



Peninsula Metropolitan Park District

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

REGULAR MEETING AGENDA

February 15, 2022, 6:00 PM

Gig Harbor Civic Center - Council Chambers 3510 Grandview Street, Gig Harbor, WA 98335

Call to Order

Commissioner Roll Call:

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

ITEM 1 President's Report

ITEM 2 Executive Director's Report

ITEM 3 Special Presentations

3a. [2021 Year End Preliminary Financial Status Review](#)

ITEM 4 Board Committee Reports

4a. CIP Committee

4b. Finance and Administration Committee

4c. Recreation Services Committee

4d. Stewardship Committee

4e. External Committee Reports

ITEM 5 Public Comments:

This is the time set aside for the public to provide their comments to the Board on matters related to PenMet Parks. Each person may speak up to three (3) minutes, but only once during the citizen comment period. Anyone who provides public comment must comply with Policy P10-106 providing for the Rules of Decorum for Board Meetings. A copy of the policy is available at each meeting and at www.penmetparks.org

ITEM 6 Minutes

6a. [Approval of Minutes of the January 26, 2022 Special Meeting Open House](#)

6b. [Approval of Minutes of the February 1, 2022 Study Session](#)

6c. [Approval of Minutes of the February 1, 2022 Regular Meeting](#)



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- 6d. [Approval of Minutes of the February 4, 2022 Special Meeting](#)
- ITEM 7 **Consent Agenda**
 - 7a. [Resolution C2022-003: Approval of Vouchers](#)
- ITEM 8 **Unfinished Business: None**
- ITEM 9 **New Business**
 - 9.1 [Purchasing Resolutions Requiring One Reading for Adoption](#)
 - 9.1a [Resolution P2022-002 Authorizing the Executive Director to Sign the Second Amendment for Human Resources Services](#)
 - 9.2 [Single Reading Resolutions Requiring One Reading for Adoption](#)
 - 9.2a [Resolution R2022-002 Designating Certain Individuals as Authorized Signers at District Financial Institutions](#)
 - 9.3 **Two Reading Resolutions Requiring Two Readings for Adoption: None**
- ITEM 10 **Comments by Board**
- ITEM 11 **Next Board Meetings**

March 1, 2022, Study Session at 5:00 pm and Regular Meeting at 6:00 pm at the Gig Harbor Civic Center - Council Chambers 3510 Grandview Street, Gig Harbor, WA 98335
- ITEM 12 **Executive Session: For the purpose of reviewing the performance of a public employee pursuant to RCW 42.30.110(g).**
- ITEM 13 **Adjournment**

BOARD OF PARK COMMISSIONERS MEETING PROCEDURES

The Board of Park Commissioners encourages the public to attend its Board meetings. All persons who attend Board meetings must comply with Board Policy P10-106 providing for the Rules of Decorum at Board Meetings. This Policy is to preserve order and decorum and discourage conduct that disrupts, disturbs, or otherwise impedes the orderly conduct of Board meetings. A copy of the policy is available at each meeting and at www.penmetparks.org.

PenMet Parks

2021 Year End Preliminary Financial Status Review

Sherman Enstrom
Director of Finance and Administration

February 15, 2022

| General Fund Revenue | 2021 YTD Budget | 2021 YTD Actual Preliminary | Variance | % Earned YTD |
|-----------------------------------|--------------------|-----------------------------------|----------------|-----------------|
| Concessions Lease Facilities | - | 771 | 771 | |
| Facility Rental Fee | 72,500 | 98,485 | 25,985 | 136% |
| Housing Rentals/Leases | 48,385 | 48,580 | 195 | 100% |
| Investment Interest | 18,000 | 12,356 | (5,644) | 69% |
| Leasehold Excise Tax | 1,500 | 13,166 | 11,666 | 878% |
| Long Term Golf Course Lease | 57,000 | 74,709 | 17,709 | 131% |
| Private Harvest Tax | - | 1,837 | 1,837 | |
| Real and Personal Property Tax | 7,306,786 | 7,286,352 | (20,434) | 100% |
| REET Excise Tax | - | 120,000 | 120,000 | |
| Sales Tax | 377,000 | 471,095 | 94,095 | 125% |
| State Leasehold Receipts | - | 5,973 | 5,973 | |
| Total General Fund Revenue | 7,881,171 | 8,133,324 | 252,153 | 103% |

| General Fund Operating Expenses By Department | 2021 YTD Budget | 2021 YTD Actual Preliminary | Variance | % Spent YTD |
|---|----------------------------|--|------------------|------------------------|
| Legislative | 216,118 | 82,190 | (133,928) | 38% |
| Executive | 962,856 | 1,008,691 | 45,835 | 105% |
| Finance & Administration | 249,129 | 219,928 | (29,201) | 88% |
| Recreation Services | 124,662 | 89,896 | (34,766) | 72% |
| Operations & Maintenance | 1,303,287 | 930,054 | (373,233) | 71% |
| Park Services | 356,797 | 155,606 | (201,191) | 44% |
| Budget Amendment increasing the transfer to the Debt Service Fund (R2021-030) | | 247,688 | 247,688 | |
| Total General Fund Expenses | 3,212,849 | 2,734,053 | (478,796) | 85% |

| Recreation Revolving Fund Revenues | 2021 YTD Budget | 2021 YTD Actual Preliminary | Variance | % Earned YTD |
|---|----------------------------|--|-----------------|-------------------------|
| Donations | - | 200 | 200 | |
| Kids Need to Play! Grant | - | 191,592 | 191,592 | |
| Other Fees and Charges | 18,100 | 31,186 | 13,086 | 172% |
| Other Recreation Revenue | - | 2,121 | 2,121 | |
| Recreation Program Fees | 393,200 | 541,858 | 148,658 | 138% |
| Recreation Rental Fee | - | 9,597 | 9,597 | |
| SEEK Grant | - | 157,819 | 157,819 | |
| Sponsorship | 5,300 | 8,250 | 2,950 | 156% |
| Total Recreation Revolving Fund Revenues | 416,600 | 942,623 | 526,023 | 226% |

| Recreation Revolving Fund Expenses | 2021 YTD Budget | 2021 YTD Actual Preliminary | Variance | % Spent YTD |
|---|----------------------------|--|-----------------|------------------------|
| Direct Program Cost | 581,975 | 707,421 | 125,446 | 122% |
| Total Recreation Revolving Fund Expenses | 581,975 | 707,421 | 125,446 | 122% |

| Capital Project Fund Revenues | 2021 YTD Budget | 2021 YTD Actual Preliminary | Variance | % Earned YTD |
|---|----------------------------|--|-------------------|-------------------------|
| Investment Interest | - | 16,000,000 | 16,000,000 | |
| Other Capital Revenue | - | 34,831 | 34,831 | |
| LGTO Bond | - | 7,683 | 7,683 | |
| Total Capital Project Fund Revenue | - | 16,042,514 | 16,042,514 | |

| Capital Project Fund Expenses | 2021 YTD Budget | 2021 YTD Actual Preliminary | Variance | % Spent YTD |
|--|----------------------------|--|--------------------|------------------------|
| Capital Projects | 7,359,540 | 652,594 | (6,706,946) | 9% |
| Total Capital Project Fund Expenses | 7,359,540 | 652,594 | (6,706,946) | 9% |

| Restricted/Unrestricted Endowment Fund Revenues | 2021 YTD Budget | 2021 YTD Actual Preliminary | Variance | % Earned YTD |
|--|----------------------------|--|-----------------|-------------------------|
| Interest Revenue | 660 | 336 | (324) | 51% |
| Total Restricted/Unrestricted Endowment Fund Revenues | 660 | 336 | (324) | 51% |

| Restricted/Unrestricted Endowment Fund Expenses | 2021 YTD Budget | 2021 YTD Actual Preliminary | Variance | % Spent YTD |
|--|----------------------------|--|-----------------|------------------------|
| Endowment | 34 | 11 | (23) | 32% |
| Total Restricted/Unrestricted Endowment Fund Expenses | 34 | 11 | (23) | 32% |

| Equipment Replacement Fund Expenses | 2021 YTD Budget | 2021 YTD Actual Preliminary | Variance | % Spent YTD |
|--|----------------------------|--|------------------|------------------------|
| Equipment Replacement | 142,897 | - | (142,897) | 0% |
| Total Equipment Replacement Fund Expenses | 142,897 | - | (142,897) | 0% |

| Debt Service Fund Expenses | 2021 YTD Budget | 2021 YTD Actual Preliminary | Variance | % Spent YTD |
|---|--------------------|-----------------------------------|----------|----------------|
| Debt Service | 789,288 | 789,288 | - | 100% |
| Total Debt Service Fund Expenses | 789,288 | 789,288 | - | 100% |

Questions & Answers

2021 BUDGET POSITION

Item 3a.

Peninsula Metropolitan Park District

Time: 15:23:15 Date: 02/04/2022

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001 General Expense Fund 01/01/2021 To: 12/31/2021

| Revenues | Amt Budgeted | Revenues | Remaining | |
|----------------------|------------------------------|---------------------|---------------------|--------------------------|
| 001 Carryover | | | | |
| 308 31 00 630 | Restricted Beginning Balance | 0.00 | 9,141.72 | (9,141.72) 0.0% |
| 308 91 00 001 | Unassigned Beginning Balance | 2,938,951.91 | 2,938,951.91 | 0.00 100.0% |
| 001 Carryover | | 2,938,951.91 | 2,948,093.63 | (9,141.72) 100.3% |

002 Revenue

| | | | | |
|--------------------|--------------------------------|---------------------|---------------------|----------------------------|
| 311 10 00 001 | Real and Personal Property Tax | 7,306,786.00 | 7,286,351.96 | 20,434.04 99.7% |
| 313 17 00 000 | Sales Tax | 377,000.00 | 471,094.58 | (94,094.58) 125.0% |
| 317 40 00 000 | Private Harvest Tax | 0.00 | 1,836.92 | (1,836.92) 0.0% |
| 337 00 00 000 | Leasehold Excise Tax | 1,500.00 | 13,165.80 | (11,665.80) 877.7% |
| 337 00 00 001 | REET Excise Tax | 0.00 | 120,000.00 | (120,000.00) 0.0% |
| 347 30 00 000 | Facility Rental Fee | 72,500.00 | 98,485.46 | (25,985.46) 135.8% |
| 361 11 00 001 | Investment Interest | 18,000.00 | 12,355.86 | 5,644.14 68.6% |
| 362 30 01 000 | Parking Space Lease | 0.00 | 0.00 | 0.00 0.0% |
| 362 50 01 000 | Long Term Golf Course Lease | 57,000.00 | 74,709.30 | (17,709.30) 131.1% |
| 362 60 01 000 | Housing Rentals/Leases | 48,385.08 | 48,579.65 | (194.57) 100.4% |
| 362 70 01 000 | Concessions Lease Facilities | 0.00 | 771.45 | (771.45) 0.0% |
| 382 10 00 000 | Deposits Received | 0.00 | 0.00 | 0.00 0.0% |
| 389 30 53 630 | State Leasehold Receipts | 0.00 | 5,972.95 | (5,972.95) 0.0% |
| 002 Revenue | | 7,881,171.08 | 8,133,323.93 | (252,152.85) 103.2% |

003 NonRevenue

| | | | | |
|-----------------------|--------------------------------|-------------|-----------------|------------------------|
| 369 91 00 000 | Other General Fund Revenue | 0.00 | 5,515.23 | (5,515.23) 0.0% |
| 395 10 61 000 | Sale of Land | 0.00 | 0.00 | 0.00 0.0% |
| 395 10 62 000 | Sale of Buildings & Structures | 0.00 | 0.00 | 0.00 0.0% |
| 395 10 63 000 | Sale of Other Improvements | 0.00 | 0.00 | 0.00 0.0% |
| 395 10 64 000 | Sale of Machinery & Equipment | 0.00 | 0.00 | 0.00 0.0% |
| 003 NonRevenue | | 0.00 | 5,515.23 | (5,515.23) 0.0% |

Fund Revenues: **10,820,122.99** **11,086,932.79** **(266,809.80)** **102.5%**

| Expenditures | Amt Budgeted | Expenditures | Remaining |
|--------------|--------------|--------------|-----------|
|--------------|--------------|--------------|-----------|

010 Legislative

| | | | | |
|------------------------|-----------------------------|-------------------|------------------|-------------------------|
| 511 10 10 000 | Compensation | 61,440.00 | 54,942.54 | 6,497.46 89.4% |
| 511 10 20 000 | Benefits | 5,652.00 | 13,724.96 | (8,072.96) 242.8% |
| 511 10 31 000 | Office & Operating Supplies | 650.00 | 1,219.90 | (569.90) 187.7% |
| 511 10 44 000 | Printing and Advertising | 375.00 | 0.00 | 375.00 0.0% |
| 511 20 41 000 | Professional Services | 80,000.00 | 11,184.55 | 68,815.45 14.0% |
| 511 40 43 000 | Travel | 4,312.05 | 0.00 | 4,312.05 0.0% |
| 511 40 49 000 | Memberships & Training | 2,128.00 | 0.00 | 2,128.00 0.0% |
| 511 50 45 000 | Rentals | 5,500.00 | 1,118.30 | 4,381.70 20.3% |
| 511 70 41 000 | Elections | 56,061.00 | 0.00 | 56,061.00 0.0% |
| 010 Legislative | | 216,118.05 | 82,190.25 | 133,927.80 38.0% |

020 Debt Service

| | | | | |
|---------------|--------------------|--------|------|-------------|
| 592 76 80 000 | Bond Service Costs | 300.00 | 0.00 | 300.00 0.0% |
| 592 84 00 000 | Bond Issue Costs | 0.00 | 0.00 | 0.00 0.0% |

2021 BUDGET POSITION

Peninsula Metropolitan Park District

Time: 15:23:15 Date: 02/04/2022

Item 3a.

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001 General Expense Fund 01/01/2021 To: 12/31/2021

| Expenditures | Amt Budgeted | Expenditures | Remaining | |
|--------------|--------------|--------------|-----------|--|
|--------------|--------------|--------------|-----------|--|

020 Debt Service

| | | | | |
|------------------|--------|------|--------|------|
| 020 Debt Service | 300.00 | 0.00 | 300.00 | 0.0% |
|------------------|--------|------|--------|------|

030 Executive

| | | | | | |
|----------------------|-----------------------------------|-------------------|---------------------|--------------------|---------------|
| 513 10 10 000 | Salaries - Exec | 130,000.00 | 167,837.09 | (37,837.09) | 129.1% |
| 513 10 11 000 | Wages - Regular | 129,887.00 | 128,866.99 | 1,020.01 | 99.2% |
| 513 10 20 000 | Benefits | 111,340.00 | 91,330.86 | 20,009.14 | 82.0% |
| 513 10 44 000 | Marketing | 3,425.94 | 1,775.56 | 1,650.38 | 51.8% |
| 513 10 44 001 | Supplies | 13,250.00 | 1,816.40 | 11,433.60 | 13.7% |
| 513 10 44 002 | Printing | 53,528.00 | 49,282.61 | 4,245.39 | 92.1% |
| 513 10 44 003 | Professional Services | 29,500.00 | 12,298.63 | 17,201.37 | 41.7% |
| 513 10 45 000 | Office Lease | 112,305.00 | 115,948.30 | (3,643.30) | 103.2% |
| 513 10 49 000 | Dues & Training | 8,810.00 | 3,360.85 | 5,449.15 | 38.1% |
| 513 20 41 000 | Executive-Professional Services | 63,700.00 | 60,649.31 | 3,050.69 | 95.2% |
| 513 40 43 000 | Executive - Travel | 9,740.00 | 800.00 | 8,940.00 | 8.2% |
| 515 20 41 000 | Legal - Professional Services | 60,000.00 | 157,320.00 | (97,320.00) | 262.2% |
| 576 10 31 000 | Office and Operating Supplies | 7,000.00 | 6,550.27 | 449.73 | 93.6% |
| 576 10 35 000 | Minor Equipment | 0.00 | 0.00 | 0.00 | 0.0% |
| 576 10 41 000 | Professional Services - Computers | 37,696.00 | 32,863.40 | 4,832.60 | 87.2% |
| 576 10 43 000 | Administration - Travel | 500.00 | 46.76 | 453.24 | 9.4% |
| 576 10 45 000 | Operating Rentals and Leases | 10,000.00 | 4,858.11 | 5,141.89 | 48.6% |
| 576 10 46 000 | Insurance - General Liability | 81,000.00 | 91,566.00 | (10,566.00) | 113.0% |
| 576 10 49 000 | Miscellaneous / Events | 2,500.00 | 436.02 | 2,063.98 | 17.4% |
| 576 20 31 000 | Postage | 1,300.00 | 891.92 | 408.08 | 68.6% |
| 576 20 36 001 | Computer Hardware | 12,000.00 | 12,492.81 | (492.81) | 104.1% |
| 576 20 36 002 | Computer Software | 15,000.00 | 12,362.00 | 2,638.00 | 82.4% |
| 576 20 41 001 | Telephone | 37,800.00 | 23,868.12 | 13,931.88 | 63.1% |
| 576 20 41 002 | Internet | 20,000.00 | 22,218.95 | (2,218.95) | 111.1% |
| 576 89 41 000 | Taxes | 0.00 | 0.00 | 0.00 | 0.0% |
| 589 30 41 000 | Sales Tax Rentals | 12,573.86 | 9,249.61 | 3,324.25 | 73.6% |
| 030 Executive | | 962,855.80 | 1,008,690.57 | (45,834.77) | 104.8% |

040 Budget & Finance

| | | | | | |
|---------------------------------|-------------------------|-------------------|-------------------|------------------|--------------|
| 514 10 11 000 | Wages - Regular | 150,735.00 | 171,363.55 | (20,628.55) | 113.7% |
| 514 10 20 000 | Personnel Benefits | 54,341.00 | 31,122.01 | 23,218.99 | 57.3% |
| 514 10 31 000 | Supplies | 1,149.00 | 429.87 | 719.13 | 37.4% |
| 514 20 00 000 | Financial Services | 600.00 | 148.37 | 451.63 | 24.7% |
| 514 23 36 000 | Computers - Springbrook | 4,824.00 | 10,878.06 | (6,054.06) | 225.5% |
| 514 23 41 000 | Professional Services | 31,610.00 | 5,289.78 | 26,320.22 | 16.7% |
| 514 23 49 000 | Bank Charges | 600.00 | 178.04 | 421.96 | 29.7% |
| 514 40 43 000 | Travel | 105.00 | 0.00 | 105.00 | 0.0% |
| 514 40 49 000 | Memberships & Training | 590.00 | 517.92 | 72.08 | 87.8% |
| 040 Budget & Finance | | 244,554.00 | 219,927.60 | 24,626.40 | 89.9% |

050 Recreational Services

| | | | | | |
|---------------|---------------------------|-----------|-----------|-----------|-------|
| 571 10 11 000 | Wages - Administration | 79,146.00 | 78,291.65 | 854.35 | 98.9% |
| 571 10 20 000 | Benefits - Administration | 41,176.00 | 9,880.03 | 31,295.97 | 24.0% |
| 571 10 43 000 | Conferences | 4,340.05 | 1,724.43 | 2,615.62 | 39.7% |

2021 BUDGET POSITION

Item 3a.

Peninsula Metropolitan Park District

Time: 15:23:15 Date: 02/04/2022

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001 General Expense Fund

01/01/2021 To: 12/31/2021

| Expenditures | Amt Budgeted | Expenditures | Remaining | |
|--------------|--------------|--------------|-----------|--|
|--------------|--------------|--------------|-----------|--|

050 Recreational Services

| | | | | |
|---------------------------|------------|-----------|-----------|-------|
| 050 Recreational Services | 124,662.05 | 89,896.11 | 34,765.94 | 72.1% |
|---------------------------|------------|-----------|-----------|-------|

060 Parks & Grounds

| | | | | | |
|---------------|-------------------------------|------------|------------|------------|--------|
| 576 85 11 000 | Wages - Regular | 641,063.00 | 477,003.43 | 164,059.57 | 74.4% |
| 576 85 20 000 | Benefits | 321,923.50 | 191,627.04 | 130,296.46 | 59.5% |
| 576 85 31 000 | Operating Supplies | 0.00 | 0.00 | 0.00 | 0.0% |
| 576 85 31 001 | Toilet Paper/Paper Towels | 3,122.00 | 3,404.06 | (282.06) | 109.0% |
| 576 85 31 002 | Soap/Cleaning Products | 1,561.00 | 1,993.97 | (432.97) | 127.7% |
| 576 85 31 003 | Signs | 5,000.00 | 1,043.87 | 3,956.13 | 20.9% |
| 576 85 31 004 | Garbage Bags | 4,950.00 | 3,276.31 | 1,673.69 | 66.2% |
| 576 85 31 005 | Dog Bags | 15,350.00 | 7,428.61 | 7,921.39 | 48.4% |
| 576 85 31 006 | Fertilizer | 2,700.00 | 1,677.77 | 1,022.23 | 62.1% |
| 576 85 31 007 | COVID/Medical | 7,177.00 | 4,009.42 | 3,167.58 | 55.9% |
| 576 85 31 008 | Plumbing/Heating | 8,000.00 | 690.85 | 7,309.15 | 8.6% |
| 576 85 31 009 | Pesticide | 3,100.00 | 28.77 | 3,071.23 | 0.9% |
| 576 85 31 010 | Ballfield Supplies | 3,300.00 | 1,173.09 | 2,126.91 | 35.5% |
| 576 85 31 011 | Sand/Seed | 8,700.00 | 2,640.80 | 6,059.20 | 30.4% |
| 576 85 31 012 | Paint | 13,300.00 | 835.64 | 12,464.36 | 6.3% |
| 576 85 31 013 | Infield Mix | 6,000.00 | 1,299.30 | 4,700.70 | 21.7% |
| 576 85 31 014 | Bark | 8,900.00 | 173.73 | 8,726.27 | 2.0% |
| 576 85 31 015 | Hardware/Fasteners | 6,900.00 | 4,550.99 | 2,349.01 | 66.0% |
| 576 85 31 016 | Lights | 6,500.00 | 8,478.91 | (1,978.91) | 130.4% |
| 576 85 31 017 | Gravel | 6,900.00 | 3,228.43 | 3,671.57 | 46.8% |
| 576 85 31 018 | Uniforms | 5,000.00 | 2,334.51 | 2,665.49 | 46.7% |
| 576 85 31 019 | Vehicle/Trailer | 0.00 | 1,569.35 | (1,569.35) | 0.0% |
| 576 85 31 020 | Supply Oil | 1,200.00 | 67.16 | 1,132.84 | 5.6% |
| 576 85 32 000 | Fuel | 0.00 | 175.54 | (175.54) | 0.0% |
| 576 85 32 001 | Diesel | 7,000.00 | 5,287.05 | 1,712.95 | 75.5% |
| 576 85 32 002 | Fuel Oil | 1,000.00 | 203.58 | 796.42 | 20.4% |
| 576 85 32 003 | Gasoline | 9,000.00 | 6,885.43 | 2,114.57 | 76.5% |
| 576 85 32 004 | Propane | 500.00 | 185.43 | 314.57 | 37.1% |
| 576 85 34 000 | Concessions Expense | 55.00 | 0.00 | 55.00 | 0.0% |
| 576 85 35 000 | Small Tools & Minor Equipment | 12,300.00 | 15,903.03 | (3,603.03) | 129.3% |
| 576 85 36 000 | Computers - Shop | 0.00 | 0.00 | 0.00 | 0.0% |
| 576 85 40 000 | Extraordinary Park Repairs | 0.00 | 0.00 | 0.00 | 0.0% |
| 576 85 41 000 | Professional Services | 0.00 | 4,494.04 | (4,494.04) | 0.0% |
| 576 85 41 001 | Fire Alarm Inspection | 4,500.00 | 11,727.93 | (7,227.93) | 260.6% |
| 576 85 41 002 | Septic Inspection | 10,900.00 | 1,826.73 | 9,073.27 | 16.8% |
| 576 85 41 003 | Backflow Assembly | 900.00 | 15.00 | 885.00 | 1.7% |
| 576 85 41 004 | Septic Tank Pumping | 10,700.00 | 10,941.63 | (241.63) | 102.3% |
| 576 85 41 005 | Asphalt Repair | 5,000.00 | 7,229.00 | (2,229.00) | 144.6% |
| 576 85 41 006 | Plumbing | 0.00 | 128.40 | (128.40) | 0.0% |
| 576 85 41 007 | Auto Services | 5,000.00 | 3,692.00 | 1,308.00 | 73.8% |
| 576 85 41 008 | Locks & Deadbolts | 0.00 | 0.00 | 0.00 | 0.0% |
| 576 85 41 010 | Sani Cans | 17,330.00 | 14,076.00 | 3,254.00 | 81.2% |
| 576 85 41 011 | Security | 10,000.00 | 13,522.50 | (3,522.50) | 135.2% |
| 576 85 41 012 | Safety Program | 0.00 | 5,842.50 | (5,842.50) | 0.0% |
| 576 85 43 000 | Travel | 0.00 | 0.00 | 0.00 | 0.0% |
| 576 85 43 001 | Bridge Tolls | 1,500.00 | 320.00 | 1,180.00 | 21.3% |
| 576 85 43 002 | Meals | 500.00 | 245.73 | 254.27 | 49.1% |
| 576 85 43 003 | Mileage Reimbursement | 500.00 | 86.95 | 413.05 | 17.4% |

2021 BUDGET POSITION

Peninsula Metropolitan Park District

Time: 15:23:15 Date: 02/04/2022

Item 3a.

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001 General Expense Fund

01/01/2021 To: 12/31/2021

| Expenditures | Amt Budgeted | Expenditures | Remaining | |
|--------------|--------------|--------------|-----------|--|
|--------------|--------------|--------------|-----------|--|

060 Parks & Grounds

| | | | | | |
|--------------------------------|--------------------------------|---------------------|-------------------|-------------------|--------------|
| 576 85 44 000 | Printing & Advertising | 0.00 | 502.48 | (502.48) | 0.0% |
| 576 85 45 000 | Operating Rentals & Leases | 0.00 | 1,695.41 | (1,695.41) | 0.0% |
| 576 85 45 001 | Scissor Lift | 1,700.00 | 0.00 | 1,700.00 | 0.0% |
| 576 85 45 002 | Boom | 2,000.00 | 0.00 | 2,000.00 | 0.0% |
| 576 85 45 003 | Demo Hammer | 150.00 | 0.00 | 150.00 | 0.0% |
| 576 85 45 004 | Excavators | 4,000.00 | 0.00 | 4,000.00 | 0.0% |
| 576 85 45 005 | Concrete Mixer | 1,650.00 | 0.00 | 1,650.00 | 0.0% |
| 576 85 45 006 | Copier | 0.00 | 0.00 | 0.00 | 0.0% |
| 576 85 45 007 | Septic Excavation | 0.00 | 0.00 | 0.00 | 0.0% |
| 576 85 45 008 | Sod Cutter and Repair | 0.00 | 0.00 | 0.00 | 0.0% |
| 576 85 45 009 | Cleaning | 1,300.00 | 0.00 | 1,300.00 | 0.0% |
| 576 85 46 000 | Surface Water/Noxious Weed Tax | 3,700.00 | 3,675.52 | 24.48 | 99.3% |
| 576 85 47 000 | Utility Services | 0.00 | 0.00 | 0.00 | 0.0% |
| 576 85 47 001 | Electric | 40,800.00 | 37,451.11 | 3,348.89 | 91.8% |
| 576 85 47 002 | Water | 10,855.00 | 11,472.00 | (617.00) | 105.7% |
| 576 85 47 003 | Recycle | 0.00 | 0.00 | 0.00 | 0.0% |
| 576 85 47 004 | Garbage | 12,700.00 | 17,203.34 | (4,503.34) | 135.5% |
| 576 85 47 005 | Trash - Dump Runs | 4,000.00 | 2,725.10 | 1,274.90 | 68.1% |
| 576 85 47 006 | Natural Gas | 3,500.00 | 7,390.25 | (3,890.25) | 211.2% |
| 576 85 48 000 | Repairs & Maintenance | 0.00 | 8,052.88 | (8,052.88) | 0.0% |
| 576 85 48 001 | Buildings | 14,000.00 | 7,428.82 | 6,571.18 | 53.1% |
| 576 85 48 002 | Equipment | 6,000.00 | 6,629.98 | (629.98) | 110.5% |
| 576 85 48 003 | Vandalism | 4,000.00 | 3,328.70 | 671.30 | 83.2% |
| 576 85 48 004 | Heating | 0.00 | 0.00 | 0.00 | 0.0% |
| 576 85 48 005 | Plumbing | 0.00 | 282.15 | (282.15) | 0.0% |
| 576 85 48 006 | Structures | 5,000.00 | 93.39 | 4,906.61 | 1.9% |
| 576 85 49 000 | Memberships & Training | 10,600.00 | 798.40 | 9,801.60 | 7.5% |
| 060 Parks & Grounds | | 1,303,286.50 | 930,054.01 | 373,232.49 | 71.4% |

070 Capital

| | | | | | |
|--------------------|------------------------|-------------------|-------------------|-------------------|--------------|
| 576 80 10 000 | Wages - Regular | 196,418.00 | 116,947.73 | 79,470.27 | 59.5% |
| 576 80 20 000 | Benefits | 83,262.00 | 33,487.11 | 49,774.89 | 40.2% |
| 576 80 31 000 | Supplies | 5,000.00 | 24.83 | 4,975.17 | 0.5% |
| 576 80 35 000 | Small Equipment | 1,600.00 | 0.00 | 1,600.00 | 0.0% |
| 576 80 41 000 | Professional Services | 60,000.00 | 4,074.53 | 55,925.47 | 6.8% |
| 576 80 43 000 | Travel | 3,300.00 | 561.57 | 2,738.43 | 17.0% |
| 576 80 44 000 | Printing | 0.00 | 0.00 | 0.00 | 0.0% |
| 576 80 45 000 | Facility Rentals | 5,000.00 | 0.00 | 5,000.00 | 0.0% |
| 576 80 49 000 | Memberships & Training | 2,217.00 | 510.00 | 1,707.00 | 23.0% |
| 070 Capital | | 356,797.00 | 155,605.77 | 201,191.23 | 43.6% |

090 NonExpenditures

| | | | | | |
|---------------|--|--------------|--------------|-------------|--------|
| 589 30 41 630 | State Leasehold Disbursed | 0.00 | 16,223.21 | (16,223.21) | 0.0% |
| 589 40 00 000 | Deposits Disbursed | 0.00 | 0.00 | 0.00 | 0.0% |
| 589 99 00 000 | Payroll Clearing | 0.00 | (127,477.02) | 127,477.02 | 0.0% |
| 597 20 55 001 | Transfer Out to Recreation Fund | 150,847.64 | 150,847.64 | 0.00 | 100.0% |
| 597 76 64 001 | Transfer Out to Capital Equipment Fund | 106,932.00 | 106,932.00 | 0.00 | 100.0% |
| 597 76 65 001 | Transfer Out to Capital Project Fund | 3,868,942.10 | 3,868,942.10 | 0.00 | 100.0% |
| 597 76 71 001 | Transfer Out to Debt Service Fund | 789,288.00 | 541,600.00 | 247,688.00 | 68.1% |

2021 BUDGET POSITION

Peninsula Metropolitan Park District

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001 General Expense Fund 01/01/2021 To: 12/31/2021

| Expenditures | Amt Budgeted | Expenditures | Remaining | |
|--|--------------|--------------|--------------|-------|
| 090 NonExpenditures | | | | |
| 598 11 41 000 Intergovt Payment | 0.00 | 0.00 | 0.00 | 0.0% |
| 598 22 41 000 Intergovt Pmt - Fire Protect | 4,275.94 | 0.00 | 4,275.94 | 0.0% |
| 090 NonExpenditures | 4,920,285.68 | 4,557,067.93 | 363,217.75 | 92.6% |
| Fund Expenditures: | 8,128,859.08 | 7,043,432.24 | 1,085,426.84 | 86.6% |
| Fund Excess/(Deficit): | 2,691,263.91 | 4,043,500.55 | | |

2021 BUDGET POSITION

Peninsula Metropolitan Park District

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201 Debt Service Fund 01/01/2021 To: 12/31/2021

| Revenues | Amt Budgeted | Revenues | Remaining |
|----------|--------------|----------|-----------|
|----------|--------------|----------|-----------|

001 Carryover

| | | | |
|--|------|------|-----------|
| 308 51 00 201 Assigned Beginning Balance | 0.00 | 0.00 | 0.00 0.0% |
| 001 Carryover | 0.00 | 0.00 | 0.00 0.0% |

003 NonRevenue

| | | | |
|---|------------|------------|------------------|
| 391 11 00 201 General Obligation Bond Proceed | 0.00 | 0.00 | 0.00 0.0% |
| 392 00 00 201 Premium on Bonds Sold | 0.00 | 0.00 | 0.00 0.0% |
| 393 00 00 201 Proceeds of Refunding LT Debt | 0.00 | 0.00 | 0.00 0.0% |
| 397 76 71 201 Transfer In from General Fund | 789,288.00 | 541,600.00 | 247,688.00 68.6% |
| 003 NonRevenue | 789,288.00 | 541,600.00 | 247,688.00 68.6% |

| | | | |
|----------------|------------|------------|------------------|
| Fund Revenues: | 789,288.00 | 541,600.00 | 247,688.00 68.6% |
|----------------|------------|------------|------------------|

| Expenditures | Amt Budgeted | Expenditures | Remaining |
|--------------|--------------|--------------|-----------|
|--------------|--------------|--------------|-----------|

020 Debt Service

| | | | |
|---|------------|------|-----------------|
| 591 71 00 201 G.O. Bond Principle Payment | 425,000.00 | 0.00 | 425,000.00 0.0% |
| 592 76 80 201 Interest Long Term G.O. Bonds | 364,288.00 | 0.00 | 364,288.00 0.0% |
| 592 80 82 201 Bond Discount | 0.00 | 0.00 | 0.00 0.0% |
| 592 83 76 201 Interest LT Debt-Line of Credit | 0.00 | 0.00 | 0.00 0.0% |
| 020 Debt Service | 789,288.00 | 0.00 | 789,288.00 0.0% |

| | | | |
|--------------------|------------|------|-----------------|
| Fund Expenditures: | 789,288.00 | 0.00 | 789,288.00 0.0% |
|--------------------|------------|------|-----------------|

| | | | |
|------------------------|------|------------|--|
| Fund Excess/(Deficit): | 0.00 | 541,600.00 | |
|------------------------|------|------------|--|

2021 BUDGET POSITION

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202 Debt Contingency Fund 01/01/2021 To: 12/31/2021

| Revenues | Amt Budgeted | Revenues | Remaining | |
|--|-------------------|-------------------|-------------|---------------|
| 001 Carryover | | | | |
| 308 51 00 202 Assigned Beginning Balance | 600,000.00 | 600,000.00 | 0.00 | 100.0% |
| 001 Carryover | 600,000.00 | 600,000.00 | 0.00 | 100.0% |
| Fund Revenues: | 600,000.00 | 600,000.00 | 0.00 | 100.0% |
| Fund Excess/(Deficit): | 600,000.00 | 600,000.00 | | |

2021 BUDGET POSITION

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300 Capital Projects 01/01/2021 To: 12/31/2021

| Revenues | Amt Budgeted | Revenues | Remaining | |
|--|---------------|---------------|-----------|--------|
| 001 Carryover | | | | |
| 308 51 00 300 Assigned Beginning Balance | 10,953,572.60 | 10,953,572.60 | 0.00 | 100.0% |
| 001 Carryover | 10,953,572.60 | 10,953,572.60 | 0.00 | 100.0% |

300 Capital Projects

| | | | | |
|---|--------------|---------------|-----------------|--------|
| 361 11 00 326 Investment Interest | 0.00 | 7,683.63 | (7,683.63) | 0.0% |
| 369 91 00 300 Other Capital Revenue | 0.00 | 34,830.95 | (34,830.95) | 0.0% |
| 391 10 00 000 CRC 2021 A & B LTGO Bonds | 0.00 | 16,000,000.00 | (16,000,000.00) | 0.0% |
| 397 76 65 300 Transfer In from General Fund | 3,868,942.10 | 3,868,942.10 | 0.00 | 100.0% |
| 300 Capital Projects | 3,868,942.10 | 19,911,456.68 | (16,042,514.58) | 514.6% |

Fund Revenues: 14,822,514.70 30,865,029.28 (16,042,514.58) 208.2%

Expenditures Amt Budgeted Expenditures Remaining

300 Capital Projects

| | | | | |
|---|--------------|------------|--------------|-------|
| 594 76 31 300 Capital Exp. - Supplies | 0.00 | 134.50 | (134.50) | 0.0% |
| 594 76 36 300 Capital Exp. - Computers | 0.00 | 2,805.40 | (2,805.40) | 0.0% |
| 594 76 41 300 Capital Exp. - Prof Services | 2,927,302.00 | 603,406.21 | 2,323,895.79 | 20.6% |
| 594 76 44 300 Capital Exp. - Printing | 0.00 | 180.60 | (180.60) | 0.0% |
| 594 76 45 300 Capital Exp. - Rentals & Leases | 0.00 | 8,000.31 | (8,000.31) | 0.0% |
| 594 76 46 300 Capital Exp. - External Taxes | 0.00 | 0.00 | 0.00 | 0.0% |
| 594 76 61 300 Capital Exp. - Land & Land Imp. | 0.00 | 560.00 | (560.00) | 0.0% |
| 594 76 62 300 Capital Exp - Structures | 1,111,472.00 | 20,815.15 | 1,090,656.85 | 1.9% |
| 594 76 63 300 Cap Exp -Fields/Bridges/Signs | 0.00 | 1,210.36 | (1,210.36) | 0.0% |
| 594 76 65 300 Capital Exp.- Construction | 3,320,766.00 | 15,481.32 | 3,305,284.68 | 0.5% |
| 594 76 66 300 Capital Exp. - Lease/Purchase | 0.00 | 0.00 | 0.00 | 0.0% |
| 300 Capital Projects | 7,359,540.00 | 652,593.85 | 6,706,946.15 | 8.9% |

Fund Expenditures: 7,359,540.00 652,593.85 6,706,946.15 8.9%

Fund Excess/(Deficit): 7,462,974.70 30,212,435.43

2021 BUDGET POSITION

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365 Equipment Replacement Fund 01/01/2021 To: 12/31/2021

| Revenues | Amt Budgeted | Revenues | Remaining | |
|----------|--------------|----------|-----------|--|
|----------|--------------|----------|-----------|--|

001 Carryover

| | | | | |
|--|------------|------------|------|--------|
| 308 51 00 365 Assigned Beginning Balance | 0.00 | 0.00 | 0.00 | 0.0% |
| 308 51 01 365 Assigned Beginning Balance | 398,754.00 | 398,754.00 | 0.00 | 100.0% |
| 001 Carryover | 398,754.00 | 398,754.00 | 0.00 | 100.0% |

003 NonRevenue

| | | | | |
|---|------------|------------|------|--------|
| 397 76 64 365 Transfer In from General Fund | 106,932.00 | 106,932.00 | 0.00 | 100.0% |
| 003 NonRevenue | 106,932.00 | 106,932.00 | 0.00 | 100.0% |

| | | | | |
|----------------|------------|------------|------|--------|
| Fund Revenues: | 505,686.00 | 505,686.00 | 0.00 | 100.0% |
|----------------|------------|------------|------|--------|

| Expenditures | Amt Budgeted | Expenditures | Remaining | |
|--------------|--------------|--------------|-----------|--|
|--------------|--------------|--------------|-----------|--|

300 Capital Projects

| | | | | |
|--|------------|------|------------|------|
| 594 76 35 300 Capital Exp. - Equipment | 104,099.00 | 0.00 | 104,099.00 | 0.0% |
| 594 76 36 365 Capital Exp. - Replacement Computers | 38,798.00 | 0.00 | 38,798.00 | 0.0% |
| 300 Capital Projects | 142,897.00 | 0.00 | 142,897.00 | 0.0% |

| | | | | |
|--------------------|------------|------|------------|------|
| Fund Expenditures: | 142,897.00 | 0.00 | 142,897.00 | 0.0% |
|--------------------|------------|------|------------|------|

| | | | | |
|------------------------|------------|------------|--|--|
| Fund Excess/(Deficit): | 362,789.00 | 505,686.00 | | |
|------------------------|------------|------------|--|--|

2021 BUDGET POSITION

Peninsula Metropolitan Park District

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550 Recreation Fund 01/01/2021 To: 12/31/2021

| | Amt Budgeted | Revenues | Remaining | |
|--|--------------|----------|-----------|--|
|--|--------------|----------|-----------|--|

001 Carryover

| | | | | |
|--|------------|------------|------|--------|
| 308 51 00 550 Assigned Beginning Balance | 248,255.91 | 248,255.91 | 0.00 | 100.0% |
| 001 Carryover | 248,255.91 | 248,255.91 | 0.00 | 100.0% |

002 Revenue

| | | | | |
|--|------------|------------|--------------|--------|
| 334 05 10 001 SEEK Grant | 0.00 | 157,819.13 | (157,819.13) | 0.0% |
| 337 00 00 002 Kids Need to Play! Grant | 0.00 | 191,592.45 | (191,592.45) | 0.0% |
| 347 30 00 550 Recreation Rental Fee | 0.00 | 9,596.97 | (9,596.97) | 0.0% |
| 347 40 00 550 Event Admission Fee | 0.00 | 0.00 | 0.00 | 0.0% |
| 347 60 00 550 Recreation Program Fees | 393,200.00 | 541,857.60 | (148,657.60) | 137.8% |
| 347 60 00 551 Deferred KNP program fees | 0.00 | 0.00 | 0.00 | 0.0% |
| 347 90 00 550 Other Fees and Charges | 18,100.00 | 31,185.83 | (13,085.83) | 172.3% |
| 361 11 55 550 Interest Earned - Recreation | 0.00 | 0.00 | 0.00 | 0.0% |
| 367 00 00 550 Donations | 0.00 | 200.00 | (200.00) | 0.0% |
| 367 00 00 551 Scholarships | 0.00 | 0.00 | 0.00 | 0.0% |
| 367 00 00 552 Sponsorship | 5,300.00 | 0.00 | 5,300.00 | 0.0% |
| 369 91 00 550 Other Recreation Revenue | 0.00 | 2,120.64 | (2,120.64) | 0.0% |
| 002 Revenue | 416,600.00 | 934,372.62 | (517,772.62) | 224.3% |

003 NonRevenue

| | | | | |
|---|------------|------------|------|--------|
| 397 20 55 550 Transfer In from General Fund | 150,847.64 | 150,847.64 | 0.00 | 100.0% |
| 003 NonRevenue | 150,847.64 | 150,847.64 | 0.00 | 100.0% |

| | | | | |
|----------------|------------|--------------|--------------|--------|
| Fund Revenues: | 815,703.55 | 1,333,476.17 | (517,772.62) | 163.5% |
|----------------|------------|--------------|--------------|--------|

| | Amt Budgeted | Expenditures | Remaining | |
|--|--------------|--------------|-----------|--|
|--|--------------|--------------|-----------|--|

550 Recreation Revolving

| | | | | |
|---|------------|------------|--------------|--------|
| 571 20 11 550 Wages - Recreation Program | 236,923.00 | 210,250.62 | 26,672.38 | 88.7% |
| 571 20 12 550 Wages - SEEK Reimbursable | 0.00 | 0.00 | 0.00 | 0.0% |
| 571 20 20 550 Benefits - Recreation Program | 76,745.00 | 59,365.60 | 17,379.40 | 77.4% |
| 571 20 31 550 Office & Operating Supplies | 58,256.00 | 54,304.99 | 3,951.01 | 93.2% |
| 571 20 35 550 Minor Equipment | 2,438.00 | 12,628.79 | (10,190.79) | 518.0% |
| 571 20 41 550 Sports & Professional Fees | 129,020.00 | 295,938.96 | (166,918.96) | 229.4% |
| 571 20 42 550 Communication - Phones | 0.00 | 0.00 | 0.00 | 0.0% |
| 571 20 43 550 Travel | 1,600.00 | 1,527.19 | 72.81 | 95.4% |
| 571 20 44 550 Printing & Advertising | 500.00 | 0.00 | 500.00 | 0.0% |
| 571 20 45 550 Rentals | 27,850.00 | 6,888.00 | 20,962.00 | 24.7% |
| 571 20 46 550 Sales & Use Taxes | 5,806.00 | 7,913.59 | (2,107.59) | 136.3% |
| 571 20 47 550 Utilities | 0.00 | 0.00 | 0.00 | 0.0% |
| 571 20 49 550 Memberships & Training | 714.00 | 28.04 | 685.96 | 3.9% |
| 571 40 49 550 Special Events | 42,123.00 | 58,575.44 | (16,452.44) | 139.1% |
| 571 60 00 001 Deferred credit expense | 0.00 | 0.00 | 0.00 | 0.0% |
| 550 Recreation Revolving | 581,975.00 | 707,421.22 | (125,446.22) | 121.6% |

| | | | | |
|--------------------|------------|------------|--------------|--------|
| Fund Expenditures: | 581,975.00 | 707,421.22 | (125,446.22) | 121.6% |
|--------------------|------------|------------|--------------|--------|

2021 BUDGET POSITION

Peninsula Metropolitan Park District

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550 Recreation Fund

01/01/2021 To: 12/31/2021

| | | |
|------------------------|------------|------------|
| Fund Excess/(Deficit): | 233,728.55 | 626,054.95 |
|------------------------|------------|------------|

2021 BUDGET POSITION

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701 Unrestricted Endowment Fund 01/01/2021 To: 12/31/2021

| Revenues | Amt Budgeted | Revenues | Remaining | |
|----------|--------------|----------|-----------|--|
|----------|--------------|----------|-----------|--|

001 Carryover

| | | | | |
|--|------------|------------|------|--------|
| 308 51 00 701 Assigned Beginning Balance | 276,373.82 | 276,373.82 | 0.00 | 100.0% |
| 001 Carryover | 276,373.82 | 276,373.82 | 0.00 | 100.0% |

002 Revenue

| | | | | |
|--------------------------------|--------|--------|--------|-------|
| 361 11 00 701 Interest Revenue | 660.00 | 336.13 | 323.87 | 50.9% |
| 002 Revenue | 660.00 | 336.13 | 323.87 | 50.9% |

| | | | | |
|----------------|------------|------------|--------|-------|
| Fund Revenues: | 277,033.82 | 276,709.95 | 323.87 | 99.9% |
|----------------|------------|------------|--------|-------|

| Expenditures | Amt Budgeted | Expenditures | Remaining | |
|--------------|--------------|--------------|-----------|--|
|--------------|--------------|--------------|-----------|--|

080 Endowment

| | | | | |
|---|-------|-------|-------|-------|
| 514 25 00 000 Investment Fees - Endowment | 34.00 | 11.36 | 22.64 | 33.4% |
| 080 Endowment | 34.00 | 11.36 | 22.64 | 33.4% |

| | | | | |
|--------------------|-------|-------|-------|-------|
| Fund Expenditures: | 34.00 | 11.36 | 22.64 | 33.4% |
|--------------------|-------|-------|-------|-------|

| | | | | |
|------------------------|------------|------------|--|--|
| Fund Excess/(Deficit): | 276,999.82 | 276,698.59 | | |
|------------------------|------------|------------|--|--|

2021 BUDGET POSITION

Peninsula Metropolitan Park District

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750 Restricted Endowment Fund 01/01/2021 To: 12/31/2021

| Revenues | Amt Budgeted | Revenues | Remaining | |
|--|-------------------|-------------------|-------------|---------------|
| 001 Carryover | | | | |
| 308 31 00 750 Restricted Beginning Balance | 144,965.00 | 144,965.00 | 0.00 | 100.0% |
| 001 Carryover | 144,965.00 | 144,965.00 | 0.00 | 100.0% |
| 002 Revenue | | | | |
| 361 11 00 750 Interest Revenue | 0.00 | 0.00 | 0.00 | 0.0% |
| 002 Revenue | 0.00 | 0.00 | 0.00 | 0.0% |
| Fund Revenues: | 144,965.00 | 144,965.00 | 0.00 | 100.0% |
| Fund Excess/(Deficit): | 144,965.00 | 144,965.00 | | |

2021 BUDGET POSITION TOTALS

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| Fund | Revenue Budgeted | Received | | Expense Budgeted | Spent | |
|---------------------------------|------------------|---------------|--------|------------------|--------------|-------|
| 001 General Expense Fund | 10,820,122.99 | 11,086,932.79 | 102.5% | 8,128,859.08 | 7,043,432.24 | 87% |
| 201 Debt Service Fund | 789,288.00 | 541,600.00 | 68.6% | 789,288.00 | 0.00 | 0% |
| 202 Debt Contingency Fund | 600,000.00 | 600,000.00 | 100.0% | 0.00 | 0.00 | 0% |
| 300 Capital Projects | 14,822,514.70 | 30,865,029.28 | 208.2% | 7,359,540.00 | 652,593.85 | 9% |
| 365 Equipment Replacement Fund | 505,686.00 | 505,686.00 | 100.0% | 142,897.00 | 0.00 | 0% |
| 550 Recreation Fund | 815,703.55 | 1,333,476.17 | 163.5% | 581,975.00 | 707,421.22 | 122% |
| 701 Unrestricted Endowment Fund | 277,033.82 | 276,709.95 | 99.9% | 34.00 | 11.36 | 33% |
| 750 Restricted Endowment Fund | 144,965.00 | 144,965.00 | 100.0% | 0.00 | 0.00 | 0% |
| | 28,775,314.06 | 45,354,399.19 | 157.6% | 17,002,593.08 | 8,403,458.67 | 49.4% |



Peninsula Metropolitan Park District

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

SPECIAL MEETING AGENDA OPEN HOUSE

January 26, 2022, 6:00 PM

ZOOM

The public is invited to the Community Rec Center (CRC) Open House at 6 p.m. on Wednesday, January 26, 2022. This meeting will be held on Zoom. Members of the public are encouraged to join the special meeting by using the Meeting ID 831 6808 6081 Password: 313625, or call in at +1 253-215-8782

Password: 313625. Meeting agendas can be accessed online at PenMetParks.org.

<https://us02web.zoom.us/j/83168086081?pwd=dEV1dHM5Q3RPSC8vdUV0cXFqTXoxQT09>

Start Time: 5:00 PM

Commissioners Present:

Steve Nixon, Clerk
Kurt Grimmer
Maryellen Hill (Missy)

Staff:

Ally Bujacich
Stacie Snuffin
Denis Ryan

Presenters:

Connie Osborn/BRS
Kevin Armstrong/BRS

- **Introductions**
Executive Director Ally Bujacich introduced herself and welcomed the community to the CRC project open house for the purpose of community feedback, and thanked all who have been involved in the process. Director of Park Services Denis Ryan introduced the CRC Design Team, Connie Osborn and Kevin Armstrong from BRS.
- **Community Recreation Center Design Update**
The BRS Design Team presented the four main design threads for the CRC project, site layout concepts, floor plans and program, and exterior renderings.
- **Q & A**
BRS asked the attendees to provide feedback on the design for the PenMet CRC via PollEv.com and responded to attendee questions and input.

End Time: 5:51 PM

APPROVED BY THE BOARD ON: _____

President

Clerk

Submitted By: Stacie Snuffin



Peninsula Metropolitan Park District

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

STUDY SESSION AGENDA

February 01, 2022, **5:00 PM**

Gig Harbor Civic Center - Council Chambers 3510 Grandview Street, Gig Harbor, WA 98335

Call to Order: The meeting was called to order by Commissioner Nixon at 5:00 pm

Commissioner Present:

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

Staff Present:

Ally Bujacich
 Denis Ryan
 Matthew Kerns
 Sherman Enstrom
 Stacie Snuffin

Presenters:

Connie Osborn/BRS
 Kevin Armstrong/BRS

Commissioner Nixon appointed Commissioner Kingsbury as acting Clerk for the February 1, 2022 board meeting

ITEM 1 Board Discussion

1a. CRC Project Update

Director of Park Services Denis Ryan Introduced Connie Osborn and Kevin Armstrong of BRS to give the Board a CRC project update.

Armstrong shared the outcome of public comment and the key takeaways from January 26, 2022, Special Meeting/Open House. Armstrong presented design threads for the CRC that are reflective of the local area. Osborn reported that they would continue to use these design threads throughout the project for the interior and exterior palates. Osborn presented site layout concepts, the CRC floor plan and programming, and exterior design concepts. The Board and BRS had a discussion regarding additional office space above the storage and maintenance area off of the gymnasium court, doors off of the field turf, and the stormwater pond and unirrigated meadow.

Osborn presented a summary of upgrades to the existing administration building. The Board and BRS had a discussion regarding windows on the CRC building, the activity lawn, a walkway adjacent to the building, and skylights for allowing more daylight into the building.

ITEM 2 Adjournment Commissioner Nixon adjourned the meeting at 5:43 pm



Peninsula Metropolitan Park District

PO Box 425 – Gig Harbor, WA 98335
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www.penmetparks.org

APPROVED BY THE BOARD ON: _____

President

Clerk

Submitted By: Stacie Snuffin

DRAFT



Peninsula Metropolitan Park District

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REGULAR MEETING AGENDA

February 01, 2022, **6:00 PM**

Gig Harbor Civic Center - Council Chambers 3510 Grandview Street, Gig Harbor, WA 98335

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

Commissioners Present:

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

Staff Present:

Ally Bujacich
 Denis Ryan
 Matthew Kerns
 Sherman Enstrom
 Stacie Snuffin

Public:

Peggy Power

Presenters:

Derrick Eberle/SiteWorkshop
 Curt Gimmestad/Absher

Commissioner Nixon appointed Commissioner Kingsbury as acting Clerk for the February 1, 2022 board meeting.

ITEM 1 **President's Report: None**

ITEM 2 **Executive Director's Report**

Executive Director Ally Bujacich provided an update regarding a Covid-19 testing site at a PenMet Parks location. She reported that PenMet Parks staff worked with the Tacoma Pierce County Health Department to identify a suitable site and have identified the Volunteer Vern Pavilion at Sehmel Homestead Park for this purpose. TPCHD is tentatively targeting to begin testing the week of February 14, 2022.

Bujacich shared that PenMet Parks had received three proposals for strategic planning services. Bujacich reported that she would be following up with the Board to find time to screen the proposals, followed by a recommendation to the Board on interviewing selected firms, and then bring a recommendation for a Strategic Planning Consultant to the Board at the February 15 or March 1, 2022, Board meeting.

Bujacich provided an update on a broken water line at the Fox Island Fishing Pier that was reported at the January 18, 2022, Board meeting and that the issue has been addressed.

ITEM 3 **Special Presentations**

3a. **Sehmel Homestead Park (SHP) Turf Replacement Project Update**

Director of Park Services Denis Ryan gave a brief background on the SHP Turf Replacement project and introduced Landscape Architect Derrick Eberle from SiteWorkshop to provide a project update.



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Eberle gave a review of the existing field drainage issues and gave examples of solutions for those issues. He reported that SiteWorkshop worked with PenMet Parks staff to develop a sports group questionnaire and gave a summary of the questionnaire outcome. Eberle presented a preliminary design plan and discussed drainage strategies and some design elements that could be included in the final design. He spoke briefly about turf and infill options and presented a front entry design study, project budget, and proposed schedule.

ITEM 4 Board Committee Reports

4a. CIP Committee

Commissioner Grimmer reported the Capital Improvement Project Committee met on January 20, 2022. SiteWorkshop provided an update on the SHP Turf Replacement project.

4b. Finance and Administration Committee

Commissioner Nixon reported that the Finance and Administration Committee met on January 21, 2022 with staff and Compensation Connections. Nixon reported that they reviewed a benefits analysis and next steps, the format of the HR policy, and discussed updating the current org chart.

4c. Recreation Services Committee

Commissioner Kingsbury reported that the Recreation Service Committee has met twice since the last Board meeting but was not in attendance for the second meeting. She reported at the January 26, 2022 meeting the Committee discussed the Recreation Services RFP and the youth sports registration. Kingsbury also reported that they discussed promoting youth programs and ways of dividing age groups for teams, professional training for coaches and referees, and had deferred the special event sponsorship packet review, which will be conducted via email.

Recreation Services Manager Matthew Kerns reported that the committee met on January 31, 2022 to select a consultant for the RFP and will bring back the contract for the Board's approval.

4d. Stewardship Committee: None

4e. External Committee Reports

Commissioner Hill reported that she attended a Government Relations Committee meeting and that they have a new member, Gig Harbor City Council Member Le Rodenberg. She reported that Rodenberg gave feedback on the legislative process that the City of Gig Harbor is taking and that the city council members all participate in other committees within the community, similar to PenMet Parks Commissioners.

ITEM 5 Public Comments:

The following citizens made public comments:



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Peggy Power

ITEM 6 Minutes

- 6a. **Approval of Minutes of the January 18, 2022, Study Session**
- 6b. **Approval of Minutes of the January 18, 2022, Regular Meeting**

Commissioner Kingsbury made the motion to approve the minutes for January 4, 2022, study session and January 4, 2022, regular meeting, seconded by Commissioner Grimmer. The motion was approved with a 4-0 vote.

ITEM 7 Consent Agenda

- 7a. **Resolution C2022-002: Approval of Vouchers**

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

ITEM 8 Unfinished Business

- 8a. **Resolution RR2022-001 Approving the Arletta Schoolhouse Renovation Project Budget (second reading)**

Project Manager Curt Gimmestad provided an update on the Arletta Schoolhouse renovation construction cost and project budget. He made the recommendation that the Board approves Resolution RR2022-001 approving the Arletta Schoolhouse Renovation project budget. The motion passed with a 4-0 vote.

ITEM 9 New Business

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

- 9.1a **Resolution P2022-001 Authorizing the Executive Director to Sign the Construction Contract for the Arletta Schoolhouse Renovation**

A motion was made by Commissioner Grimmer, seconded by Commissioner Kingsbury. Project Manager Curt Gimmestad provided background on the Arletta Schoolhouse Renovation project and the bidding process and made the recommendation that the Board approves Resolution P2022-001 authorizing the Executive Director to sign the construction contract with Grenlar Inc., DBA Grenlar Construction for the Arletta Schoolhouse Renovation in the amount of \$998,000. The motion passed with a 4-0 vote.

- 9.2 **Single Reading Resolutions Requiring One Reading for Adoption**

- 9.2a **Resolution R2022-001 Adopting the Amended Classification and Salary Schedule for 2022**

A motion was made by Commissioner Kingsbury, seconded by Commissioner Nixon. Director of Finance and Administration Sherman Enstrom provided background on the classification and salary schedule for



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2022 and the proposed reclassification of several positions and made the recommendation to approve adopting the amended classification and salary schedule for 2022. The motion passed with a 4-0 vote.

**9.3 Two Reading Resolutions Requiring Two Readings for Adoption:
None**

ITEM 10 Comments by Board

Commissioner Kingsbury recognized PenMet Parks staff for preparing for Board meetings, wished the Board and staff a Happy Lunar New Year, and gave recognition to the seniors who came to the meeting in support of the seniors in the community.

Commissioner Hill reported that she is on a committee preparing an event on May 21, 2022 Bike Bash partnering with Rotary, Kiwanis, and PenMet Parks. Hill reported that the committee is in the process of seeking sponsors and would like to reach out to the other Commissioners for help or suggestions for seeking some sponsors for the event.

ITEM 11 Next Board Meetings

February 15, 2022, Study Session at 5:00 pm and Regular Meeting at 6:00 pm at the Gig Harbor Civic Center - Council Chambers 3510 Grandview Street, Gig Harbor, WA 98335

ITEM 12 Adjournment: Commissioner Nixon adjourned the meeting at 7:06 pm

APPROVED BY THE BOARD ON: _____

President **Clerk**

Submitted By: Stacie Snuffin



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SPECIAL MEETING VOYAGER ELEMENTARY SCHOOL PLAYGROUND TOUR AGENDA

February 04, 2022, 11:30 AM

Voyager Elementary 5615 Kopachuck Drive NW, Gig Harbor, WA 98335

Start Time: 11:30 AM

Commissioners Present:

Amanda Babich, President
Steve Nixon, Clerk
Maryellen (Missy) Hill

Staff:

Ally Bujacich
Nicole Jones-Vogel
Denis Ryan

Item 1 Voyager Elementary School Playground Tour

Two fifth-grade students thanked the Board and provided a large thank you poster. The students were introduced by the school principal and led the group out to the new play structure. Kendalyn Harris, Voyager PTA President (past), provided the group with some background on the process and implications of the global pandemic. Staff and Commissioners were invited to experience the new equipment. The meeting concluded at approximately 11:55 am.

End Time: 11:55 AM

APPROVED BY THE BOARD ON: _____

President **Clerk**

Submitted By: Stacie Snuffin



Peninsula Metropolitan Park District

RESOLUTION NO. C2022-003

APPROVING VOUCHERS FROM FEBRUARY 2022

WHEREAS, the Peninsula Metropolitan Park District Board of Park Commissioners approved the 2022 operating budget in Resolution R2021-032 and the 2022 capital budget in Resolution R2021-029 on November 16, 2021; 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 15, 2022.

President

Clerk

Attest

Attachment A to Resolution C2022-003

For the period beginning 01/25/2022 and ending 02/08/2022

Voucher #220101001 through # 220101021 are approved for payment in the amount of \$73,590.75.



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DISTRICT COMMISSION MEMO

To: Board of Park Commissioners
Through: Ally Bujacich, Executive Director
From: Sherman Enstrom, Director of Finance and Administration
Date: February 15, 2022
Subject: **P2022-002 Authorizing the Executive Director to Sign the Second Amendment to the Agreement for Human Resources Services**

Background/Analysis

PenMet Parks entered into an agreement with Compensation Connections in June 2021 to provide human resources services including planning and discovery, updating job descriptions, and updating the District’s classification and compensation schedule. The amount of the agreement was not to exceed \$23,100.

The Board passed Resolution R2021-023 authorizing the Executive Director to sign the First Amendment to the agreement with Compensation Connections on September 21, 2021. The First Amendment covered an expanded scope of services including developing an HR toolkit, conducting a market analysis for four additional jobs, and a limited amount of on-call human resources professional services.

An amendment to the agreement is required to further expand the scope of work to include additional on-call human resources professional services. The on-call HR services will be provided as needed to backfill District resources and expertise, and will be billed on a time-and-materials basis up to 120 hours.

The proposed second amendment increases the contract amount by not more than \$26,400, inclusive of applicable Washington State Sales Tax. Amendment #2 brings the total contract amount to \$72,820, inclusive of applicable Washington State Sales Tax.

| Agreement | Date | Resolution | Amount |
|--------------------|--------------------|--------------------|-----------------|
| Original Agreement | June 2021 | Original Agreement | \$23,100 |
| First Amendment | September 21, 2021 | R2021-023 | \$23,320 |
| Second Amendment | Proposed | | \$26,400 |
| <i>Total</i> | | | <i>\$72,820</i> |

Recommendation

Staff requests that the Board approve Resolution P2022-002, authorizing the Executive Director to sign the Second Amendment to the Personal Services Agreement with Compensation Connections to provide HR services.

Policy Implications/Support

1. The cost of Amendment #2 is within the allocated funds included in the adopted 2022 operating budget.
2. The Board passed Resolution R2021-016 adopting goals and objectives, including attracting and retaining high-quality staff.
3. The District has adopted goals including:
 - District Funds: To maximize the use of tax revenues by using other resources such as grants, user fees, volunteers, and appropriate professional resources.

Should you have any questions or comments please contact Sherman Enstrom at (253) 313-5087 or via email at senstrom@penmetparks.org.



Peninsula Metropolitan Park District

RESOLUTION NO. P2022-002

AUTHORIZING THE EXECUTIVE DIRECTOR TO SIGN THE SECOND AMENDMENT TO THE AGREEMENT FOR HUMAN RESOURCES SERVICES

WHEREAS, PenMet Parks authorized a Professional Services Agreement with Compensation Connections on June 22, 202, to provide human resources services related to a compensation study; and

WHEREAS, PenMet Parks passed Resolution R2021-023 on September 21, 2021, authorizing the Executive Director to sign Amendment #1 for an expanded scope of services to include a staffing analysis, creation of an HR toolkit, completing a compensation study for additional positions, and providing limited professional HR services, and thereby increasing the amount of total compensation; and

WHEREAS, PenMet Parks and Compensation Connections wish to further expand the scope of services to include up to 120 additional hours of on-call professional human resources services and thereby increase the amount of total compensation; and

WHEREAS, staff negotiated with Compensation Connections to develop the attached Second Amendment to the Personal Services Agreement to amend the scope of work and increase the compensation available by TWENTY-SIX THOUSAND FOUR HUNDRED DOLLARS (\$26,400.00) so that the total compensation will not exceed SEVENTY-TWO THOUSAND EIGHT HUNDRED TWENTY DOLLARS (\$72,820.00), inclusive of Washington State Sales Tax;

NOW THEREFORE BE IT

RESOLVED, by the Board of Park Commissioners that the Executive Director is authorized to execute the Second Amendment to the Personal Services Agreement with Compensation Connections to provide additional human resources services to PenMet Parks as described above and to increase the compensation available by TWENTY-SIX THOUSAND FOUR HUNDRED DOLLARS (\$26,400.00) so that the total compensation will not exceed SEVENTY-TWO THOUSAND EIGHT HUNDRED TWENTY DOLLARS (\$72,820.00), inclusive of Washington State Sales Tax, in substantially the form attached as Exhibit "A".

The foregoing resolution was adopted at a regular meeting of the Board of Park Commissioners of the Peninsula Metropolitan Park District held on February 15, 2022.

President

Clerk

Attest

Peninsula Metropolitan Park District



Exhibit A to Resolution P2022-002

SECOND AMENDMENT TO PERSONAL SERVICES AGREEMENT

THIS SECOND AMENDMENT to the PERSONAL SERVICES AGREEMENT is made and entered into this __ day of February, 2022 by and between The PENINSULA METROPOLITAN PARK DISTRICT, a municipal corporation, hereinafter referred to as the "District", and COMPENSATION CONNECTIONS LLC, Washington limited liability company, whose address is 8830 Norman Avenue SE, Snoqualmie, WA 98065, hereinafter referred to as the "Consultant".

WITNESSETH:

WHEREAS, the District and Consultant entered into a Personal Services Agreement dated June 22, 2021 (the "Agreement");

WHEREAS, the Consultant has completed most of the services specified in the earlier scope of work and 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 Second Amendment. The parties acknowledge that the Consultant has been providing services since June 22, 2021, and that many of the services specified on the earlier scope of work have been completed. This Second Amendment is intended to provide for the Consultant's continued services.

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-SIX THOUSAND FOUR HUNDRED AND TWENTY DOLLARS (\$26,400.00) so that the total compensation will not exceed SEVENTY-TWO THOUSAND EIGHT HUNDRED TWENTY DOLLARS (\$72,820.00), inclusive of Washington State Sales Tax.

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

COMPENSATION CONNECTIONS LLC

Ally Bujacich, Executive Director
P.O. Box 425
Gig Harbor, WA 98335
Phone: 253.858.3408
E-Mail: abujacich@penmetparks.org

(Signature)

(Name, Printed)

(Title)

APPROVED AS TO FORM

Attorney For the Peninsula Metropolitan Park District

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



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DISTRICT COMMISSION MEMO

To: Board of Park Commissioners

From: Ally Bujacich, Executive Director

Date: February 15, 2022

Subject: **R2022-002 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 R2022-002 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 R2022-002, which designates authorized signers at District financial institutions and revokes previously authorized signers.

Policy Implications/Support

1. Board Policy P10-101, adopted by Resolution R2021-038, 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 R2021-025, is to set forth operating principals to minimize the cost of government and limit financial risk.

Please contact Ally Bujacich at (253) 858-3400 or via email at abujacich@penmetparks.org with questions.



Peninsula Metropolitan Park District

RESOLUTION NO. R2022-002

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 Amanda Babich is the President and Steve Nixon is the Clerk;

NOW THEREFORE BE IT

RESOLVED by the Board of Park Commissioners of the Peninsula Metropolitan Park District that the Board President, Amanda Babich, the Board Clerk, Steve Nixon, 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 February 15, 2022.

President

Clerk

Attest