



Peninsula Metropolitan Park District

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

REGULAR MEETING AGENDA

February 02, 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 836 0628 2593 Password: PenMet0202 or call in at +1 253-215-8782 Password: 5550749254. 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 February 1, 2021.

Call to Order

Commissioner Roll Call:

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

ITEM 1 Approval of Agenda

ITEM 2 Citizen Comments

Due to current circumstances surrounding the COVID-19 Pandemic, we will be accepting citizen comments via email at admin@penmetparks.org up until 5:00 PM on February 1, 2021. Comments will be read and recorded in the meeting.

ITEM 3 Presentations

3a. Interim Executive Director's Report

3b. President's Report

3c. Bloodworks Northwest Partnership

ITEM 4 Consent Agenda

4a. [Approval of Minutes](#)

[01/19/2021 Study Session and Regular Minutes, 1/21/2021 Special Meeting Minutes](#)

ITEM 5 Unfinished Business: None

ITEM 6 New Business

ITEM 7 Community Recreation Center Project

7a. CRC Update

7b. Committee Reports



Peninsula Metropolitan Park District

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

ITEM 8 **Comments by Board**

ITEM 9 **Next Board Meetings**

Tuesday, February 16, 2021 (Study and Regular) Via Zoom or Teleconference
Study Session at 5:00 and Regular Meeting at 6:00 PM

ITEM 10 **Executive Session: For the purpose of reviewing the performance of a public employee pursuant to RCW 42.30.110(g).**

ITEM 11 **Adjournment**

AGENDA POLICY

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, we will be accepting citizen comments via email at 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.**



Peninsula Metropolitan Park District

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

STUDY SESSION MINUTES

January 19, 2021, 4:00 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 867 6758 6538 Password: PenMet0119, or call in at +1 253-215-8782 Password: 5143506289. 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 January 18, 2021.

Call to Order: The meeting was called to order by Commissioner Hill at 4:05 PM

Commissioners Present:

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

Staff:

Hunter George
 Elaine Sorensen
 Stacie Snuffin
 Chuck Cuzzetto
 Eric Guenther
 Matthew Kerns

Outside Staff:

Ally Bujacich/Absher
 Sarah Fischer/BLRB
 Ari Lewkowitz/BLRB
 Kevin Armstrong/BRS
 Connie Osborn/BRS

ITEM 1 Approval of Agenda

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

ITEM 2 Board Discussion

2a. Community Recreation Center (CRC): Review Options for Siting the Building on the Property

CRC Project Manager Ally Bujacich briefly explained that architect firms BRS and BLRB would be presenting five different site option plans to the Board.

Connie Osborn and Kevin Armstrong from BRS presented the five schematic design site plan options along with the pros and cons of each one. Commissioners and BRS discussed each of the various site plan options. The Board had a discussion and agreed via consensus to remove two site options present their top 3 options at the public meeting that will be taking place on January 21, 2021. Commissioners requested that all three finalists include the option of a natural playground. There was a discussion about the Cushman Trail connection and the fire lane / maintenance road



Peninsula Metropolitan Park District

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

on the property. There was additional discussion regarding access to parking and making sure there is adequate parking on the CRC site.

2b. CRC Financial Update

CRC Project Manager Ally Bujacich gave a brief update on the CRC finances which included 2 different bond payment options along with their estimated interest as well as a schedule for steps for closing and delivery of bond proceeds. Bujacich briefly went through the CRC budget which included acquisition costs, cash flow analysis, project schedule, and funding.

ITEM 3 Adjournment President Babich adjourned the meeting at 5:57 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

REGULAR MEETING MINUTES

January 19, 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 867 6758 6538 Password: PenMet0119, or call in at +1 253-215-8782 Password: 5143506289. 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 January 18, 2021.

Call to Order: The meeting was called to order by President Babich at 6:01 PM

Commissioners Present:

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

Outside Staff:

Ally Bujacich/Absher

Staff:

Hunter George
 Elaine Sorensen
 Stacie Snuffin
 Chuck Cuzzetto
 Eric Guenther
 Matthew Kerns

ITEM 1 Approval of Agenda

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

ITEM 2 Citizen Comments: None

ITEM 3 Presentations

3a. Interim Executive Director's Report

Interim Executive Director Hunter George gave an update on the new PenMet website that is nearing completion. He also briefed the Board on the response to a flood inside the Arletta Schoolhouse at Hale Pass that was caused by a broken pipe, and discussed next steps. George highlighted a few upcoming PenMet Events which included a Sasquatch Hunt on January 25th, Drive-Thru Bingo on January 30th, and an additional season of flag football that will start on February 22nd.

3b. Monthly Finance Report

Finance and Human Resource Manager Elaine Sorensen presented an sample budget position statement from the new Springbrook financial software to the Board. Sorensen explained how the document represents an improvement over the current QuickBooks system. She updated the Board on the status of the staff's training with the new software. The Commissioners and Sorensen discussed the statement, and Commissioners asked for a cheat sheet of the chart of accounts to give the Board a better understanding of what's covered by each item on the report.



Peninsula Metropolitan Park District

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

3c. President's Report: None

3d. Paddle Sports Partnership Presentation

Tod Cole of the Gig Harbor Kayak and Canoe Club gave a presentation on local paddle sports which includes, surf skiing, outrigger canoeing, and stand up paddle boarding. Cole shared that the club would like to talk about possible partnership opportunities with PenMet.

ITEM 4 Consent Agenda

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

4a. Approval of Minutes

12/30/2020 Special Meeting Minutes, 01/05/2021 Study Session and Regular Minutes

4b. Approval of Vouchers

\$159,535.58 Reference Number: V2020-697-730

ITEM 5 Unfinished Business

5a. 6-Year Capital Improvement Plan Follow-Up

Interim Executive Director Hunter George shared an updated list of priority projects on the 6-Year Capital Improvement Plan, based on a discussion with Commissioners at a previous meeting. Projects and Special Planning Manager Eric Guenther and Commissioners had a discussion regarding the need for an updated master plan for the Peninsula Gardens site as well as the need for a conceptual plan for the Narrows Park West property that is being considered for purchase. Guenther, George, and the Commissioners discussed the grant process and the need for criteria to possible acquisition of the property. Commissioners discussed priorities and the challenges of continuing to acquire property while also needing to develop amenities on existing PenMet properties. Commissioners requested adding the property acquisition dates to the document. Commissioners discussed the ranking of the properties on the list and how the properties are prioritized. Commissioners directed staff to explore the feasibility of hiring one consultant to facilitate the Peninsula Gardens and Narrows West site plans at the same time.

5b. Sehmel Lighting Project Budget Update

Interim Executive Director Hunter George followed up on a discussion the Board had during a December 15, 2020 meeting about the project to install field lights at Sehmel Homestead Park. Special Projects and Planning Manager Eric Guenther gave an overview of the project budget and contracts. Staff and Commissioners discussed the status of financial pledges from local organizations to support the project, which is otherwise complete.



Peninsula Metropolitan Park District

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

ITEM 6 New Business

6a. Community Recreation Center Absher Project Management Contract Amendment #2 Resolution R2021-002

CRC Project Manager Ally Bujacich gave the background on an amendment to the agreement for the CRC Project Management contract. Commissioner Grimmer made the motion to approve Resolution 2021-002, authorizing the Interim Executive Director to sign the Second Amendment to the Personal Services Agreement, in substantially the form attached, with Absher Construction Company to continue providing project management services for the Community Recreation Center project. Seconded by Commissioner Hill. The motion passed with a 5-0 vote.

6b. Confirming CRC Project Delivery Method, Resolution 2021-003

CRC Project Manager Ally Bujacich gave the background on the CRC Project Delivery Method. Commissioner Grimmer made the motion to approve Resolution 2021-003, which confirms the Community Recreation Center project will proceed using the General Contractor / Construction Manager project delivery method. Seconded by Commissioner Hill. After a Board discussion, the motion passed with a 5-0 vote.

ITEM 7 Community Recreation Center Project

7a. CRC Update

CRC Project Manager Ally Bujacich gave an update on the CRC project and the current focus, which includes schematic design site options, the site development package, and the development of some targeted focus groups. She noted that there will be two public meetings for the community to offer feedback. One will be on January 21, 2021, to get public input on CRC schematic design site options, and one on March 4, 2021 to give a schematic design update. Bujacich reported that she will be working with Korsmo Construction to complete the negotiation of the preconstruction services agreement and that there will be a recommended amendment to the GeoResources contract to do some soil testing on the site.

7b. CRC Committee Reports

Commissioner Grimmer, with the Marketing Committee, reported on the feasibility study progress and what they are currently working on.

Commissioner Nixon, with the CRC Finance Committee, reported that they met with bond consultant Jim Nelson and that they are looking at how to finance the CRC project going forward. He reported that the call date of the bonds for Sehmel Homestead Park is in 2023, and there are some considerations to make on different funding options. Nixon noted that they would like to discuss in an upcoming study session soon.



Peninsula Metropolitan Park District

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

President Babich noted that the Operations Committee had been working on the Community Recreation Center Absher Project Management Contract Amendment and CRC Project Delivery Method that was presented earlier in the meeting.

ITEM 8 Comments by Board

Commissioner Nixon reported that he had met with Interim Executive Director Hunter George to discuss creating a Salary Review Committee and that he was recruiting one other Commissioner to join him.

ITEM 9 Next Board Meetings

Thursday, January 21, 2021 (Special Meeting for CRC Siting Options), via Zoom or teleconference, 6:00 PM

Tuesday, February 2, 2021 (Study and Regular) Via Zoom or Teleconference Study Session at 4:00 and Regular Meeting at 6:00 PM

ITEM 10 Executive Session: None

ITEM 11 Adjournment President Babich adjourned the meeting at 8:10 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

SPECIAL MEETING MINUTES

Public Meeting: Community Recreation Center Schematic Design Update
Thursday, January 21, 2021 • 6:00 pm

Join us for an evening of discussion regarding the Schematic Design of the new PenMet Parks Community Recreation Center. To attend this meeting, RSVP to Info@PenMetParks.org by 4 pm on January 20th. The meeting will begin at 6:00 pm and run until around 7:00 pm. There will be an update on progress to-date and opportunities to share your input. For questions, please contact Chuck Cuzzetto at CCuzzetto@penmetparks.org or (253) 888-0645 We look forward to your participation!

Commissioners Present:

Amanda Babich
 Kurt Grimmer
 Maryellen (Missy) Hill
 Steve Nixon

Staff:

Hunter George
 Chuck Cuzzetto
 Eric Guenther
 Matthew Kerns

Outside Staff:

Ally Bujacich/Absher
 Kevin Armstrong/BRS
 Connie Osborn/BRS
 Susie Nelson/BRS
 Sarah Fischer/BLRB
 Ari Lewkowitz/BLRB

ITEM 1 Public Meeting Agenda

Interim Executive Director Hunter George outlined the schedule and intended outcome of the meeting, which is to solicit feedback from the public on three siting options for the Community Recreation Center on the former Performance Golf Center property.

President Babich gave welcoming remarks and introduced Project Manager Ally Bujacich. Members of the design team from Barker Rinker Seacat Architecture and BLRB Architects gave a brief overview of the elements of the project. They presented 3 options for placing the building, the Cushman Trail extension, playgrounds, parking, and an event lawn on various areas of the site. The presentation included pros and cons of each option. Members of the public asked questions and offered feedback. After the Q&A, the design team used a polling app to ask members of the public in



Peninsula Metropolitan Park District

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

attendance to vote on their preferred option. Option C was preferred by 78% of those attending.

The design team said the next community meeting for the CRC project will be held in early March. George advised members of the public to send any additional feedback to info@penmetparks.org.

The meeting adjourned at 7:23 pm.

APPROVED BY THE BOARD ON: _____

President

Clerk

Submitted By: Stacie Snuffin