids Need to Play! camps or experiences a participant can register for.

### Recommendation

Staff requests that the Board approve Resolution R2021-013 authorizing the Executive Director to sign the Agreement Between Pierce County, Washington and Peninsula Metropolitan Park District Regarding Summer Programming for Youth, in substantially the form attached, to provide youth program discounts through the Kids Need to Play! program.

**Policy Implications/Support**

1. The mission of PenMet Parks is to enhance the quality of life by providing parks and recreation opportunities for our community.
2. PenMet Parks has adopted goals, including:
  - a. District Funds: To maximize the use of tax revenues by using other resources such as grants, user fees, volunteers, and appropriate professional resources.

**Motion**

*I move to approve Resolution R2021-013 authorizing the Executive Director to sign the Agreement Between Pierce County, Washington and Peninsula Metropolitan Park District Regarding Summer Programming for Youth, in substantially the form attached, to provide youth program discounts through the Kids Need to Play! Program.*

Should you have any questions or comments, please contact Matthew Kerns, Interim Recreation Manager at (253) 649-0349 or via email at [mkerns@penmetparks.org](mailto:mkerns@penmetparks.org).



# Peninsula Metropolitan Park District

## RESOLUTION NO. R2021-013

**AUTHORIZING THE EXECUTIVE DIRECTOR TO SIGN THE AGREEMENT BETWEEN PIERCE COUNTY, WASHINGTON AND PENINSULA METROPOLITAN PARK DISTRICT REGARDING SUMMER PROGRAMMING FOR YOUTH**

WHEREAS, restrictions related to protecting the community from the transmission of the COVID-19 virus resulted in the loss of many program opportunities for children; and

WHEREAS, it is the mission of PenMet Parks to improve the quality of life by providing parks and recreation opportunities for our community; and

WHEREAS, PenMet Parks has the capacity to provide youth programming to its participants, age 3-18 years old, between June 28, 2021, and September 3, 2021; and

WHEREAS, Pierce County has received American Rescue Plan Act funding to support the Kids Need to Play! program; and

WHEREAS, discounts to community members to make programming affordable and accessible across the county is desirable by all; and

WHEREAS, Pierce County desires to contract with PenMet Parks to ensure service providers are properly compensated for delivery of services provided to youth; and

WHEREAS, this Agreement is consistent with applicable state and federal laws and the adopted goals and policies of the Parties,

NOW, THEREFORE BE IT

RESOLVED by the Board of Park Commissioners that the Executive Director is authorized to sign the Agreement Between Pierce County, Washington and Peninsula Metropolitan Park District Regarding Summer Programming for Youth, in substantially the form attached, to provide youth program discounts through the Kids Need to Play! Program.

The foregoing resolution was adopted at a regular meeting of the Board of Park Commissioners of the Peninsula Metropolitan Park District held on June 1, 2021.

\_\_\_\_\_  
President

\_\_\_\_\_  
Clerk  
Peninsula Metropolitan Park District Commission

\_\_\_\_\_  
Attest

**AGREEMENT BETWEEN PIERCE COUNTY, WASHINGTON AND  
PENINSULA METROPOLITAN PARK DISTRICT  
REGARDING SUMMER PROGRAMMING FOR YOUTH**

This Agreement (“AGREEMENT”) is entered into this \_\_\_\_ day of May, 2021 by and between PIERCE COUNTY, a municipal corporation and political subdivision of the State of Washington (hereinafter the “Pierce County”) and Peninsula Metropolitan Park District, a Metropolitan Park District in the State of Washington (hereinafter the “Partner”), and collectively the “Parties”, in consideration of the mutual covenants contained and agreements herein. The Parties hereby recite and agree as follows:

WHEREAS, restrictions related to protecting the community from the transmission of the COVID-19 virus resulted in the loss of many program opportunities for children; and

WHEREAS, the Partner is interested in encouraging full and active participation of youth in their jurisdiction in social-emotional-physical health and enrichment activities; and

WHEREAS, the Partner has the capacity to provide both contracted and direct service youth programming to its residents, age 3-18 years old, between June 21, 2021 and September 3, 2021; and

WHEREAS, Pierce County has received American Rescue Plan Act funding which they would like to use for the purpose of restoring opportunities to youth for exploration, play and social development as expediently as possible; and

WHEREAS, discounts to Pierce County residents to make programming affordable and accessible across the county is desirable by all; and

WHEREAS, Pierce County would like to contract with the Partners to ensure service providers are properly compensated for delivery of services provided to youth.

NOW, THEREFORE, for and in consideration of the mutual promises and compensation set forth herein, the sufficiency of which is acknowledged by both Parties, the Parties agree as follows:

**I. SERVICES BY COUNTY**

- A. Pierce County will provide Partners with the Kids Need to Play! (KNP!) logo and information that explains the discount so Partners can consistently and accurately market the program.
- B. Pierce County will provide Partners with information on documentation requirements for reimbursement of the foregone revenues that were lost by providing the discount.
- C. Pierce County will promptly reimburse Partners for invoices submitted with proper documentation of participant enrollment and the rate and value of the discount provided the resident; whether the service was provided by the Partner or a third-party contractor in partnership with the Partner should be indicated.
- D. Pierce County agrees to provide a contact for Partner coordination on billing and a contact for Partner coordination on marketing.

**II. SERVICES BY PARTNER**

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- A. The Partner shall identify KNP! Discount programming on their website and marketing materials. KNP! Discounts can be offered on contracted and direct-service programs which require a payment to participate in and which are not already highly subsidized. Discounts will be offered from 60-90% of published prices.
- B. While the Partner maintains the right to set program pricing, that pricing should not be increased from what is already published, or in a way that unfairly increases the registrant's share of the costs.
- C. The Partner shall manage all registration processes and customer inquiries for their programs. The KNP! Discount will be automatically applied at the time of registration to applicable programs. If individuals have already registered, the Partner should offer a refund of the amount of the KNP! Discount.
- D. The Partner shall provide documentation of the number of participants and the rate and value of the discount provided for each program. Whether the service was provided by the Partner or, in partnership with a contactor, must be indicated and submitted to Pierce County with reimbursement requests. Requests for program reimbursements can be provided every two weeks and shall be provided within two weeks of the completion of the applicable youth camp or program.
- E. The Partner is responsible to pay its employees and third-party contractors and any expenses related to the provision of its services to youth.

### III. COMPENSATION

- A. This program replaces lost revenue incurred by providing participants a discount. Pierce County will only reimburse partners for the discounted share of the published cost to the participant, demonstrated by the documentation of posted rate, discount and discounted rate paid, and not for program expenses.
- B. While Pierce County will not pay the Partner for any administrative expenses or costs other than those specified below for participating the in the Kids Need to Play! (KNP!) program, Pierce County will pay the on-line transaction costs and \$1.00 per refund transaction fee for refund and reenrollment of existing registrants into the KNP! Discount program, if an itemized bill for those transaction costs are added to invoices submitted before July 1, 2021.

### IV. TERM/TERMINATION OF AGREEMENT

- A. This Agreement shall commence on May 1, 2021 and shall terminate on October 31, 2021.
- B. Either party reserves the right to terminate or suspend this Agreement at any time, with or without cause, by giving ten (10) days advance written notice to the other party. Impacts on registrants shall be determined and costs shall be borne by the Party who initiates the termination.

### V. OWNERSHIP OF WORK PRODUCT

Pierce County maintains sole and absolute ownership of the KNP! Logo and program and is extending its use to the Partners for the expressed purposes outlined in this agreement.

### VI. ASSIGNMENT AND SUBCONTRACTING

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No portion of this Agreement can be assigned, transferred, conveyed or subcontracted without the express and written approval of the Parties.

VIII No Guarantee of Employment

The performance of all or part of this contract by the Partner or any third-party contractor shall not operate to vest any employment rights whatsoever and shall not be deemed to guarantee any employment of the Partner or any employee of the Partner or any third-party contractor or any employee of any third-party contractor by the County at the present time or in the future

IX. NONDISCRIMINATION

To the extent permissible by law, Pierce County shall, in all hiring or employment made possible or resulting from this Agreement, take affirmative action to ensure that there shall be no unlawful discrimination against any employee or applicant for employment because of sex, race, age, color, creed, national origin, marital status or the presence of any sensory, mental or physical disability, unless based upon a bona fide occupational qualification and this requirement shall apply to, but not be limited to the following: employment, advertising, layoff or termination, rates of pay or other forms of compensation and selection for training including apprenticeship.

X. INDEMNIFICATION

To the extent permitted by law, the Parties shall protect, defend, indemnify, and save harmless each other, their respective officers, officials, employees, and agents, while acting within the scope of their employment as such, from any and all costs, claims, judgment, and/or awards of damages, arising out of, or in any way resulting from, Indemnifying Party's negligent and/or wrongful acts or omissions. Neither Party will be required to indemnify, defend, or save harmless each other if the claim, suit, or action for injuries, death, or damages is caused by the sole negligence of the other party. Where such claims, suits, or actions result from concurrent negligence and/or wrongful acts or omissions of each Party, the indemnity provisions provided herein shall be valid and enforceable only to the extent of each Party's own negligence and/or wrongful acts or omissions. The Parties agree that their respective obligations under this subsection extend to any claim, demand, and/or cause of action brought by, or on behalf of, any of its employees or agents. For this purpose, each Party by mutual negotiation, hereby waives, with respect to the other party only, any immunity that would otherwise be available against such claims under the industrial insurance provisions of Title 51 RCW. In the event that the City or Pierce County incurs any judgment, award, and/or cost arising therefrom, including attorneys' fees, to enforce the provisions of this section, all such fees, expenses, and costs shall be recoverable by the prevailing party. This indemnification shall survive the termination of this Agreement.

XI. LIABILITY INSURANCE

Parties agree that each are self-insured and will provide evidence of the insurance to the other.

XII. NOTICES

All notices or communication required pursuant to this Agreement shall be in writing and sent to the following:

Pierce County Parks

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Janel Krilich, Administrative Services Superintendent  
Pierce County Parks  
9850 – 64<sup>th</sup> St. W  
University Place, WA 98467

Marketing Contact  
NeSha Thomas-Schadt, Parks and Recreation Manager  
[Nesha.Thomas-Schadt@piercecountywa.gov](mailto:Nesha.Thomas-Schadt@piercecountywa.gov)

Billing Contact  
Nathan Rose, Accounting Assistant 4  
[Nathan.rose@piercecountywa.gov](mailto:Nathan.rose@piercecountywa.gov)

Partner  
Matthew Kerns, Interim Recreation Manager  
Peninsula Metropolitan Park District  
PO Box 425  
Gig Harbor, WA 98335

Director  
Ally Bujacich, Executive Director  
[abujacich@penmetparks.org](mailto:abujacich@penmetparks.org)

Billing Contact  
Louise Tieman, Interim Finance & HR Manager  
[lتيeman@penmetparks.org](mailto:lتيeman@penmetparks.org)

XIII. SEVERABILITY

If any term or condition of this contract or the application thereof to any person(s) or circumstances is held invalid, such invalidity shall not affect other terms, conditions or applications which can be given effect without the invalid term, condition or application. To this end, the terms and conditions of this contract are declared severable.

XIV. WAIVER

Waiver of any breach or condition of this contract shall not be deemed a waiver of any prior or subsequent breach. No term or condition of this contract shall be held to be waived, modified or deleted except by an instrument, in writing, signed by the Parties hereto.

XV. COMPLIANCE WITH LAWS

Parties shall comply with all applicable State, Federal and municipal laws, ordinances, regulations and codes.

XVI. Expenditure of American Rescue Plan Act (ARPA) funds must comply with 603(c)(1) of the Social Security Act. Pursuant to guidance issued by the United States Department of the Treasury, ARPA fund payments are considered federal financial assistance subject to the Single Audit Act (31 U.S.C.

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§§ 7501-7507) and the related provisions of the Uniform Guidance, 2 C.F.R. § 200.303 regarding internal controls, §§ 200.330 through 200.332 regarding subrecipient monitoring and management, and subpart F regarding audit requirements. The US Treasury has assigned ARPA funds the CFDA number of 21.019

XVII. ASSIGNMENT, SUCCESSORS AND ASSIGNEES

This Agreement is personal to the Parties. As a result, the Parties will not assign, transfer, or otherwise dispose of any of the privileges granted under this Agreement without the prior written consent of the other Party.

XVIII. MODIFICATIONS

Either Party may request changes in the Agreement. Any and all agreed modifications shall be in writing, signed by each of the Parties.

XIX. ENTIRE AGREEMENT

This Agreement represents the entire agreement between the Parties and supersedes any prior oral statements, discussions or understandings between the Parties related to the subject matter herein.

# PIERCE COUNTY CONTRACT SIGNATURE PAGE

Contract # SC-108319

**IN WITNESS WHEREOF**, the parties have executed this Agreement on the date(s) specified below.

### PENINSULA METROPOLITAN PARK DISTRICT:

Approved As to Legal Form Only:

\_\_\_\_\_  
Attorney Date

**Approved:**

\_\_\_\_\_  
Finance Manager Date

\_\_\_\_\_  
Department Director Date

\_\_\_\_\_  
Executive Director Date

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

EMAIL: \_\_\_\_\_

DUNS:           963506659

### PIERCE COUNTY:

Approved As to Legal Form Only:

\_\_\_\_\_  
Prosecuting Attorney Date

**Approved:**

\_\_\_\_\_  
Finance Date

\_\_\_\_\_  
Department Director  
(less than \$250,000) Date

\_\_\_\_\_  
County Executive (over \$250,000) Date

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

EMAIL: \_\_\_\_\_