



Peninsula Metropolitan Park District

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

REGULAR MEETING AGENDA: Tuesday, March 03, 2020, 7:00 pm

Gig Harbor Civic Center Council Chambers (3510 Grandview St., Gig Harbor, WA 98335)

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 2 Citizen Comments (three-minute time limit)

ITEM 3 Presentations

3.a Executive Director's Report

3.b Financial Report

3.c President's Report

ITEM 4 Consent Agenda

4.a Approval of Meeting Minutes

2-18-20 Study Session and Regular minutes

4.b Approval of Vouchers

\$92,361.72 Reference Number: V2020-081-099

ITEM 5 Unfinished Business: None

ITEM 6 New Business

ITEM 7 Comments by Board

ITEM 8 Next Board Meetings: Tues. March 17, 2020 (Study and Regular) at City Hall location

ITEM 9 Executive Session: Discussion on personnel matter. (RCW 42.30.110(g))

ITEM 10 Adjournment ____: ____

AGENDA POLICY

- No comments or discussion will be allowed on consent items.
- Public comment will be allowed on each Regular Agenda Action Item. Each speaker will be limited to a three (3) minute time limit and may only speak once with a total of 15 minutes per side. Comments will be included as part of the official record of the meeting.
- Citizen Comments: Citizens are afforded an opportunity at each regular and special meeting of the Board of Park Commissioners to offer their comments to the Board. Citizens are limited to a three (3) minute time limit and may only speak once during the Citizen Comment period at each meeting. Comments will be included as part of the official record of the meeting.
- Individuals requesting an item to be placed on the agenda must submit a request by 12 noon on the Tuesday preceding the Monday meeting date.
- Individuals wishing to submit materials or written testimony to the Board at the meeting must provide ten (10) copies at least 15 minutes prior to the start of the meeting.



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EXECUTIVE DIRECTOR REPORT: February 19-March 3, 2020

PenMet/District Information

- Working with members of the Recreation Team to evaluate the annual Special Event calendar, Special Event management, and reviewing measurement models (ex. dashboard, matrix) for on-going best practices and future considerations.
- Working with PenMet staffing teams in preparation for upcoming and on-going committee-level meetings for the Community Center Recreation project.
- Preparing a Professional Services Agreement, for review, for a consultant to serve on the design firm selection team for the Community Recreation Center project; and to include the opportunity to stay on with PenMet Parks as an Advisor to the Executive Director as the project moves from the design phase to construction phase.
- Reviewing the final edits and additions to the 2020 Budget Book. Administrative Services Manager, Elaine Sorensen, will provide additional detail in the Finance Report.
- Beginning early stages of reviewing and updating of the PenMet Human Resources Policy Manual. A committee of staff members will work on the project. Also, worked with Elaine Sorenson to solidify plans for an organized and on-going employee recognition plan.
- Interviewing candidates for executive-level coaching and leadership training(s)
- Met with Denise Tremblay, Special Populations, and Elaine Sorensen to discuss the budget and program plans for PenMet Parks adaptive recreation and special populations programming.



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DEPARTMENT STAFF REPORT: February 19-March 3, 2020

Marketing/Communications

- 24-page Spring Parks and Recreation Guide to include Summer Camps has been completed; to be in mailboxes and on the website the Weekend of March 6th
- Staff is prepping and meeting for the summer camp marketing campaign
- Staff held an interview with the TNT/Peninsula Gateway to channel the message of community, sportsmanship and memories regarding youth recreational sports, activities and underserved program areas.
- New calendar plug is being installed on website for ease of access and mobile formatting
- Capital Projects website page has been updated to reflect the Request for Qualification for the Community Recreation Center.
- Staff is working on marketing materials for the Adult Egg Hunt and Scavenger Hunt Hike

Capital

- RFQ developed and reviewed. Publication 2/20 & 25. Responses due 4/3/20. Selection expected 4/21/20. Board approval of contract anticipated for 5/5/20.
- GCCM process under review.
- CRC WiFi planning 2/24/20, estimate coming
- SHP Lighting: See Memo 200115
- Field lights installed and operational.
- Scheduling started 2/26/20
- Permits approved for SHP Lighting project.
- Negotiating with GPC over amphitheater parking lights reaching tentative agreement.
- Parking light poles arrived on site 2/20/20
- HP Projects: See Memo 200115
- Hales Pass roof replacement nearing completion.
- Hales Pass trim and fascia repaired/replaced as needed in coordination with roofers.
- Hales Pass renovation design underway and under review.
- Discussion of Memorials and Donations Policy to continue.
- City of Gig Harbor conducted planning meeting on Cushman Trail Phase V to refine route from Borgen Blvd to PC Line.
- All computers have been upgraded to Windows 10
- Finalizing post-move IT and phone adjustments.

Finance Report

- Staff is preparing all the schedules and notes for the SAO filing for year end 2019 and the filing of the district's municipal securities data and disclosure documents with EMMA (Electronic Municipal Market Access).
- Staff has finalized the 2020 budget book with actual 2019-year end figures.

Human Resources

- Finished Dog Safety Training on 2/27/2020 – Thanks to Commissioner Grimmer for attending with us!
- The next full staff training will have a presentation by KeyBank and an award-winning video from Enduris (our insurance provider) on respect in the workplace. The date TBA.
- Ed Lewis is coordinating with Henderson Bay High School on a new job shadow student who is interested in the construction industry

PEG Grants in progress

- Tubby's small dog area shelter (finalizing application)
- Narrows fencing (preparing application)
- McCormick trail map and signs (preparing application)
- Voyager PTA Playground (approved, in progress, presenting for reimbursement)
- HFP Trail mapping and signage (preparing 2 applications)
- Two other scouts currently discussing projects

Volunteers

- Parks Appreciation Day April 25
- Working with community service people at Narrows continues.
- PHS runners trimmed trails at McCormick Forest; GHHS to trim trails at Rotary Bark Park.
- Considering National Trails Day event in June.
- Discussing GPC tree planting project at Sehmel Homestead Park.

Maintenance & Facilities

- Baseball Field Prep, cutting lip lines, Dragging Rosedale and Hales Pass setting bases ETC.
- Cut downed trees at Sehmel and McCormick
- Turf repair on football, soccer field at Sehmel
- Met with Astro Turf to see about fixing home plates on fields 1,2 and 3 at Sehmel
- Met with exterminator at Hales Pass for possible Termites. Some wood was replaced, and maintenance will spray bleach water on one spot down in the basement to take care of some moisture ants
- Moved some old light poles from the CRC to a neighbor of Hales Pass for milling to repair some siding on Hales Pass Building
- Signed the maintenance crew up for pesticide training at WSU extension office April 15-16
- Met with Kelly Darling to plan for upcoming Penmet events

Recreation

- Summer Camp registration opened on 2/21. We currently have 101 sign ups as of 2/25.
- Gymnastics starts next week with 82 kids signed up
- Bryce is familiarizing himself with all the contractors and preparing for spring break camp and summer camps
- Basketball is almost over! 2 weekends left.
- Flag football is just around the corner, we have almost 200 kids enrolled! (195)
- Baseball enrollment numbers are looking pretty good! I think the marketing that we're doing is paying off.
- Kelly met with Chuck to go over all special events for 2020 with due dates for marketing materials, sponsors, and started brainstorming ideas on how to celebrate National Parks and Recreation Month (July)
- Kelly met with Ron about upcoming special events to make sure everyone is on the same page Mother Son Dance already has sign ups! The new theme this year is You Are My World

Events

- Teen Trivia Night March 20, 2020
- Scavenger Hunt Hike March 21, 2020
- Adult Egg Hunt - April 4, 2020
- Spring Easter Egg Hunt & Tea with the Easter Bunny - April 11, 2020
- Park Appreciation Day - April 25, 2020

March Staff Anniversaries

- Kelly Darling 2 Years
- Ed Lewis 4 years (Worked 1-year as a seasonal worker in 2015)



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Explanation Financial Statement Line Items 2020 January

#5114049 Legislative – Compensation & Benefits – Timing Issue \$207.71

#5117051 Legislative – Elections – Election Brochure Invoice was delivered in January 2020 and was budgeted in December 2019.

#5761035 Executive – Minor Equipment – Executive Chair \$409.32

#5761044 Executive – Printing – Excess copier use over contract. \$1,087.22

#5893053 Executive – Leasehold / Excise Taxes – Amount is based on sales. \$1,657.90 (Note see rental revenue)

#5141011 Financial Services – Compensation & Benefits - Extra Finance & HR Assistant hours due to Audit and Board Meeting attendance -\$413.13

#5711011 Recreation – Compensation & Benefits – Extra Facility Coordinator hours due to Board Meeting attendance \$236.76



Project	Year Started	CIP Fund 1/1/2020	2020 Capital Projects			CIP 1/31/2020	Notes
			2019 Budgeted Transfers In	Land Sale Donations and Fund Transfers	Capital Fund Expenses		
Park Improvement Program	2006	\$6,815,636.46	\$126,593.98	-\$8,033.63	\$0.00	\$6,934,196.81	Transfer to complete the school district property transfer.
Peninsula Enhancement Grant Program (PEG)	2007	\$22,762.96	\$2,237.04	\$0.00	\$0.00	\$25,000.00	
Community Recreation Center	2017	\$410,085.62	\$2,700,000.00	\$0.00	-\$3,335.00	\$3,113,420.62	Snodgrass Freeman Associates
Lighting Project - Sehmel Homestead Park	2019	\$473,841.13	\$95,000.00	\$0.00	-\$258,444.67	\$827,285.80	KCDA Payment
Service Options	2014	\$30,594.02	\$19,405.98	\$0.00	\$0.00	\$50,000.00	
Hales Pass - Renovation	2018	\$31,892.65	\$500,000.00	\$0.00	\$0.00	\$531,892.65	
Dog Park	2019	\$0.00	\$0.00	\$8,033.63	\$8,033.63	\$0.00	School District Transfer Fees
Building Fund	2015	\$100,905.00	\$0.00	\$0.00	\$0.00	\$100,905.00	
Total Capital Funds		\$7,885,717.84	\$3,443,237.00	\$0.00	-\$253,746.04	\$11,582,700.88	

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



Peninsula Metropolitan Park District

GENERAL FUND INCOME STATEMENT 2020

January 2020

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
3100000 TAX REVENUE				
3111000 Real and Personal Property Tax	9,463.50	5,407.00	4,056.50	175.02 %
3131700 Sales Tax	34,040.35	30,718.00	3,322.35	110.82 %
3172000 Leasehold Excise Tax		1,125.00	-1,125.00	
Total 3100000 TAX REVENUE	43,503.85	37,250.00	6,253.85	116.79 %
3400000 CHARGES FOR SERVICES				
3472000 Facility Rental Fee	17,174.31	4,593.00	12,581.31	373.92 %
Total 3400000 CHARGES FOR SERVICES	17,174.31	4,593.00	12,581.31	373.92 %
3610000 INTEREST AND OTHER EARNINGS				
3611100 Investment Interest	16,247.19	8,792.00	7,455.19	184.80 %
Total 3610000 INTEREST AND OTHER EARNINGS	16,247.19	8,792.00	7,455.19	184.80 %
3620000 RENTS, LEASES AND CONCESSIONS				
3625001 Long Term Golf Course Lease		4,350.00	-4,350.00	
3626001 Housing Rentals/Leases	11,552.65	4,540.42	7,012.23	254.44 %
Total 3620000 RENTS, LEASES AND CONCESSIONS	11,552.65	8,890.42	2,662.23	129.94 %
Total Income	\$88,478.00	\$59,525.42	\$28,952.58	148.64 %
GROSS PROFIT	\$88,478.00	\$59,525.42	\$28,952.58	148.64 %
Expenses				
5110000 LEGISLATIVE				
5111010 Board / Employee Compensation	6,272.00	6,120.00	152.00	102.48 %
5111020 Board Payroll Taxes	526.71	471.00	55.71	111.83 %
5111044 Printing and Advertising		375.00	-375.00	
5114049 Memberships & Training		1,818.00	-1,818.00	
5115045 Rentals		450.00	-450.00	
5117051 Elections	19,204.00		19,204.00	
Total 5110000 LEGISLATIVE	26,002.71	9,234.00	16,768.71	281.60 %
5130000 EXECUTIVE				
5131010 Salaries - Exec	10,416.66	10,833.00	-416.34	96.16 %
5131011 Wages - Regular	10,029.29	11,251.00	-1,221.71	89.14 %
5131020 Benefits	5,235.48	9,207.83	-3,972.35	56.86 %
5131044 Marketing	4,567.50	9,348.25	-4,780.75	48.86 %
5131045 Office Lease	9,152.74	9,152.00	0.74	100.01 %
5132041 Executive-Professional Services	8,541.90	174,725.00	-166,183.10	4.89 %
5134043 Executive - Travel	450.95	10,600.00	-10,149.05	4.25 %
5134049 Memberships & Training		8,695.00	-8,695.00	
5152041 Legal - Professional Services		2,500.00	-2,500.00	
5761031 Office and Operating Supplies		583.00	-583.00	
5761035 Minor Equipment	409.32		409.32	
5761041 Prof. Serv -Computer & Security		2,375.00	-2,375.00	
5761043 Administration - Travel		50.00	-50.00	
5761044 Printing/Advertising	1,087.22		1,087.22	

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
5761045 Operating Rentals and Leases		455.00	-455.00	
5893053 Leasehold Excise Taxes	5,407.90	3,750.00	1,657.90	144.21 %
5977665 Transfer - Capital Fund	3,443,237.00	3,443,237.00	0.00	100.00 %
6103601 Computer Hardware	1,188.68	5,000.00	-3,811.32	23.77 %
6103602 Computer Software		5,000.00	-5,000.00	
6104201 Postage		108.00	-108.00	
6104202 Telephone	30.00	2,469.50	-2,439.50	1.21 %
6104204 Internet		750.00	-750.00	
Total 5130000 EXECUTIVE	3,499,754.64	3,710,089.58	-210,334.94	94.33 %
5140000 FINANCIAL AND RECORDS SERVICES				
5141011 Wages - Regular	13,096.72	12,764.58	332.14	102.60 %
5141020 Personnel Benefits	4,838.82	4,757.83	80.99	101.70 %
5141031 Supplies		95.00	-95.00	
5142000 Financial Services	50.00	50.00	0.00	100.00 %
5142341 Professional Services	1,007.37	7,685.00	-6,677.63	13.11 %
5142349 Bank Charges	30.76	50.00	-19.24	61.52 %
5144043 Travel		81.00	-81.00	
Total 5140000 FINANCIAL AND RECORDS SERVICES	19,023.67	25,483.41	-6,459.74	74.65 %
5710000 PARTICIPANT RECREATION				
5711011 Wages - Administration	10,714.84	10,478.08	236.76	102.26 %
5711020 Benefits - Administration	4,174.18	4,968.75	-794.57	84.01 %
5972055 Transfer- Rec. Revolving Fund	180,500.00	180,500.00	0.00	100.00 %
Total 5710000 PARTICIPANT RECREATION	195,389.02	195,946.83	-557.81	99.72 %
5760000 CAPITAL PROJECTS				
5768010 Wages - Regular	15,601.36	20,798.67	-5,197.31	75.01 %
5768020 Personnel Benefits	5,630.08	8,649.83	-3,019.75	65.09 %
5768031 Supplies		2,500.00	-2,500.00	
5768035 Small Equipment		1,600.00	-1,600.00	
5768043 Travel		229.17	-229.17	
5768045 Facility Rentals		1,250.00	-1,250.00	
Total 5760000 CAPITAL PROJECTS	21,231.44	35,027.67	-13,796.23	60.61 %
5768500 PARKS & GROUNDS MAINTENANCE				
5768511 Wages - Regular	37,156.77	49,088.00	-11,931.23	75.69 %
5768520 Benefits	16,647.32	22,330.33	-5,683.01	74.55 %
5768531 Operating Supplies	4,830.88	9,430.00	-4,599.12	51.23 %
5768532 Fuel	448.34	1,500.00	-1,051.66	29.89 %
5768535 Small Tools & Minor Equipment		39,401.00	-39,401.00	
5768541 Professional Services	1,940.58	48,700.00	-46,759.42	3.98 %
5768543 Travel		183.00	-183.00	
5768547 Utility Services	908.19	7,274.00	-6,365.81	12.49 %
5768549 Memberships & Training		4,500.00	-4,500.00	
Total 5768500 PARKS & GROUNDS MAINTENANCE	61,932.08	182,406.33	-120,474.25	33.95 %
Total Expenses	\$3,823,333.56	\$4,158,187.82	\$-334,854.26	91.95 %
NET OPERATING INCOME	\$-3,734,855.56	\$-4,098,662.40	\$363,806.84	91.12 %
NET INCOME	\$-3,734,855.56	\$-4,098,662.40	\$363,806.84	91.12 %



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STUDY SESSION MINUTES

Tuesday, February 18, 2020, 6:00 pm

Gig Harbor Civic Center Council Chambers (3510 Grandview St. Gig Harbor, WA 98332)

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

Commissioners Present:

Maryellen (Missy) Hill
Kurt Grimmer
Steve Nixon
Amanda Babich (Arrived at 6:05 pm)
Laurel Kingsbury

Staff:

Doug Nelson
Elaine Sorensen
Eric Guenther
Kelly Darling
Stacie Snuffin

ITEM 1 Approval of Agenda

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

ITEM 2 Board Discussion

2.a Strategic Plan Discussion

Executive Doug Nelson discussed resources and tools to evaluate PenMet events and how they fit within the PenMet Mission. He asked for recommendations for the content to be included on PenMet Park Dashboard and plans for future events prior to the budget process. Special Events Coordinator, Kelly Darling, explained the process of deciding what type of events, the need in the community for different types of events, and the budget process for these events. Commissioner Nixon and Babich discussed the budgetary impact and factors of reoccurring events and if they are being adequately budgeted for. This includes the conditions of PenMet Parks, parking, staff time, and overall costs. Commissioner Grimmer asked that PenMet provide a dashboard as to what the different types of events look like from a budget perspective. President Hill, Commissioner Babich, and Executive Director Nelson spoke about the yearlong events calendar. President Hill suggested that the District Comprehensive Parks, Recreation and Open Space (Pro Plan), recently developed Strategic Plan and Decision Cards from the 2020 budget be considered when creating the dashboard to evaluate district progress. The Board and Staff discussed suggestions for additional events to consider in the future and having events that include PenMet Trails. President Hill recommended that one Study Session a month will always be focused on the Community Recreation Center.

ITEM 3 Adjournment Commissioner Hill adjourned the meeting at 6:55 pm

APPROVED BY THE BOARD ON: _____

President

Clerk

Submitted by *Stacie Snuffin*



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REGULAR MEETING MINUTES: Tuesday, February 18, 2020, 7:00 pm

Gig Harbor Civic Center Council Chambers (3510 Grandview St., Gig Harbor, WA 98335)

Call to Order: The meeting of the Peninsula Metropolitan Park District was called to order by President Hill at 7:00 pm

Commissioners Present:

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

Staff:

Doug Nelson
Eric Guenther
Elaine Sorensen
Stacie Snuffin
Kelly Darling
Brycen Toney
Ron Martinez
Chuck Cuzzetto

ITEM 1 Approval of Agenda

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

ITEM 2 Citizen Comments: None

ITEM 3 Presentations

3.a Advisor for the 9th grade students “Big Picture” program (Henderson Bay)

Kaitlin Horton presented the Big Picture (job shadowing) program for Henderson Bay High School students with PenMet Parks. She announced that one of the students who did a job shadow with our Marketing Specialist, Chuck Cuzzetto just graduated, and that two more student’s will be doing a job shadow with us soon.

3.b PenMet Parks Adaptive Recreation Program

Special Populations Recreation Technician, Denise Trembly gave a presentation on PenMet Parks Adaptive Recreation Program. She gave a brief history and explanation of what the program is about and activities that they provide. She gave an update the Valentine’s Adaptive Recreation event and how successful it was along with some past events. She talked about some of the things the program focuses on, like having fun, being active, making friends and what is possible

after high school for individuals with special recreation and leisure needs. President Hill on behalf of the Board of Commissioners thanked Denise for all she does for the program. The Commissioners presented Denise with the PenMet Parks Employee Spotlight for this quarter for all her outstanding work with the program.

3.c Executive Director's Report

Executive Director Doug Nelson honored PenMet Park's Facility and Parks Manager, Ron Martinez with a plaque for 10 years of service along with comments from his coworkers. He also introduced our newest staff member, Recreation Specialist, Brycen Toney. Commissioners welcomed Brycen. Nelson announced that the RFQ for the new PenMet Community Recreation Center will be going out for solicitation. Nelson reported on upcoming events and an upcoming staff training. There was a discussion on where to find the CRC documents on PenMet's website and feedback on adjusting the design for ease of use. PenMet staff and commissioners discussed a few items from the staff report.

3.d President's Report

President Hill updated the board on progress being made regarding the purchase of tablets for board use. She also shared that documents often used by the Board will be uploaded to either Dropbox or SharePoint depending on staff usability preference.

ITEM 4 Consent Agenda

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

4.a Approval of Meeting Minutes

2-4-20 Study Session and Regular minutes

4.b Approval of Vouchers

\$223,350.66 Reference Number: V2020-042-080

ITEM 5 Unfinished Business: None

ITEM 6 New Business

6.a Fundraising Consultant for CRC project

Commissioner Nixon made a motion to approve PenMet Parks to move forward with an RFQ for a fundraising consultant, seconded by Commissioner Babich. The motion was approved with a 5-0 vote. The Board and Executive Director Nelson discussed the process of going forward with an RFQ for fundraising and sponsorship and other considerations for future RFQs.

6.b Contracted Consultant to serve on Design Firm Selection Panel

Commissioner Babich made a motion to approve PenMet Parks to move forward with a contracted consultant to serve on the Design Firm Selection Panel, seconded by Commissioner Grimmer. The motion was approved with a 5-0 vote. The Board and Executive Director Nelson discussed how long the selected consultant would stay involved with the CRC Project.

ITEM 7 Comments by Board

Commissioner Nixon stated that he will not be able to attend the next board meeting and is not sure if he will be available by phone. He will let the staff and commissioners know prior to the meeting. Commissioner Kingsbury asked about the subcommittees for the CRC and if PenMet Staff will be setting up the meeting agendas and schedules. President Hill shared that she was approached by a Gig Harbor Dragon Boat representative about PenMet Parks participating in the Gig Harbor Paddlers Cup as in previous years. She sought and received approval from the board to move forward with reserving a boat for PenMet Parks staff and families.

ITEM 8 Next Board Meetings: Tues. March 3, 2020 (Study and Regular) at City Hall location

ITEM 9 Executive Session: None

ITEM 10 Adjournment

Commissioner Hill adjourned the meeting at 8:20 pm

APPROVED BY THE BOARD ON: _____

President

Clerk

Submitted by: *Stacie Snuffin*



**Finance Department
District Payment Transmittal**

District Name: Metro Park District-Peninsula


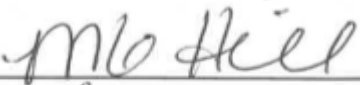
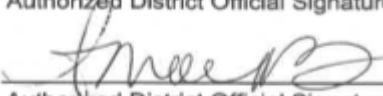
PAYMENT LISTING

<u>Trans Date</u>	<u>District Ref #</u>	<u>Payee Printed Name</u>	<u>Amount</u>
2/18/20	V2020-081	DEPARTMENT OF REVENUE	\$2,196.21
2/18/20	V2020-082	Knight Safe & Lock	\$448.11
2/18/20	V2020-083	Caroline Konkol	\$313.60
2/18/20	V2020-084	The Fab Shop	\$12,209.73
2/18/20	V2020-085	PURDY TOPSOIL & GRAVEL	\$585.90
2/18/20	V2020-086	ACE HARDWARE	\$153.69
2/18/20	V2020-087	Peninsula Metropolitan Park District	\$5,000.00
2/18/20	V2020-088	Washington Tractor	\$16.83
2/18/20	V2020-089	PLATT ELECTRIC SUPPLY	\$340.06
2/18/20	V2020-090	Star Tree Service	\$2,170.00
2/18/20	V2020-091	Water Management Laboratories	\$25.50
2/18/20	V2020-092	Peninsula Metropolitan Park District	\$54,408.68
2/18/20	V2020-093	Tacoma Amateur Sports Officials	\$1,321.00
2/18/20	V2020-094	HealthEquity	\$100.00
2/18/20	V2020-095	Diane Edwards	\$65.00
2/18/20	V2020-096	Greater Gig Harbor Foundation	\$4,035.19
2/18/20	V2020-097	Washington State Auditor	\$7,105.42
2/18/20	V2020-098	Kim Moureen Arnold	\$790.00
2/18/20	V2020-099	Sarco Supply	\$1,076.80
Payment Count: 19		Total Amount:	<u>\$92,361.72</u>

Payment Count: 19
Payment Total: \$92,361.72

CERTIFICATION

I, the undersigned do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered or labor performed as described herein, and that the claim is a just, due and unpaid obligation, and that I am authorized to authenticate and certify to said claim.

 _____ Authorized District Official Signature	<u>2/18/2020</u> _____ Date	_____ Authorized District Official Signature	_____ Date
 _____ Authorized District Official Signature	<u>2/18/2020</u> _____ Date	_____ Authorized District Official Signature	_____ Date
 _____ Authorized District Official Signature	<u>2/18/2020</u> _____ Date	_____ Authorized District Official Signature	_____ Date
_____ Authorized District Official Signature	_____ Date	_____ Authorized District Official Signature	_____ Date

INSTRUCTIONS FOR USE:
Submit signed Transmittal To Pierce County Finance Department
FAX: 253-798-6699 EMAIL: PCACCOUNTSPAYABLE@co.pierce.wa.us

PC Finance Department Use Only
Authorization Received on _____
Batch Verified by: _____