



Peninsula Metropolitan Park District

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

SPECIAL MEETING AGENDA: Wednesday, February 20, 2019, 6:15pm

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

Call to Order ____:____

Commissioner Roll Call:

	Present	Excused	Comment
Maryellen (Missy) Hill			
Amanda Babich			
Todd Iverson			
Kurt Grimmer			
Steve Nixon			

ITEM 1 Approval of Agenda

ITEM 2 Citizen Comments (three minute time limit)

ITEM 3 Presentations

- 3.a Staff Report** (pages 3-4)
- 3.b Financial Report** (pages 5-9)
- 3.c President's Report**

ITEM 4 Consent Agenda

- 4.a Approval of Meeting Minutes**
1-23-19 Regular (pages 10-11) and 2-5-19 Special (page 12)
- 4.b Approval of Vouchers**
 - \$63,395.93 ♦ Reference numbers: V2019013-V2019031 (pages 13-14)
- 4.c Approval of Consent Agenda**

ITEM 5 New Business

- 5.a R2019-002 PEG Grant: Gig Harbor Volleyball** (pages 15-27)
- 5.b R2019-001 Authorizing Executive Director to sign Architectural & Engineering Contract** (pages 28-30)
- 5.c Final 2018 Year-End Financial Review**

ITEM 6 Next Board Meeting: Monday, March 4, 2019 (Regular)

ITEM 7 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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DEPARTMENT STAFF REPORT: January 16-29, 2019

EXECUTIVE

- Pierce County Area Park & Rec Professional's Winter meeting held at SHP Pavilion 1/18/19, co-hosted with KPP
- Richard met with Kit Kuhn (City) and Carrie Holden (Boys & Girls Club) to discuss senior program transition
- Richard and Ed met with Pierce County Health Dept. regarding well water issues at Hales Pass
- Richard met with Janine Mott (President, Tacoma Community College Gig Harbor campus) to discuss collaboration
- Richard and Ed met with representatives from Fox Island Brewing regarding new Recreation Center plans

MAINTENANCE & FACILITIES

- Annual Fire Extinguisher inspection at all properties
- Hales Pass parking lot improvements underway (re-grading, gravel)
- Installed signs for SHP southeast neighbors posting Private Road, No Public Parking, and Private Property
- Sehmel pressure washing of all facilities (benches, lights, curbs)
- Installation of new stove and oven for tenants at Narrows Park

RECREATION

- Kelly Darling working with Ocean5 to partner on Teen Events
- Storywalk opening event will take place on Saturday, May 18th at 10:00 am
- Participant feedback: "Thank you for all the hard work you do to make all of these programs successful. Our community is a much better place having someone like you [Kelly Darling] ensure we all have access to these enrichment classes. My family is incredibly thankful for your service!"

SPECIAL PROJECTS

- Preparing for Legislative Day, Feb 7, to discuss pertinent MPD topics for 2019 WA State Legislative Agenda, with planned attendees: Missy Hill, Richard & Eric.
- Met with Derek Young on Friday, Jan. 25th, in Key Center with Scott Gallacher of Key Pen Parks to discuss legislative agenda items.
- Gig Harbor Beach Volleyball is planning to attend Monday, 2/18, Board Meeting to submit PEG Grant application. Have City of Gig Harbor letter of support for project.
- Melissa Sherwood has already reported 27 hours already this year on invasive plant removal (especially ivy) at Sehmel Homestead Park.
- City of GH has scheduled a Stakeholders/TAC Kick-off meeting on Monday, February 25th at 10:00 a.m. at the Gig Harbor Civic Center, Community Rooms A/B regarding Cushman Trail, Phase 5.
- Park user e-mailed about "Possession of firearms prohibited" language on park rules signs. We are getting stickers to overlay "Possession" with "Discharge".
- Appraisal underway for Sunrise Beach easement to enable property owner access to land-locked parcel using existing easement.
- Submitted Letter of Interest to United States Soccer Federation for \$25,000 grant for lighting SHP turf. Letter was accepted and an invitation was received back to submit for grant (in progress).



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DEPARTMENT STAFF REPORT: 1/30-2/14, 2019

EXECUTIVE

- Richard met with Lindsey Stover from Harbor Wild Watch to discuss partnership opportunities
- Richard and Eric met with Commissioner Hill and Commissioner Nixon to discuss legislative planning
- Richard and Eric attended Parks Legislative Day 2/7. Met with Rep. Caldier and Sen. Randall's staff to discuss State Capital Funds and protection of 25c from proration
- Richard met with District Attorney to discuss park-related issues and planning processes
- Final Revenue Report for 2018:

	2017	2018
Facility Rentals	118,098	103,680
Madrona Links	45,793	51,565
Tenants	50,543	58,333
ISC rentals	36,462	29,399
Rec programs	590,972	561,644
Vendors	15,597	12,402
Sponsors/Donations	21,187	24,714
- Income Statement for the Year 2018:
 - ★ Income – Exceeded budget by \$210,880.03
 - ★ Expenses – Below budget by \$181,623.86
 - ★ Net Operating Income \$392,503.89 (these funds will be added to our current reserve fund for a total of **\$1,904,265**. 85% of this will be used for our future Community Recreation Center)
- Highlights from General Fund:
 - ★ All revenue line items exceeded budget except for property tax revenue
 - ★ All expense departments were under budget except for Executive

MAINTENANCE & FACILITIES

- Justin inputted entire rental schedule for athletic fields for spring and summer 2019
- 6 maintenance staff attended Kitsap Landscape & Maintenance Conference 1/30-31
- Snow removal at all parks, downed trees removed during "SnowMaggedon 2019"
- Hales Pass electrical work—power loss in portion of building, repairs underway
- 31 tons of gravel laid at Hales Pass property for infrastructure improvements near tennis courts

RECREATION

- Basketball Games were cancelled for 2/9 due to Snow, but will be made up at a later date and time
- Spring Football, Track and Baseball signups are currently happening
- PenMet will offer a night out for families interested in watching the Rebranded Tacoma Defiance Soccer Team on 3/8
- Recreation Revolving Fund: budgeted to make a profit of \$12,727 and they actually made a profit \$34,920! (Even with the Soccer Center going away)

SPECIAL PROJECTS

- Submitted Grant to United States Soccer Federation for \$25,000 grant for lighting SHP turf
- Communicated to the community all notifications of park closures, reschedules and safety information due to snow
- FB Page likes are up +23 in the last week
- Gathered "snow images" for documentation
- Article published in February issue of Gig Harbor Living Local on PenMet Parks achievement and awards.
- Time-lapse video featured on King 5 "Take5" "Evening Magazine" and Q13 News



Peninsula Metropolitan Park District

INCOME STATEMENT 2019

January 2019

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
3100000 TAX REVENUE				
3111000 Real and Personal Property Tax	8,116.63	5,101.48	3,015.15	159.10 %
3131700 Sales Tax	32,910.22	27,427.00	5,483.22	119.99 %
3173000 REET Excise Tax	85,000.00		85,000.00	
Total 3100000 TAX REVENUE	126,026.85	32,528.48	93,498.37	387.44 %
3400000 CHARGES FOR SERVICES				
3472000 Facility Rental Fee	11,196.32	4,593.55	6,602.77	243.74 %
Total 3400000 CHARGES FOR SERVICES	11,196.32	4,593.55	6,602.77	243.74 %
3610000 INTEREST AND OTHER EARNINGS				
3611100 Investment Interest	19,795.00	4,000.00	15,795.00	494.88 %
Total 3610000 INTEREST AND OTHER EARNINGS	19,795.00	4,000.00	15,795.00	494.88 %
3620000 RENTS, LEASES AND CONCESSIONS				
3625001 Long Term Golf Course Lease	6,006.01	4,350.00	1,656.01	138.07 %
3626001 Housing Rentals/Leases	5,003.19	4,413.00	590.19	113.37 %
Total 3620000 RENTS, LEASES AND CONCESSIONS	11,009.20	8,763.00	2,246.20	125.63 %
3670000 PRIVATE SOURCE CONTRIBUTIONS				
3671900 Private Donations - Other	4,999.95		4,999.95	
Total 3670000 PRIVATE SOURCE CONTRIBUTIONS	4,999.95		4,999.95	
3700000 CAPITAL CONTRIBUTIONS				
3747600 Cap. Cont.-Federal/State/Local				
3747663 Cap Cont-Govt Other Improv	15,000.00		15,000.00	
Total 3747600 Cap. Cont.-Federal/State/Local	15,000.00		15,000.00	
Total 3700000 CAPITAL CONTRIBUTIONS	15,000.00		15,000.00	
3890000 OTHER GF NON REVENUE	8,703.67		8,703.67	
Total Income	\$196,730.99	\$49,885.03	\$146,845.96	394.37 %
GROSS PROFIT	\$196,730.99	\$49,885.03	\$146,845.96	394.37 %
Expenses				
5110000 LEGISLATIVE				
5111010 Board / Employee Compensation	2,048.00	5,120.00	-3,072.00	40.00 %
5111020 Board Payroll Taxes	164.85	473.60	-308.75	34.81 %
5111031 Office & Operating Supplies-		375.00	-375.00	

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Leg				
5971055 Interfund Transfer	6,900.00	6,900.00	0.00	100.00 %
Total 5110000 LEGISLATIVE	9,112.85	12,868.60	-3,755.75	70.81 %
5130000 EXECUTIVE				
5131011 Wages - Regular	18,951.74	18,952.83	-1.09	99.99 %
5131020 Benefits	8,560.33	8,468.83	91.50	101.08 %
5131042 Cell Phone	40.00	69.40	-29.40	57.64 %
5131044 Marketing	50.00	0.00	50.00	
5134043 Executive - Travel	300.00	300.00	0.00	100.00 %
5134049 Memberships & Training	1,250.00	2,488.00	-1,238.00	50.24 %
5152041 Legal - Professional Services		2,500.00	-2,500.00	
5162041 Personnel-Professional Services		427.00	-427.00	
5761031 Office and Operating Supplies	46.17	542.00	-495.83	8.52 %
5761041 Prof. Serv -Computer & Security		1,583.00	-1,583.00	
5761044 Printing/Advertising		562.50	-562.50	
5761045 Operating Rentals and Leases	154.07	171.00	-16.93	90.10 %
5893053 Leasehold Excise Taxes	942.23	1,250.00	-307.77	75.38 %
5977665 Transfer - Capital Fund	4,026,114.68	4,026,114.68	0.00	100.00 %
6103602 Computer Software		50.00	-50.00	
6104201 Postage		110.00	-110.00	
6104204 Internet		617.00	-617.00	
Total 5130000 EXECUTIVE	4,056,409.22	4,064,206.24	-7,797.02	99.81 %
5140000 FINANCIAL AND RECORDS SERVICES				
5141011 Wages - Regular	9,543.30	9,551.50	-8.20	99.91 %
5141020 Personnel Benefits	3,973.80	3,935.00	38.80	100.99 %
5142000 Financial Services	50.00	50.00	0.00	100.00 %
5142341 Professional Services	1,171.87	1,080.00	91.87	108.51 %
5142342 Cell Phone	30.00	30.00	0.00	100.00 %
5142349 Bank Charges	31.15	49.00	-17.85	63.57 %
Total 5140000 FINANCIAL AND RECORDS SERVICES	14,800.12	14,695.50	104.62	100.71 %
5710000 PARTICIPANT RECREATION				
5711011 Wages - Administration		6,874.08	-6,874.08	
5711020 Benefits - Administration	0.00	2,712.33	-2,712.33	0.00 %
5711043 Conferences	1,792.74	0.00	1,792.74	
5712042 Communication - Phones		168.00	-168.00	
5972055 Transfer- Rec. Revolving Fund	135,108.25	135,108.25	0.00	100.00 %
Total 5710000 PARTICIPANT RECREATION	136,900.99	144,862.66	-7,961.67	94.50 %
5760000 PARK FACILITIES				
5768010 Wages - Regular	10,811.13	11,026.58	-215.45	98.05 %
5768020 Personnel Benefits	4,422.64	4,315.92	106.72	102.47 %
5768031 Supplies		250.00	-250.00	
5768035 Small Equipment		100.00	-100.00	
5768042 Communication		100.00	-100.00	

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
5768043 Travel	364.06	148.20	215.86	245.65 %
Total 5760000 PARK FACILITIES	15,597.83	15,940.70	-342.87	97.85 %
5768500 PARKS & GROUNDS MAINTENANCE				
5768511 Wages - Regular	27,688.76	31,618.11	-3,929.35	87.57 %
5768520 Benefits	12,713.49	13,503.41	-789.92	94.15 %
5768531 Operating Supplies	1,841.86	6,666.67	-4,824.81	27.63 %
5768532 Fuel	679.51	1,250.00	-570.49	54.36 %
5768535 Small Tools & Minor Equipment		1,833.33	-1,833.33	
5768541 Professional Services	1,009.05	5,000.00	-3,990.95	20.18 %
5768542 Communication - Phones	20.00	1,666.67	-1,646.67	1.20 %
5768545 Operating Rentals & Leases	970.47	0.00	970.47	
5768547 Utility Services	973.41	6,666.67	-5,693.26	14.60 %
5768549 Memberships & Training		500.00	-500.00	
Total 5768500 PARKS & GROUNDS MAINTENANCE	45,896.55	68,704.86	-22,808.31	66.80 %
Total Expenses	\$4,278,717.56	\$4,321,278.56	\$ -42,561.00	99.02 %
NET OPERATING INCOME	\$ -4,081,986.57	\$ -4,271,393.53	\$189,406.96	95.57 %
NET INCOME	\$ -4,081,986.57	\$ -4,271,393.53	\$189,406.96	95.57 %

Explanation Financial Statement Line Items 2019

#5131020 Executive – Benefits – Family and Medical Leave Act - \$91.50

#5131044 Executive Marketing NRPA Market Report - \$50.00

#5151020 Financial – Benefits – Family and Medical Leave Act - \$38.80

#5141031 Financial Professional Services – Year End Charges and E-File Fees - \$91.87

#5712042 Recreation Conferences– Michael Schick Revenue School - \$1,792.74

#5768020 Facilities Benefits – Invoice Issue with HCA will be adjusted in February - \$106.72

#5768043 Facilities Travel – Staff Mileage Reimbursement Eric Guenther (2018 Invoice) - \$215.86

#5768545 Maintenance Rentals – Boom Rental Hales Pass - \$970.47



Project	Year Started	CIP Fund 1/1/2019	2019 Capital Projects			Notes
			2019 Budgeted Transfers In	Donations and Fund Transfers	Projected Capital Fund Expenses	
Park Improvement Program	2006	\$6,836,758.20	\$3,576,114.68	\$0.00	\$0.00	\$10,412,872.88
Peninsula Enhancement Grant Program (PEG)	2007	\$25,000.00	\$0.00	\$0.00	\$0.00	\$25,000.00
Community Recreation Center	2017	\$750,868.70	\$0.00	\$0.00	\$18,455.29	\$732,413.41
Lighting Project - Sehmel Homestead Park	2019	\$0.00	\$400,000.00	\$0.00	\$0.00	\$400,000.00
Service Options	2014	\$0.00	\$50,000.00	\$0.00	\$1,359.54	\$48,640.46
Hales Pass - Pest Repair	2018	\$16,986.25	\$0.00	\$0.00	\$0.00	\$16,986.25
Building Fund	2015	\$100,905.00	\$0.00	\$0.00	\$0.00	\$100,905.00
Total Capital Funds		\$7,730,518.15	\$4,026,114.68	\$0.00	\$19,814.83	\$11,736,818.00

The actual cash for these 2019 capital fund transfers will come in during the months of April and October.



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REGULAR MEETING MINUTES

Wednesday, January 23, 2019, 6:15pm

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

Call to Order: The meeting of the Peninsula Metropolitan Park District was called to order by Commissioner Nixon at 6:16pm.

Commissioners Present:

Maryellen (Missy) Hill
Amanda Babich
Steve Nixon (arrived 6:20p)
Todd Iverson
Kurt Grimmer

Staff:

Richard Fink II
Elaine Sorensen
Chuck Cuzzetto

Citizens:

none

REGULAR MEETING AGENDA:

ITEM 1 Approval of Agenda

Commissioner Grimmer made a motion to approve the agenda; Commissioner Iverson seconded the motion. Agenda was approved with a 4-0 vote.

ITEM 2 Citizen Comments: none.

ITEM 3 Presentations

3.a Staff Report

Richard Fink II brought attention to the staff reports submitted in the agenda. Staff reported on Chamber of Commerce recognition awards, Sunrise Beach Easement progress, and REET funds received from Pierce County. Commissioner Iverson inquired about the progress of the PEG Grant volleyball project and Richard Fink II replied that the City of Gig Harbor needs to send a letter to complete the application.

Richard Fink II gave an update on the Indoor Recreation Facility project and distributed a handout regarding building types for the property. Meetings with Pierce County PALS have given direction to project and main obstacles to overcome. Traffic study and water tests are completed. Budget discussion with Commissioners regarding the type of structure that will be built and relative cost saving and expenses. Commissioners asked for more comparable data on building types from staff for next discussion. Discussion regarding a work session for Commissioners and ways to improve communication.

3.b Financial Report: Elaine Sorensen distributed a handout with the current fund report. Discussion was tabled until the final 2019 budget book is complete.

3.c President's Report: Commissioners are attending Legislative Day with staff and had a meeting to prepare, congratulations to the district and to Chuck Cuzzetto for Chamber of

Commerce awards, and new policy binders updated. Commissioner Hill requested that staff present an update of current grants being pursued at an upcoming meeting.

ITEM 4 Consent Agenda

4.a Approval of Meeting Minutes: 1-7-19

4.b Approval of Vouchers: ■ \$37,728.94 ♦ Reference numbers: V2019001-V2019012

4.c Approval of Consent Agenda

Commissioner Grimmer made a motion to approve the consent agenda. Commissioner Nixon seconded the motion. After no discussion, the motion passed 5-0.

ITEM 5 New Business

5.a 2018 Marketing Report

Chuck Cuzzetto, Marketing Specialist, gave a presentation regarding marketing: overview of successes in 2018 and plan for 2019. Direct mailing of the recreation guide (began in 2018) is capturing more families and the big project for 2019 is building a new website. Commissioner Hill requested that Board policies and a community calendar be considered for new website.

ITEM 6 Comments by Board: Commissioner Iverson would like to use legislative funds to support the proposed Teen Leadership Camp directed by Tacoma Urban League and Citizens for a Healthy Bay, if there is financial support needed to fully subsidize the fees for each camper. \$1500 of Commissioner Iverson's Legislative funds will be reserved for this intention. Commissioner Nixon noted he is returning from vacation on 2/4/19, so may be late to meeting.

ITEM 7 Next Board Meeting: Monday, February 4, 2019 (Regular with a work session)

ITEM 8 Executive Session: The Board went into Executive Session at 7:12 pm for 15 minutes to review the performance of a public employee per RCW 42.30.110(1)(g) and returned to the general meeting at 7:27pm.

ITEM 9 Adjournment

Commissioner Nixon made a motion to adjourn the meeting. Commissioner Grimmer seconded the motion. After no discussion, Commissioner Hill called for the vote and the meeting was adjourned at 7:28pm.

APPROVED BY THE BOARD ON: _____

President

Submitted by: *Jessica Smiley* ☺

Clerk



Peninsula Metropolitan Park District

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"Today We Touch Tomorrow"
Office: 253-858-3400 Fax: 253-858-3401
E-mail: Info@PenMetParks.org

MINUTES OF BOARD OF COMMISSIONERS SPECIAL MEETING

**Tuesday, February 5, 2018
5:00pm**

PRESENT:

Board Members:

- Maryellen (Missy) Hill
- Amanda Babich
- Steve Nixon
- Todd Iverson
- Kurt Grimmer
- Richard Fink II
- Mark Roberts

ABSENT:

STAFF:

PLACE:

Sehmel Homestead Park: Volunteer Vern Pavilion
10123 78th Ave NW
Gig Harbor, WA 98332

CALL TO ORDER:

The meeting of the Peninsula Metropolitan Park District was called to order by Commissioner Hill at 5:00pm.

REGULAR AGENDA

ITEM 1 APPROVAL OF AGENDA

Commissioner Grimmer made a motion to approve the special meeting agenda. Commissioner Nixon seconded the motion. Commissioner Hill called for the vote and the motion passed 5-0.

ITEM 2 EXECUTIVE SESSION

The Board went into Executive Session at 5:01pm for 30 minutes to consider the acquisition of real estate per RCW 42.30.110(1)(g). The Board returned from Executive Session at 5:34pm and went back into regular Session.

ITEM 3 ADJOURNMENT

Commissioner Grimmer made a motion to adjourn the meeting. Commissioner Nixon seconded and the meeting was adjourned at 5:35pm.

APPROVED BY BOARD ON: _____

President

Clerk

Submitted by: *Jessica Smiley* ☺



Finance Department
District Payment Transmittal

District Name: Metro Park District-Peninsula

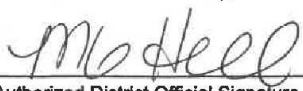
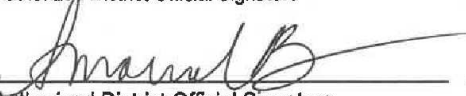
PAYMENT LISTING

Trans Date	District Ref #	Payee Printed Name	Amount
1/22/19	V2019-013	Legal Shield	\$105.70
1/22/19	V2019-014	Kelly Darling	\$61.88
1/22/19	V2019-015	Radio Parties	\$395.00
1/22/19	V2019-016	Wheeling Park Commission	\$1,792.74
1/22/19	V2019-017	Peninsula Metropolitan Park District	\$45,682.34
1/22/19	V2019-018	Snodgrass Freeman Associates	\$8,109.19
1/22/19	V2019-019	Sherri Bails	\$378.00
1/22/19	V2019-020	American Party Place	\$685.61
1/22/19	V2019-021	Wells Fargo Vendor Fin Serv	\$154.07
1/22/19	V2019-022	PACIFIC OFFICE AUTOMATION	\$129.97
1/22/19	V2019-023	NRPA	\$50.00
1/22/19	V2019-024	Chuck West Construction & Contracting LLC	\$1,359.54
1/22/19	V2019-025	Pacific Mobile Structures	\$745.59
1/22/19	V2019-026	Tacoma Screw Products	\$110.83
1/22/19	V2019-027	United Rentals	\$970.47
1/22/19	V2019-028	PCRCD, LLC	\$65.22
1/22/19	V2019-029	Doggie Walk Bags	\$1,000.00
1/22/19	V2019-030	DEPARTMENT OF REVENUE	\$1,506.59
1/23/19	V2019-031	Strohs Water Company Inc.	\$93.19
Payment Count: 19		Total Amount:	<u>\$63,395.93</u>

Payment Count: 19
Payment Total: \$63,395.93

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>1-23-19</u> _____ Date	_____ Authorized District Official Signature	_____ Date
 _____ Authorized District Official Signature	<u>1/23/19</u> _____ Date	_____ Authorized District Official Signature	_____ Date
_____ Authorized District Official Signature	_____ 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 Recieved on _____
Batch Verified by _____



DISTRICT COMMISSION MEMO

To: District Commission
From: Eric Guenther, Planning & Special Projects Manager
Date: February 20, 2019
Subject: Discuss 2019 Park Enhancement Grant (PEG) Program

Recommendation

Staff recommends that the Commission review the Gig Harbor Beach Volleyball PEG application for Crescent Creek Park Sand Volleyball Courts and provide direction to staff.

Policy Implications/Support

1. The Board included the Park Enhancement Grant (PEG) Program in Capital Improvement Program as part of the adopted 2019 Annual Budget.
2. The Board approved the PEG Grant Process and Procedures at the May 21, 2007 Commission Meeting.
3. The Commissioners reviewed the application during the period of February 15-20.

Background/Analysis

Staff received and reviewed the following PEG application with additional details attached:

- Up to 32,000 – Gregg Vermillion, Gig Harbor Beach Volleyball, Crescent Creek Park volleyball courts.

The PEG program for 2019 was funded at \$25,000 rather than the \$65,000 as in past years.

Options to be discussed are:

- Determine amount of current PEG Fund to allocate for this grant in 2019.
- Allocate additional funds to the PEG Fund to cover this application and any additional anticipated 2019 applications.
- Some other action.

Based on Board directions, staff will craft appropriate resolutions for consideration at the next Board meeting.

Should you have any questions or comments please contact me at the earliest opportunity should additional research be required to provide answers at the meeting: 253-858-3400x1222 or via e-mail at EGuenther@PenMetParks.org.



Park Enhancement Grant Program



APPLICATION / REIMBURSEMENT REQUEST

Applicant Contact Information	
Project Name: 2019 Sand Volleyball Park Court Expansion	Date: 1/29/2019
Organization: Gig Harbor Beach Volleyball (GHBV) Program of the Peninsula Athletic Association	
Contact Person: Gregg Vermillion	
Mailing Address: 12718 Burnham Drive NW, Gig Harbor, WA 98332	
Email Address: red.3g@comcast.net	
Day Phone: 253-773-6458 / 253-657-9660	Eve Phone: 253-509-0260
Cell Phone: 206-696-3946	

Project Description	Total
Briefly Describe Project and Distinct Elements of Project	Project Cost
Overview: Build two sand volleyball courts near existing courts in City of Gig Harbor's Sand Volleyball Park	
Donated Materials, Services, Labor, Cash (Total 5.4):	\$56,236
Purchased Materials, Equipment, Rentals (Total 5.5): Expenditures: \$54,386 less Cash Donations: \$22,500	\$31,886
(Total 5.6) Project Total:	\$88,122
(Up to 50% of Project Total; Cannot exceed Donation Value (5.4), or Purchased Portion (5.5) of Project Total) Grant Funds Requested:	\$31,886
(For reimbursement submissions only, provide details in Question 5) <input type="checkbox"/> 50% or <input type="checkbox"/> 100% Reimbursement Requested:	

Year	Grant Program History (List past grant program applications and/or grants received)	Project Total	Amount Requested	Amount Received
2008	Gig Harbor Sand Volleyball Park	\$42,774	\$19,450	\$17,790
2009	Gig Harbor Sand Volleyball Park, Phase 2	\$15,439	\$7,717	\$7,709
2009	Gig Harbor Sand Volleyball Park, Phase 2, part 2	\$6,081	\$3,022	\$2831

Grant Payee Information (List organization or person grant check should be paid to)	
Grant Check Payee: Gregg Vermillion	
Mailing Address: 12708 Burnham Drive NW, Gig Harbor, WA 98332	
Email Address: red.3g@comcast.net	
Day Phone: 253-773-6458 / 253-657-9660	Eve Phone: 253-509-0260
Cell Phone: 206-696-3946	

Please respond to the following questions or attach your responses to this application form (if necessary).

Project Name: 2019 Sand Volleyball Park Court Expansion **Project Total:** \$88,122

1. Project(s) Information

- a. Describe the project fully, and explain what this project will accomplish for the community (This will be the basis of the narrative for Final Report and subsequent media releases).

On November 27, 2017, GHBV presented to the PenMet Parks board a project to build sand volleyball courts. The board asked that GHBV secure a donation and a commitment from the City of Gig Harbor to build the courts prior to returning and submitting this PEG grant application.

GHBV petitioned the City of Gig Harbor (presentation to Parks Commission December 6, 2017) for the construction of additional sand volleyball courts on the Sand Volleyball Park property adjacent to the existing sand courts near Crescent Creek Park. The Parks Commission voted unanimously to recommend construction of four additional sand courts and a presentation to City Council.

In August 2018, the City of Gig Harbor signaled their commitment to build two sand volleyball courts adjacent to the current sand courts during public meetings for the Gig Harbor Sports Complex. Subsequent meetings with Mayor Kit Kuhn, Public Works Director Jeff Langhelm, Parks Manager Katrina Knutson, and Public Works Superintendent Ken Andrews resulted in a commitment to allocate 20,000 square feet of park land, provide \$12,000 for project costs, pay permitting fees, and do site excavation work valued at \$9750 in preparation for court construction.

The 2019 project for two new courts includes removal of organic material, excavation and grading to level the site, and a typical design for high quality sand courts to include concrete curbs bordering the court area, a drainage system with drain pipes and drain fabric between a 6" layer of gravel and 18" of high-quality beach sand transported from ocean beaches. The design also incorporates high quality adjustable height outdoor net systems, perimeter netting on downhill sides of the courts, a water system for sprinkling the courts during hot days, a roto-tiller and other court maintenance tools, and a small shed for tool storage. Drawings of the court layout and design are shown in figures 1.a-1 and 1.a-2, respectively.

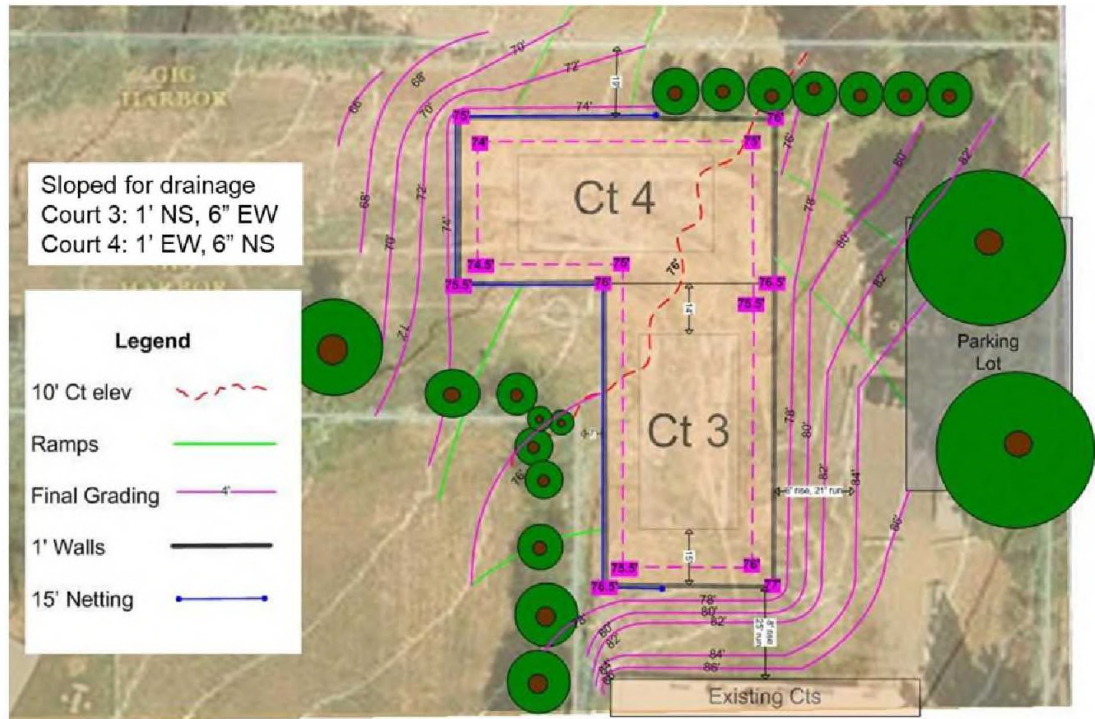


Figure 1.a-1 Court Layout

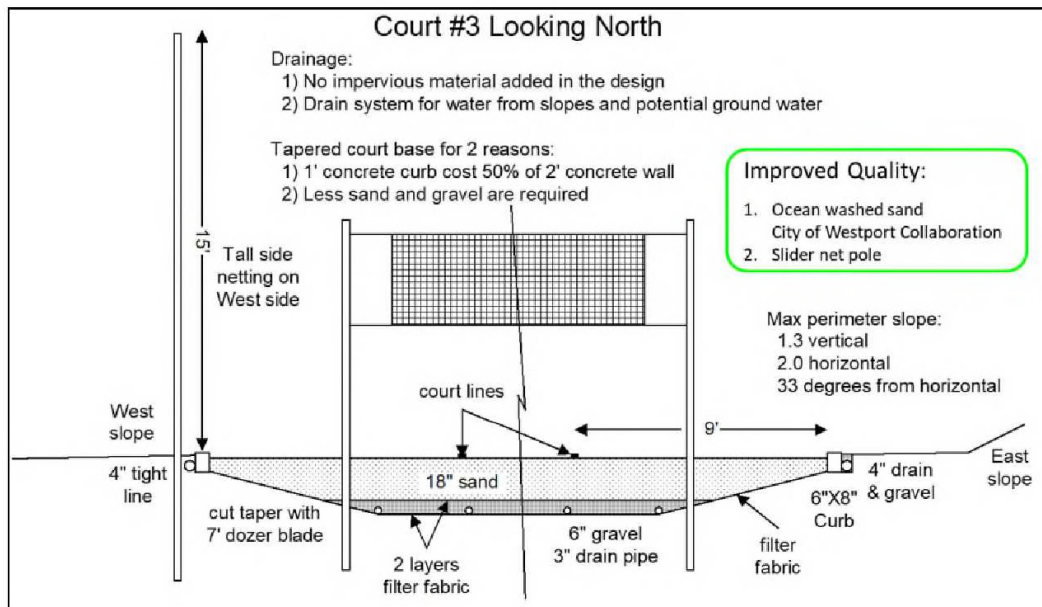


Figure 1.a-2 Court Design

In addition to property and cash donations, the City of Gig Harbor will grade the site to produce the large flat (slight downward grade from SE to NW for drainage) area for courts 3 and 4. It will also terrace the South and West sides of court 3 to produce a stadium effect for viewing. This will most likely be terraced grass as shown in the following diagrams.



Figure 1.a-3 Grass Terracing

With further City donations (not yet committed) the terraces may be completed with concrete blocks as shown in the photos below.



Figure 1.a-4 Grass Terracing With Block Walls

By expanding the sand volleyball facilities at the Sand Volleyball Park, GHBV aims to achieve goals that are well aligned with the goals of PenMet Parks. The overcrowding and heavy use of the existing sand volleyball courts that PenMet funded in 2008 and 2009 are well documented with players often waiting for court time, especially in the Spring and Summer. This project will establish for the Gig Harbor Peninsula community a free outdoor recreational facility for people of all ages, skill levels, and socioeconomic status. In addition to its primary use for drop-in play by individuals, families, and groups, the expanded facility will allow for more low-cost clinic offerings for youth, structured programs such as leagues, and larger tournaments.

- b. What is the location and ownership of the site? (owner must give final approval of completed project)
- Site is on the corner of 96th Street and Crescent Valley Drive adjacent to the City of Gig Harbor's Crescent Creek Park. The new court location within the park is shown in Figure 1.b-1 below.



Figure 1.b-1 Location of Courts

- c. Who will be responsible for the project management and any sub-elements of the project?
- GHBV volunteers, in cooperation with the City of Gig Harbor, are responsible for project management and construction activities. These are the same individuals who in 2008 and 2009 managed construction of the adjacent sand volleyball courts.
- d. Contact the appropriate permitting agency (City or County) to determine project requirements for: (provide documentation from the agency, especially if the answer is “none” or “N/A”)
- Permitting?
- The build site is within the City of Gig Harbor, so necessary permits, if any, will be applied for and facilitated by the city staff with assistance from GHBV. The City's current assessment is that only a Cut&Fill permit will be required.
- Engineering?
- The site is not level, so some excavation and grading will be required to terrace slopes and to provide sufficiently sized level surfaces for the courts. The project will not require professional civil engineering due to low curb heights needed to prepare for court installation, but City engineers will be reviewing the designs. Infiltration will not be an issue at the site because construction will not add impervious surface, but the construction of high-quality courts requires installation of perforated pipes within a substrate of drain rocks.
- e. What will you require from PenMet Parks to start and complete the project?
- Approval of matching funds from the PEG program.
- f. Does the project meet ADA requirements? (explain all answers, especially if “no” or “N/A”)

Yes, construction will introduce no hindrances to access. Shallow slopes are planned for access to some viewing areas surrounding the courts.

- g. Will there be any public access or use restrictions?

No restrictions other than typical City of Gig Harbor park rules.

- h. How will community volunteers participate and how were they involved in the selection of this project?

Volunteers have developed conceptual designs and grading plans and will work with city staff to complete the necessary design and permitting. Volunteers will be heavily involved in construction assisting with final grading, installation of court perimeter concrete curbs, installation of volleyball net systems, installation of perimeter netting, installation of drain pipes, drain membranes, and drain fabric, assisting with backfilling and spreading of drain rock, and final manual spreading of sand.

- i. List other organizations involved in the project.

GHBV is a program within Peninsula Athletic Association

City of Gig Harbor

Greater Gig Harbor Foundation grant cash donation

Local businesses providing community service discounts on purchases.

Dakine Volleyball Center donated drain fabric.

2. Ongoing Maintenance

- a. What are the on-going maintenance requirements of this project?

Sand volleyball courts are fairly easy to maintain. Depending upon the proximity of trees, occasional raking of leaves is required to keep the sand free of leaves. Occasional weeding may also be required around the perimeter of the courts. Periodic rototilling which loosens the sand from compaction may be necessary during rainy winter months. The project includes purchase (using non-PEG funds) of a rototiller and storage shed to be used by GHBV volunteers.

The areas surrounding the courts will be hydroseeded, and the City of Gig Harbor will maintain these areas as it does for the current courts.

- b. Who will perform the maintenance, and what will be your on-going contribution to this maintenance?

GHBV volunteers will continue to perform sand court maintenance in much the same way as they have been maintaining the current courts for the past 10 years.

The City of Gig Harbor maintenance crew will continue to maintain surrounding grassy areas as they do now for the current courts.

3. Other Issues

- a. Provide a location map, site map, and any other pertinent drawings for the project (Include "As Built" drawings with Final Report)

See figures contained and referenced in section 1 above.

- b. Provide documentation of property owner pre-approval.

On November 26, 2018, the City of Gig Harbor council approved a \$12,000 line item in the 2019 budget to build these courts. In a January 23 2019 letter to GHBV, the mayor formally committed support for this project and acknowledged the City's donations of site location, funding, permit fees, and staff effort. This letter is shown in Figure 3.b-1 below.



Chris Nelson

Mark Roddy

Gig Harbor Beach Volleyball (GHBV)

Dear Chris and Mark:

I am writing to express our support of the Gig Harbor Beach Volleyball project to construct two additional sand volleyball courts adjacent to the existing sand courts in the City of Gig Harbor's Beach Volleyball Park.

This project will serve the entire Gig Harbor Peninsula community by providing a park facility for low-cost and active recreation. It will build upon the success of your 2008/2009 court construction project and result in a public beach volleyball center rarely seen in the Pacific Northwest.

As evidence of its support, the City:

- Has approved the use of the park land for the 2 additional courts
- Has approved a \$12,000 line item in its 2019 budget to help fund construction
- Has agreed to pay the permit fees
- Will excavate the site for a level playing area and terraced viewing areas
- Will maintain the new facility and surrounding park area as it does today

I look forward to completion of this project this summer and seeing the boys, girls, men and women filling the 3rd and 4th courts as they have filled the first 2 courts that have served the community well the past 10 years.

Sincerely yours,

Kit Kuhn

City of Gig Harbor, Mayor

3510 GRANDVIEW STREET • GIG HARBOR WASHINGTON 98335 • (253) 851-8136 • WWW.CITYOFGIGHARBOR.NET

Figure 3.b-1 City of Gig Harbor Mayor Commitment Letter

- c. Provide documentation that significant user groups have been consulted.

Sand courts are an athletic facility that year around draws players of all ages and abilities, and the size and enthusiasm for more courts is well established. After construction of the original courts in 2008, it was recognized almost immediately that additional courts were needed. Since that time, large numbers of local volleyball players from early teens to the elderly have repeatedly provided supporting testimonials at multiple public input meetings where sand volleyball courts were specifically requested or where the City solicited input for prioritizing new park facilities. Below is a short history of how additional sand volleyball courts have officially been under consideration for over 5 years based upon the support of this vocal user group.

City of Gig Harbor - Harbor Hills Park

In the Summer of 2013, the City of Gig Harbor used a private consulting firm to perform. master planning of the future Harbor Hills Park with input from the public on what park facilities were of highest priority. These planning sessions were well attended by beach volleyball supporters, and the resulting master plan included four sand volleyball courts. From the September 4, 2013 Joint Parks/Council meeting minutes:

The preferred conceptual plan included elements for soccer fields (full size/U-9), sand volleyball courts, tennis courts, a play area next to the YMCA, splash pad, picnic shelters, connection to storm facilities (looped trail) and parking.

In late 2014, the City repeated Harbor Hills Park visioning after input was received from some organized sports groups that their desires were not properly considered in 2013. Results were compiled and provided by staff in a memo to the Parks Commission which included the following statement:

"The following top five active and passive uses were identified in the meetings and open house:

Active:

- 1. Lighted Multi-use synthetic turf sports field*
- 2. Hard Surface Sports Court*
- 3. Accessible Playground*
- 4. Splash Pad/Spray Park*
- 5. Sand Volleyball Courts"*

City of Gig Harbor - PROS Plan

In 2016, the City of Gig Harbor developed and published a PROS plan after conducting a survey and public input meetings. The plan includes statements such as:

"There is a large demand for both indoor tennis courts and outdoor, lighted sand volleyball courts" and "Commonly requested facilities include lighted sand volleyball courts,"

City of Gig Harbor - Crescent Creek Park/Sand Volleyball Park

On December 6, 2017, the GHBV group presented a design and plan for 4 new courts adjacent to the current courts. This meeting was well attended by volleyball enthusiast, including 9 individuals who spoke in favor of more courts. The Parks commission unanimously passed a motion that included the statement

"Parks Commission endorses four additional sand courts with a redesign of the BMX Park."

On November 27, 2017, the GHBV group presented this design and plan to PenMet Parks board. The meeting was well attended by 22 volleyball supporters, some of whom spoke in support of new courts during the public comment period. PenMet board members were supportive, but requested that GHBV return after obtaining evidence of commitment from the City.

City of Gig Harbor – Sports Complex

Many volleyball supporters attended a special City Parks Commission meeting input on April 4th, 2018 for public input on the Sports Complex. As a result initial plans for the Sports Complex included four sand volleyball courts. Subsequently, on April 11th, the Parks Commission unanimously recommended four sand volleyball courts be included in the design for early phase construction. Recognizing the urgency of the need, the recommendation included a statement that the plan should be revisited if the sand courts could be built significantly sooner near the current sand courts. The recommendation letter can be found in City Parks Commission records. The resulting Sports Complex master plans included four sand volleyball courts until City staff decided that additional courts would be better placed and could be built sooner near the current sand courts, and sand volleyball courts were removed from the Sports Complex plan. At the June 6, 2018 meeting, the Parks Commission unanimously passed a recommendation to City Council that *“up to two temporary sand volleyball courts are looked into [being] placed behind or next to the Masonic Lodge.”*

Online Survey

On January 31, 2019, GHBV created a survey soliciting support for additional sand volleyball courts. By Feb 12th, 215 responses had been logged. Results for the first 100 respondents are:

Age	%
29 or younger	19.2
30 to 49	49.5
50 or older	31.3

Gender	%
Female	43
Male	57

Location	%
Gig Harbor Peninsula	63
Kitsap Peninsula	10
Other Pierce County	16
King County	8
Out of State	2

Other Sand Court Users

The current courts are used for purposes other than volleyball. At least one local CrossFit group plays medicine-ball games weekly on the courts in the Summer. Also, the sand courts are a favorite venue for groups playing Spikeball, and children are often found playing in the sand at the corner of the courts. Additional courts will give these groups more opportunities to play without interrupting volleyball play.

BMX Track Users Consulted

The City selected a site for the new sand volleyball courts where a BMX track is currently located. This track has very rarely been used over the years and by only a few individuals. Local BMX riders were consulted at a meeting with Gig Harbor City Council members at the site in November 2017 where they explained that the current facility is not used because the site and design and dirt are not appropriate.

BMX enthusiasts were later invited to the December 2017 Parks meeting where they advocated improving or moving the BMX park. The City is continuing a conversation with BMX users and has allocated 2019 funding to construct a pump track near the City's skate park. Also, a replacement BMX track will be considered in the 2019 visioning and master planning for Crescent Creek Park.

- d. Are there any other conditional funds involved in this project such as state or federal grant funds?
 No. Complete project funding will primarily depend upon grants, City donations of cash and materials, and also upon discounts from local businesses. Many of these discounts have already been secured.
- e. For recreation projects, describe the on-going plan for this recreation activity and provide a budget projection for at least 3 years?
 Not applicable.

4. Workplan

List in chronological order the major, but specific, steps or key activities you will take to complete your project. Next to the activity, identify who will be responsible, and list the date (month/year) you estimate it will be completed.

Activity	Responsible Person/Group	Completion Date
Submit 2019 PEG grant application	GHBV/Gregg Vermillion	2/12/2019
Solicit PenMet Parks Support	GHBV/Chris Nelson	2/20/2019
Approval of 2018 PEG grant	PenMet Parks Board	3/4/2019
Final design and permitting complete	GHBV and City of GH staff	4/8/2019
Finalize contracts for procurement of material and services	GHBV	4/15/2019
Excavation and grading of court site	GHBV and City of GH	June 2019
Court construction	GHBV	July 2019

5. Project Budget

① Description of Item	② Source for Cost (Vendor)	②a Quantity	③b Unit Cost	Community Match		⑥ Total Cost (②+⑤) & sales tax
				⑤ Donated Materials, Cash & Labor	⑤* Your Cash Expended	
Hillside Clearing and Tree Extraction	GHBV Labor	51	\$ 30.46	\$ 1,553.46	\$ -	\$ 1,553.46
City of GH grading plan review	City of Gig Harbor	1	\$ 510.00	\$ 510.00	\$ -	\$ 510.00
City of GH grading inspection	City of Gig Harbor	1	\$ 1,155.00	\$ 1,155.00	\$ -	\$ 1,155.00
Excavation and Grading Labor	City of Gig Harbor	1	\$ 5,600.00	\$ 5,600.00	\$ -	\$ 5,600.00
Terracing	City of Gig Harbor	1	\$ 1,500.00	\$ 1,627.50	\$ -	\$ 1,627.50
Excavation and Grading Equip Rental	City of Gig Harbor	1	\$ 2,500.00	\$ -	\$ 2,500.00	\$ 2,500.00
Concrete Curb 8" Tall - material	Mangata Construction	1	\$ 3,745.00	\$ -	\$ 4,063.33	\$ 4,063.33
Concrete Curb 8" Tall - labor	Mangata Construction	1	\$ 5,617.50	\$ -	\$ 6,094.99	\$ 6,094.99
Utilities - sprinkler materials	HomeDepot.com	1	\$ 500.00	\$ -	\$ 542.50	\$ 542.50
Utilities - sprinkler labor	GHBV Labor	12	\$ 30.46	\$ 365.52	\$ -	\$ 365.52
Lighting Infrastructure	HomeDepot.com	1	\$ 500.00	\$ -	\$ 542.50	\$ 542.50
Lighting trencher rental	United Rental	1	\$ 249.00	\$ -	\$ 270.17	\$ 270.17
Dirt Backfill	City of Gig Harbor	1	\$ 1,700.00	\$ 1,700.00	\$ -	\$ 1,700.00
Dirt Backfill	GHBV Labor	24	\$ 30.46	\$ 731.04	\$ -	\$ 731.04
Monson Net System	VolleyballUSA.com	2	\$ 2,795.75	\$ -	\$ 6,066.78	\$ 6,066.78
Net system Install - Labor	GHBV Labor	12	\$ 30.46	\$ 365.52	\$ -	\$ 365.52
Net system Install - Equip Rental	United Rental	1	\$ 78.00	\$ -	\$ 84.63	\$ 84.63
Net system - Concrete Sonotubes	HomeDepot.com	4	\$ 9.75	\$ -	\$ 42.32	\$ 42.32
Drain Fabric in sq yds	Dakine Donation	200	\$ 1.00	\$ 217.71	\$ -	\$ 217.71
Drain Fabric in sq yds	HD Fowler verbal quote	2000	\$ 1.00	\$ -	\$ 2,177.07	\$ 2,177.07
Drainage parts and materials	HomeDepot.com	1	\$ 1,500.00	\$ -	\$ 1,627.50	\$ 1,627.50
Drainage Gravel - material	Purdy Topsoil quote	120	\$ 26.75	\$ 240.00	\$ 3,242.85	\$ 3,482.85
Drainage Gravel - hauling	Purdy Topsoil quote	120	\$ 6.00	\$ -	\$ 781.20	\$ 781.20
Gravel Spreading	City of Gig Harbor	1	\$ 600.00	\$ 651.00	\$ -	\$ 651.00
Beach Sand	City of Westport	384	\$ 3.00	\$ -	\$ 1,249.92	\$ 1,249.92
Sand Load, Haul, Dump - Non Labor	MillerDirt.com	384	\$ 32.25	\$ 3,695.00	\$ 8,688.00	\$ 12,383.00
Sand Load, Haul, Dump - Labor	MillerDirt.com	384	\$ 5.00	\$ -	\$ 1,920.00	\$ 1,920.00
Sand Spreading	City of Gig Harbor	1	\$ 1,200.00	\$ 1,200.00	\$ -	\$ 1,200.00
Sand Spreading	GHBV Labor	24	\$ 30.46	\$ 731.04	\$ -	\$ 731.04
Final Perimeter Grading	City of Gig Harbor	1	\$ 600.00	\$ 600.00	\$ -	\$ 600.00
Final Perimeter Grading	GHBV Labor	72	\$ 30.46	\$ 2,193.12	\$ -	\$ 2,193.12
Permanent Tall Netting Material	All Sports	3585	\$ 0.33	\$ -	\$ 1,274.88	\$ 1,274.88
Permanent Tall Netting Poles	Viking	1	\$ 4,394.00	\$ -	\$ 4,767.49	\$ 4,767.49
Permanent Tall Netting Install	GHBV Labor	48	\$ 30.46	\$ 1,462.08	\$ -	\$ 1,462.08
Jute Erosion Control Cloth	Amazon	81	\$ 3.50	\$ -	\$ 309.20	\$ 309.20
Hydroseed	JDM Corp	13000	\$ 0.10	\$ -	\$ 1,410.50	\$ 1,410.50
Shed, tiller, tools	HomeDepot.com	1	\$ 2,516.69	\$ -	\$ 2,730.61	\$ 2,730.61
Concept design, costing, fundraising	GHBV Labor	300	\$ 30.46	\$ 9,138.00	\$ -	\$ 9,138.00
Cost Uncertainty and Contingency		1	\$ 4,000.00	\$ -	\$ 4,000.00	\$ 4,000.00
Cash Donations:	PAA			\$ 9,000.00	\$ (9,000.00)	\$ -
	GGHF			\$ 1,500.00	\$ (1,500.00)	\$ -
	Businesses			\$ -	\$ -	\$ -
	Community			\$ -	\$ -	\$ -
	City Of Gig Harbor			\$ 12,000.00	\$ (12,000.00)	\$ -
				\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -
TOTALS:				\$ 56,235.99	\$ 31,886.42	\$ 88,122.41
50% of Project Total						\$ 44,061.21
Grant Amount Requested: Least of Col. 4 or 5 or 50% Col. 6						\$ 31,886.42
Previous Reimbursement						
Reimbursement Amount Requested: <u> </u> 50% or <u> </u> X100% ***					\$ 54,386.42	\$ 31,886.42

* Grant request cannot exceed Column 4 or Column 5 total or 50% of Column 6 total.

** Record donated cash as a positive donation in column 4 and a negative (used to purchase materials) in column 5. Include cash donation amount in project total, column 6.

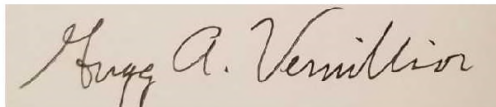
6. Donation Pledged/Secured Form (please photocopy if additional space is needed).

The individuals, businesses, or organizations listed below commit to donate the following items to the Community Matching Grant Project.

Type of work or materials	Person or Group	Waiver Signed	Date	# of Hours (\$26.72/hr)	\$ Value
Cash Donation	PAA		Aug 2018		\$9,000
Drain Fabric	Dakine Volleyball		Jan 2018		\$218
Cash Budget Allocation	City of Gig Harbor		Nov 2018		\$12,000
Cash Grant	Greater Gig Harbor Foundation		Dec 2018		\$1,500
Permit review and inspection fees	City of Gig Harbor		Apr 2019		\$1,655
Excavation, Grading, and Sand Spreading	City of Gig Harbor		Jun 2019		\$11,379
Dune Hillside Scraping and Sand Hauling Community Service Discount	Miller Dirt		Jul 2019		\$3,695
Gravel Community Service Discount	Purdy Topsoil		Jul 2019		\$240
Volunteer labor	GHBV and Community Volunteers		Jun-Jul 2019	543	\$16,540

Total value of match secured this page (should match column 5.4) \$56,237

The signatory declares that the information provided in this application is accurate and complete to the best of their ability, that s/he is the representative of the applicant organization and will assure that any funds received as a result of this application are used only for the purposes set forth herein; that a majority of the members of the organization support this project.



Signature of Project Coordinator

10 February, 2019
Date



Peninsula Metropolitan Park District

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

To: Peninsula Metropolitan Park District Board of Commissioners
From: Ed Lewis, Construction Project Manager
CC: Richard Fink II, Executive Director
Date: February 7, 2019
Subject: **A&E Agreement (Community Recreation Center)**

In consideration of the new Community Recreation Center, an RFQ was issued for an Architectural and Engineering Firm. A timeline for the RFQ process is listed below:

- 11/20/2018 Date Issued
- 12/03/2018 Deadline for Clarifications
- 12/07/2018 Proposals Accepted Until 4pm
- 12/07/2018 7 Proposal Received
- 12/8-12/12/2018 Selecting Period

The following firms responded to the RFQ:

- Casey & DeChant
- Helix Design Group
- Snodgrass Freeman Architect
- James Guerrero Architect
- Innova Architect
- ARC Architect
- SHKS Architect

Proposals were evaluated using a factored scoring methodology. Items considered included: Project Approach/Methodology, Project Management, Proposer Experience Level, Outcomes and Performance Measurements, and Office Location. Scoring was issued as 1 through 5, with 1 being the least and 5 being the highest.

All respondents who submitted a proposal and were not selected for the contract award were offered an opportunity to request a debriefing. None did.

The firm of Snodgrass Freeman Architects were selected due to scoring the highest, a diverse background in in development and design, a past relationship with PenMet Parks, a local office, and they were the only firm with a background in large recreation projects.

The scoring sheet is attached with this memo.

A resolution in support of the A&E Agreement is attached.

PenMet Parks Board of Commissioners

Maryellen "Missy" Hill
President

Amanda Babich
Clerk of the Board

Todd Iverson
Commissioner

Kurt Grimmer
Commissioner

Steve Nixon
Commissioner



Peninsula Metropolitan Park District

RESOLUTION NO. R2019-001

A RESOLUTION OF PENMET PARKS AUTHORIZING THE EXECUTIVE DIRECTOR TO SIGN A CONTRACT FOR ARCHITECTURAL & ENGINEERING AGREEMENT

WHEREAS, the Peninsula Metropolitan Park District (PenMet Parks) was formed in May 2004 by a vote of the people; and

WHEREAS, RCW 35.61 authorizes and establishes the powers of a metropolitan park district including delivery of parks and recreation services; and

WHEREAS, PenMet Parks selected Snodgrass Freeman Architects for the design and development of a Community Recreation Center (CRC) at 2416 14th Ave NW, Gig Harbor, WA 98335 (location); and

WHEREAS, the PenMet Parks Board of Commissioners has determined that the location is suited for the CRC along with other park and recreation elements needed for the community; and

WHEREAS, PenMet Parks needs a site plan, landscaping plan, as well as support services related to the site; and NOW THEREFORE BE IT

RESOLVED, by the Board of Park Commissioners that the Executive Director be authorized to sign an agreement with Snodgrass Freeman Architects to provide design and support services to the District.

The foregoing resolution was adopted at a regular meeting of the Board of Park Commissioners of the Peninsula Metropolitan Park District held on February 11, 2019.

President

Clerk
Peninsula Metropolitan Park District Commission

Attest

Resolution R2019-001

RFQ for Architecture/ Engineering Services, RFQ # 2018.01

PenMet Parks Community Recreation Center

7 RFQ's Received 12/7/2018:

Architects Companies	Project Approach	Project Management	Proposer Experience	Performance Measurement	Office Location	Totals
Casey + DeChant:	3	3	4	4	3	17
Helix Design Group:	4	4	3	4	4	19
Snodgrass Freeman:	4	5	5	4	5	23
James Guerrero Architect:	3	4	3	3	4	20
Innova Architect:	4	3	5	4	3	19
ARC Architect:	4	3	4	3	3	17
SHKS Architect:	4	3	5	4	3	19

Scoring: 25 Maximun

Scoring and Reviews done 12/12/2018