



Peninsula Metropolitan Park District

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

REGULAR MEETING AGENDA

January 06, 2026, 6:30 PM

PenMet Parks District Headquarters - 2416 14th Ave NW, Gig Harbor, WA 98335

Call to Order

Commissioner Roll Call:

	Present	Excused	Comment
Laurel Kingsbury, President			
William C. (Billy) Sehmel, Clerk			
Kurt Grimmer			
Steve Nixon			
Maryellen (Missy) Hill			

ITEM 1 Swearing in of Commissioners Kurt Grimmer and Laurel Kingsbury

ITEM 2 President's Report

ITEM 3 Nominations and Elections of 2026 Board Officers

ITEM 4 Executive Director's Report

ITEM 5 Special Presentations

5a. December 2025 Staff MVP (Making Values a Priority) Awards

5b. 2026 Budget Book

5c. [October 2025 Financial Report](#)

5d. [Youth and Adult Sports - Summer/Fall 2025](#)

ITEM 6 Board Committee Reports

6a. Park Services Committee

6b. Finance Committee

6c. Administrative Services Committee

6d. Recreation Services Committee

6e. Campaign Committee

6f. External Committees

ITEM 7 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



Peninsula Metropolitan Park District

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

Board Meetings. A copy of the policy is available at each meeting and at www.penmetparks.org

ITEM 8 Minutes

8a. [Approval of December 2, 2025 Special Meeting Minutes](#)

8b. [Approval of December 2, 2025 Regular Meeting Minutes](#)

ITEM 9 Consent Agenda

9a. [Approving November & December 2025 Vouchers](#)

ITEM 10 Unfinished Business

ITEM 11 New Business

11.1 **Purchasing Resolutions Requiring One Reading for Adoption**

11.2 **Single Reading Resolutions Requiring One Reading for Adoption**

11.3 [Two Reading Resolutions Requiring Two Readings for Adoption](#)

[11.3a Adopting Amended Policy P50-102: Financial Assistance Policy \(first reading\)](#)

ITEM 12 Comments by Board

ITEM 13 Next Board Meetings

January 20, 2026 - Study Session at 5:00 pm and Regular Meeting at 6:00 pm at PenMet Parks District Headquarters - 2416 14th Ave NW, Gig Harbor, WA 98335

ITEM 14 Executive Session

Executive Session for the purpose of considering the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price pursuant to RCW 42.30.110 (b).

ITEM 15 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.

Financial Review – October 2025

Board of Park Commissioners Meeting
January 6, 2026

General Fund

General Fund Revenue: Budget-vs-Actual

General Fund Revenue	Oct. 2025 Actuals	YTD 2025 Actuals	2025 Budget
Real & Personal Property Tax	3,177,074	8,107,939	8,665,018
Sales Tax	50,459	485,789	540,000
Private Harvest Tax	0	2,169	2,000
Leasehold Excise Tax	0	1,365	5,000
REET/Impact Fees	0	0	700,000
Investment Interest	41,571	502,999	250,000
Deposits Received	4,216	12,882	0
Other General Fund Revenue	0	7,156	5,000
Sale of Machinery & Equipment	0	6,971	0
Total General Fund Revenue	\$3,273,320	\$9,127,270	\$10,167,018

- Interest rates were slightly lower in October (4.205%) vs. September (4.289%). YTD investment interest income exceeds budget.
- Overall General Fund revenue is ahead of budget YTD, at 90% earned.

General Fund Expenses: Budget-vs-Actual

Expenses are under budget, at 79% expended through October YTD.

General Fund Operating Expenses by Division	Oct. 2025 Actuals	YTD 2025 Actuals	2025 Budget
Legislative	12,696	110,967	205,700
Development	19,951	178,602	256,738
Executive	55,333	583,916	566,691
Finance & IT	104,124	1,305,340	1,402,054
Administrative Services	39,324	375,056	814,178
Recreation Services	26,632	253,098	314,698
Maintenance & Operations	205,882	1,678,053	2,202,700
Park Services	75,852	659,661	735,788
Total General Fund Expenses	\$539,794	\$5,144,693	\$6,498,547

Recreation Enterprise Fund

Recreation Enterprise Fund

Revenues by Program Type

Rec Enterprise Fund Revenue	Oct. 2025 Actuals	YTD 2025 Actuals	2025 Budget
Donations	3,400	3,400	2,500
Sponsorships	13,000	68,050	60,000
Program Fees – Sports & Fitness	109,971	453,915	702,340
Program Fees – Drop Ins	8,550	37,313	96,520
Program Fees – Adaptive Recreation	295	15,538	20,860
Program Fees – Camps	1,289	304,428	272,847
Program Fees – Youth Programs	1,405	27,823	41,470
Program Fees – Adult Programs	409	12,153	16,240
Program Fees – Senior Programs	5,528	83,012	74,090
Program Fees - Events	720	6,065	4,500
Program Fees – Mini Golf	8,143	99,731	92,113
Other Recreation Revenue	0	169	0
Total Rec Enterprise Fund Revenue	\$152,710	\$1,111,597	\$1,383,480

80% of budgeted revenue is earned through October YTD. We will continue to see revenue from Recreation Fall & Winter programming through the end of the year.

Recreation Enterprise Fund

Revenues by Program Type



Through October YTD, revenue is ahead of budget in:

- Events (135%)
- Camps (112%)
- Senior Programs (112%)
- Mini Golf (108%)

Recreation Enterprise Fund

Expenses by Program Type

Actual expenses are under budget at 74% expended through October. Fall & Winter Rec programs will put expenses closer to budget through the end of the year.

Recreation Enterprise Fund Expenses	Oct. 2025 Actuals	YTD 2025 Actuals	2025 Budget
General Recreation Expenses	41,023	293,918	301,285
Sports & Fitness	53,316	339,001	653,357
Drop Ins	288	1,253	32,332
Adaptive Recreation	8,226	67,622	82,061
Camps	12,594	260,605	314,350
Youth Programs	7,404	67,886	81,226
Adult Programs	4,793	26,740	17,947
Senior Programs	14,518	125,650	175,921
Events	24,178	181,018	173,078
Mini Golf	2,371	22,534	51,535
Total Rec Enterprise Fund Expenses	\$168,711	\$1,386,227	\$1,883,092

Facility Enterprise Fund

Facility Enterprise Fund Revenue: Budget-vs-Actual

Facility Enterprise Fund Revenue	YTD 2025 Actuals	2025 Budget
Facility Rental Fees – Admin Bldg	0	0
Facility Rental Fees – Rec Center	28,097	122,960
Park & Field Rental Fees	99,876	210,700
Facility Rental Fees	50,943	120,000
Long Term Golf Course Lease	204,685	72,000
Housing Lease	18,495	11,097
Concessions	7,093	2,500
Concessions - Leased	35	0
Total Facility Enterprise Fund Revenue	\$409,224	\$539,257

- 76% of budgeted revenue is earned through October YTD.
- Revenue from the golf course and housing lease, as well as concessions, exceeds budget.

Facility Enterprise Fund

Revenue by Park/Fields

- Through October YTD, rental income from athletic fields was the highest earned (~\$82K), followed by athletic courts (~\$11K).



Facility Enterprise Fund

Revenue by Facility



- Through October YTD, rental income for the SHP Volunteer Vern Pavilion was the highest (~\$28K), followed by Arletta/Hales Pass (~\$12K) & Rosedale Hall (~\$11K).

Facility Enterprise Fund Expenses: Budget-vs-Actual

Facility Enterprise Fund Expenses	YTD 2025 Actuals	2025 Budget
Wages & Benefits	398,692	513,782
Professional Services	4,766	10,000
Operating Supplies – Facilities	15,268	20,000
Operating Supplies – Concessions	3,190	0
Operating Supplies – Golf Course	8,634	0
Minor Equipment – Facilities	10,058	10,000
Sales Tax – Facilities	14,428	38,879
ActiveNet Fees – Facilities	5,247	13,610
ActiveNet Fees – Concessions	63	0
Total Facility Enterprise Fund Expenses	\$460,346	\$606,271

76% of FEF expenses are expended to budget through October YTD. With the Recreation Center opening & supporting labor hired, we are trending towards budget as the year progresses.

Capital Fund

Capital Fund



Recreation Center

- \$7M



Mini Golf Course Upgrades

- \$416K



DeMolay – Island Blvd.

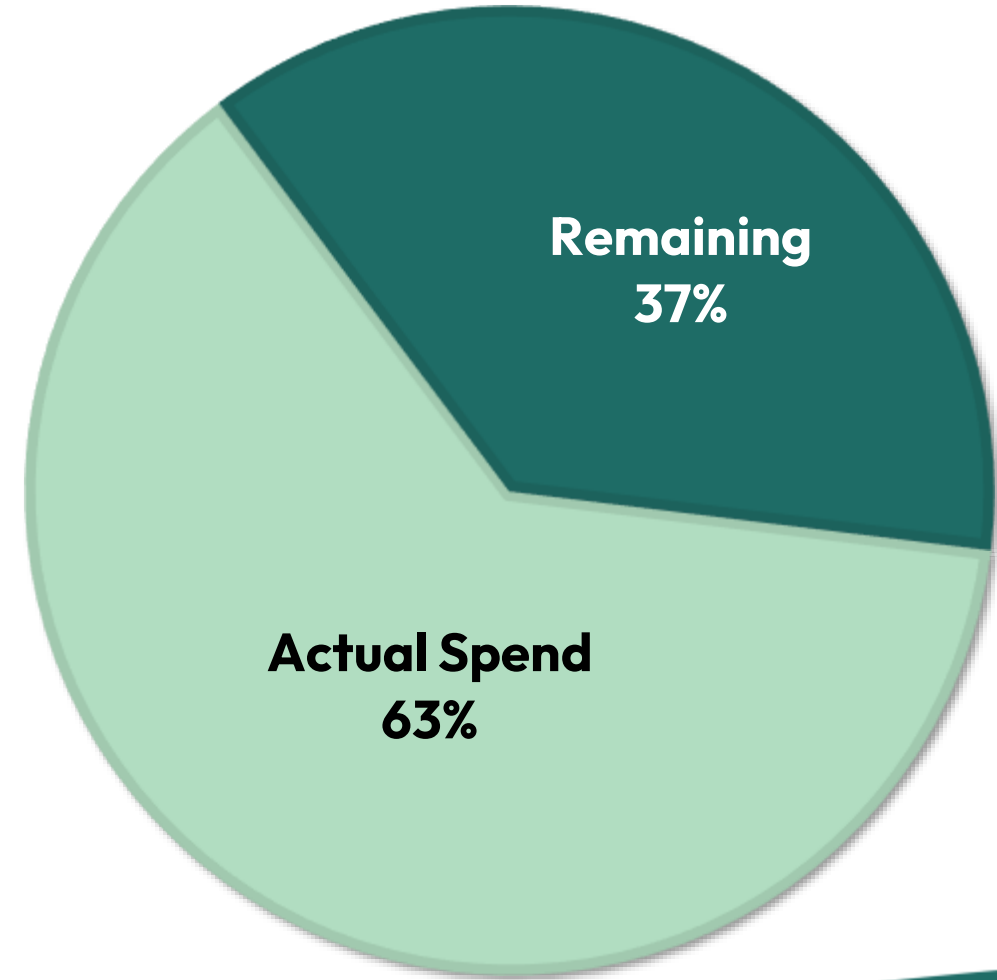
- \$308K

The 2025 Capital Budget is ~\$3.15M. \$8.67M is spent through October YTD.

Capital Fund Carryforward

ACTUAL SPEND VS. CAPITAL CARRYFORWARD

- There is \$13,759,085 carryforward in the Capital Fund from previous budgets.
- ~\$7MM of that amount is for the Recreation Center.



Questions?

Youth & Adult Sports Recap

Summer – Fall 2025

Youth Sports Philosophy

Everybody Plays

PenMet Parks youth sports offer opportunities for all to participate regardless of income or athletic ability.

The Joy of Being Active

PenMet Parks youth sports focuses on building character, building community, and creating memorable experiences.

Building Community Through Sports

PenMet Parks youth sports are more successful when everyone is engaged: kids, coaches, staff, and parents.

Soccer 2025



Participation: 2024 vs 2025

Age Group	2024 Totals	2025 Totals
Kinder/1st Grade	109	115
2nd/3rd Grade	124	111
4th/5th Grade	88	78
Middle School	41	58
Total	362	362

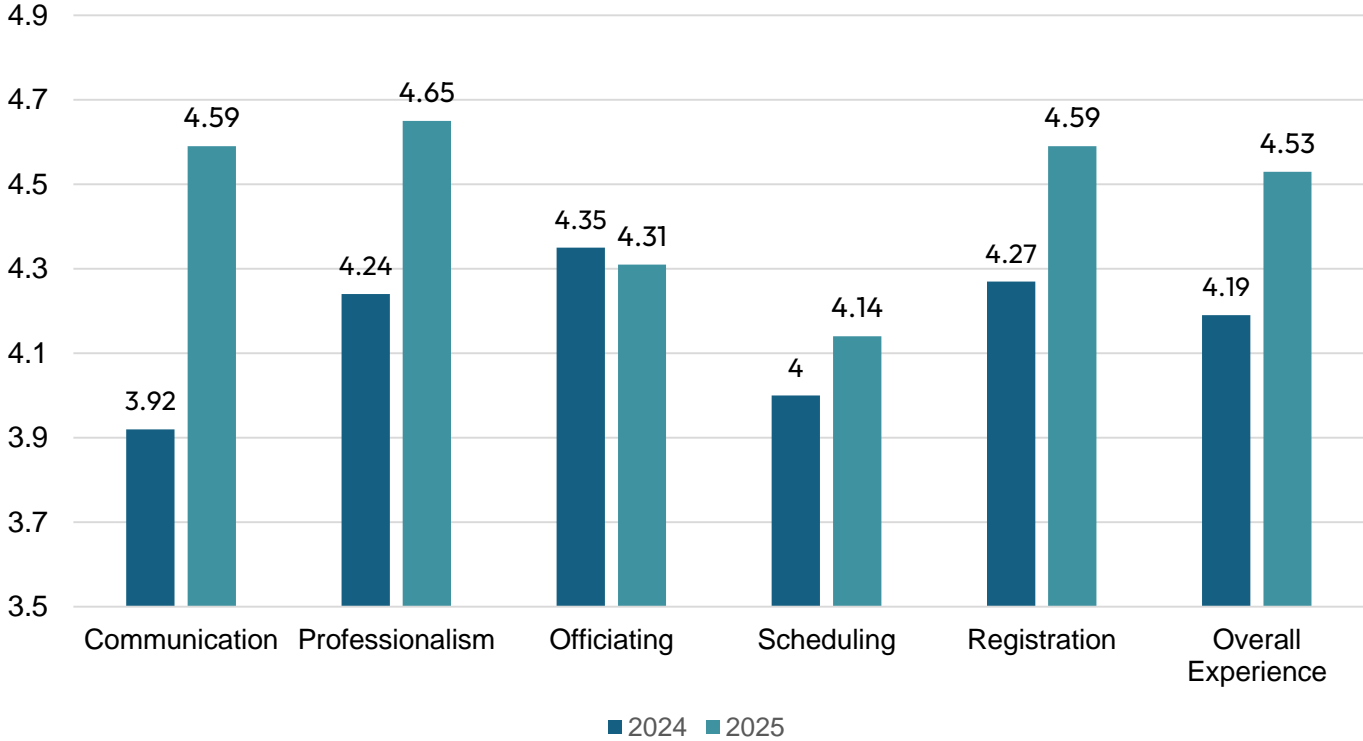
Totals	2024	2025	Difference
Participants	362	362	0%



Soccer Survey Results

Category	2024	2025	Change
Communication	3.92	4.59	+.67
Professionalism	4.24	4.65	+.41
Officiating	4.35	4.31	-.04
Scheduling	4	4.14	+.14
Registration	4.27	4.59	+.32
Overall Experience	4.19	4.53	+.34

2025: 13.5% survey response rate (49)



Soccer – Positive Feedback

- “Way more organized this year! Showing up to a table and folks that gave good directions, answered questions, came and checked in with the teams and oversaw the games was a big difference. Alicia did an incredible job this year and it was a really great experience.”
- “I loved the consistent time schedule, every Saturday at 3pm. It worked out really well to have it be consistent.”
- “My son had taken a long break after getting burnt out on club soccer. He decided to try rec because his friends were. It was a great casual experience to help remind him of his love for soccer. We'll definitely be back next year!”
- “The coaches feedback so positive and really helped my daughter grow. The team aspect and working with other girls on the team.”
- “This was our first soccer experience and it was a blast!! My son loved it and we did too!!”

Program Enhancements

2025 Season

- Middle School had enough participants to split into a boy's division and girl's division.
- Moved games to Saturdays to match the rest of our youth sports leagues.
 - 73% of survey responses preferred the weekend game format.
- All teams practiced on the turf field at Sehmel during the week.
 - With the lights on the turf, team practice times did not need to be adjusted for Daylight Savings Time.

Looking Ahead to 2026

- Parent Feedback: Boys dominate play on co-ed teams
 - Explore splitting Kinder/1st grade division into a boy's division and girl's division.
- Parent Feedback: Dislike playing until mid-November
 - Explore starting and ending the season earlier.
- NEW Youth Indoor Soccer League – Spring 2026!

NEW Indoor Flag Football – 2025



2025 Season

- 2025 season was 10 weeks long.
- 10 Teams across 3 age divisions.
- Brought flag football indoors.
- New rules to keep fast pace of play and increase scoring opportunities.

Age Group	2024 Totals	2025 Totals
2nd/3rd Grade	24	31
4th/5th Grade	50	33
Middle School	33	26
Total	107	90



Indoor Flag Football Survey Results

Category	2024	2025	Change
Communication	4.41	4.62	+.21
Professionalism	4.88	4.85	-.03
Officiating	4.94	4.85	-.09
Scheduling	4.12	4.77	+.65
Registration	4.69	4.85	+.16
Overall Experience	4.59	4.77	+.18

2025: 14.4% survey response rate (13)



Indoor Flag Football – Positive Feedback

- “The indoor facility has been amazing.”
- “We had a volunteer coach from PenMet and he was fabulous... he was great with the kids and made it really fun for them.”
- “So much fun! We loved it!”
- “Coach Matt has always been great at working with all the kids, keeping it fun and fair, and helping them grow.”
- “Great season! Thank you all at PenMet”



Looking Ahead

Looking Ahead to 2026

- Splitting divisions into boy's and girl's divisions:
 - Opportunity to serve as a feeder program for high school flag football.
- Parent Feedback: We want to play too!
 - Adult Indoor Flag Football League offered this Winter.



Junior All Stars (Pre-K)



Participation: 2024 vs 2025

Program Overview:

- Training sessions focused on skill development.
- Building a curriculum that focuses on skill development while keeping the participants engaged.

Changes made in 2025:

- Training sessions held at Harborstone Field.
- Recreation Instructors led training sessions
 - Two weeknight training sessions.
 - Two Saturday morning training sessions.



2024 Totals	2025 Totals	Difference
40	71	+77.5%

Feedback and Looking Ahead for 2026

Category	Average Rating (1-5)
Communication	3.94
Professionalism	4.12
Coach Experience	4.06
Registration	4.31
Overall Experience	3.9

2025: 23.9% survey response rate (17)

Moving forward the registration pages will provide more clarity about what the Junior All Stars program offers:

- Focus on skill development, not game play.
 - Main goal is to introduce basic skills of each sport and improve on them throughout the program.
- Prioritize staffing consistency:
 - This age group needs to see familiar faces week to week.

Adult Sports 2025



2025 Summer-Fall Adult Sports

Adult Softball

- 10 Week Season.
- Weekly games on Sundays, Tuesdays, or Wednesdays.
- 25 Teams (22 teams in 2024).

New Adult Sport Leagues:

- **Indoor Co-Ed Soccer**
 - 9 Weeks.
 - Sunday afternoon games.
 - 8 Teams.
- **4-on-4 Men's Basketball**
 - 10 weeks.
 - Monday Nights / 2 games per night.
 - 4 Teams.



Indoor Soccer Feedback

- “This was so fun! Thank you for putting this on. I was hoping to play in a less competitive league, but I also understand there weren't enough teams to make that happen. Looking forward to next season. Thank you!!!”
- “Thank you for organizing and putting together free agent teams. If you had a weekly pick-up adult league, I think that could be fun as well.”
- Many responders requested to move from 7v7 to 6v6 on the field. Starting in Winter 2026, all indoor leagues will be 6v6.



Looking Ahead

2026 Annual Youth Sports Calendar

SPORT	REGISTRATION	FEES	GRADE	LENGTH	SEASON DATES
Baseball	In-District: 2/4 Out-of-District: 2/11	In-District: \$160 Out-of-District: \$192	K-8	10 weeks 8 games	3/30 – 6/19
Outdoor Flag Football	In-District: 2/4 Out-of-District: 2/11	In-District: \$110 Out-of-District: \$132	2-8	6 weeks 5 games	4/4 – 5/16
Indoor Soccer	In-District: 2/4 Out-of-District: 2/11	In-District: \$110 Out-of-District: \$132	2-8	6 weeks 5 games	4/6 – 5/30
Volleyball	In-District: 2/4 Out-of-District: 2/11	In-District: \$110 Out-of-District: \$132	4-8	6 weeks 5 games	4/27 – 6/6
Soccer	In-District: 6/10 Out-of-District: 6/17	In-District: \$160 Out-of-District: \$192	K-8	10 weeks 8 games	9/14 – 11/21
Indoor Flag Football	In-District: 6/10 Out-of-District: 6/17	In-District: \$160 Out-of-District: \$192	2-8	10 weeks 8 games	9/12 – 11/14
Basketball	In-District: 10/21 Out-of-District: 10/28	In-District: \$160 Out-of-District: \$192	K-12	10 weeks 8 games	1/11 – 3/20

2026 Youth Sports at the Recreation Center

- Volleyball
 - Spring League
 - Grades 4 - 8
- Indoor Soccer
 - Spring League
 - Grades 2-8
- Pickleball
 - Spring/Summer League
 - Grades 6-12
- Sports Camps
 - Summer
 - Ages 5-16
- Indoor Flag Football
 - Fall League
 - Grades 2-8



2026 Adult Sports at the Recreation Center

- Basketball
 - Continue Men's 4-on-4 league format.
 - Consider expanding to add Coed and Women's divisions if there is enough interest.
- Volleyball
 - 2025 built interest with drop-in play.
 - Hoping to further develop into league play in 2026.
- Pickleball
 - 2025 has seen community interest in drop-in play and workshops.
 - Potential for league/tournament play in 2026.
- Indoor Soccer
 - Customer feedback suggested weeknight leagues with Men's, Women's and Coed divisions (year-round).
- Indoor Flag Football
 - Customer feedback suggested offering adult coed indoor flag football.



Thank You

Questions?



Peninsula Metropolitan Park District

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

STUDY SESSION – MINUTES

December 02, 2025, 5:00 PM

PenMet Parks District Headquarters - 2416 14th Ave NW, Gig Harbor WA 98335

Call to Order Time: 5:00 pm

Commissioner Sehmel will preside over tonight’s meeting.

Commissioner Hill is appointed Clerk for this meeting.

Commissioner Roll Call:

	Present	Excused	Comment
Laurel Kingsbury, President		X	
William C. (Billy) Sehmel, Clerk	X		
Kurt Grimmer	X		
Steve Nixon	X		
Maryellen (Missy) Hill	X		

Quorum? Yes

ITEM 1 Board Discussion

- 1a. Proclamation Recognizing Olympic Civic Services as the Recipient of the 2025 Betty Lilienthal Advocacy Award
- 1b. Presentation of the 2025 Betty Lilienthal Advocacy Award

ITEM 2 Adjournment Time: 5:40 pm

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.

Approved By the Board on _____

, Board President

, Board Clerk

Attest: Amanda Walston, Board Secretary



Peninsula Metropolitan Park District

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

REGULAR MEETING AGENDA – MINUTES

December 02, 2025, 6:00 PM

PenMet Parks District Headquarters - 2416 14th Ave NW, Gig Harbor, WA 98335

Call to Order Time: 6:06 pm

Commissioner Roll Call:

	Present	Excused	Comment
Laurel Kingsbury, President	X		
William C. (Billy) Sehmel, Clerk	X		
Kurt Grimmer	X		
Steve Nixon	X		
Maryellen (Missy) Hill	X		

Quorum? Yes

ITEM 1 President's Report

A well-known pillar of our soccer community, Drago, recently passed away. Family and friends gathered at the Rec Center for a memorial and sharing open play time on the pitch. The District received very positive feedback on the event and community space for a very meaningful celebration of life.

ITEM 2 Executive Director's Report

Executive Director, Ally Bujacich, provides a brief recap of 2025, noting the year kicked off ambitious goals that mirrored our community's priorities and goals and meaningful; progress has been made, thanks to staff, Commissioners, donors, sponsors, the community, our partners and organizations.

Executive Director Bujacich reviews significant progress and work completed on the Strategic Plan, and Parks, Recreation and Open Spaces (PROS) Plan, and publication of the Annual Report.

Other notable accomplishments include increasing strategic, which has generated approximately \$500,000 in interest income this year which supports Capital Projects; the Public Records program has seen major progress and success; the District was also recognized as recipients of the Washington Parks and Recreation Association Spotlight Award for Facilities, Parks, and Trails for the Rosedale Hall, the Forevergreen Trails Award for the Cushman Trail Project, and an Honorable Mention for Community Impact in the American Institute of Architects Washington Civic Design Award program for the Arletta Schoolhouse Renovation.

Thanks to the collective efforts of staff, volunteers, park district supporters and stakeholders, our Board and our community for helping us achieve so much.

Commissioner Comments: Thank you for sharing this inspiring and exciting view of all we have done together; Thank you Executive Director Bujacich and staff for your dedication, leadership and the good work you do. This is an exciting time for



Peninsula Metropolitan Park District

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

PenMet; Thank you for your dedication in serving our community over the past year, we are full steam ahead and doing great things for parks district.

ITEM 3 **Nominations of 2026 Board Officers**

The Board of Park Commissioners has two officers: the President and the Clerk. Board members shall nominate a President and a Clerk from its members.

Nominations are accepted at the last meeting of the calendar year and again at the first meeting of the new calendar year. A Board member may nominate themselves for any officer position.

President Kingsbury opens nominations for the position of 2026 Board President.

Commissioner Sehmel is nominated for the position of 2026 Board President.

Seeing or hearing no further nominations for President, nominations for the 2026 Board President are continued to the next regular meeting.

President Kingsbury opens nominations for the position of 2026 Board Clerk.

Commissioner Grimmer is nominated for the position of 2026 Board Clerk.

Seeing or hearing no further nominations for Clerk, nominations for the 2026 Board Clerk are continued to the next regular meeting.

The Board shall elect its officers after the nominations have been closed and at the first meeting of the new calendar year by a majority vote. The Board members elected as officers shall then immediately take office.

ITEM 4 **Special Presentations**

4a. Veteran's Day Event Recap

Executive Director Bujacich introduces Joe Loya, a Kiwanian, and an organizer for the Gig Harbor Veteran's Day event.

Mr. Loya provides a brief presentation and recap of the work Kiwanis does in partnership with PenMet throughout the year, including the 8th Annual Veterans Day event, sponsored in part by many sponsors, including local Rotarians, the Chamber, PenMet and the community.

Mr. Loya shares video and images from the event, which is the largest indoor Veteran's Event in Washington State. The program shown in real time on dual screens for nearly 500 attendees. This year's theme was the 250th Anniversary of the Army, Marines and Navy, and District staff and Commissioners are presented with a Challenge Coin, featuring emblems of the Army, Marines and Navy.

Board Comments:

Thank you, the Board and District value your work and are proud to sponsor this event, and such a meaningful day of honor and celebration of all who served.



Peninsula Metropolitan Park District

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

We enjoy being part of the day and event; Mr. Loya has a fantastic vision, and we were glad to assist in coordinating with one of the many incredible speakers, who shared that this was by far the best indoor Veteran's Day events she has attended and it was so very well done. PenMet is honored to be part of this.

This is such a fantastic event; thank you for bringing us into this, and for the work you do making it all happen and growing bigger and better every year.

Thank you for dedication and work to honor our Veterans.

Mr. Loya thanks Commissioners and the District for their support.

4b. Special Events Recap

Director of Recreation, Tracy Gallaway, introduces Ryan Sparks, Special Event Coordinator, for presentation. Mr. Sparks thanks Mr. Loya for his service and for the support he and, along with Kiwanians, provide for the District, and many of its Special Events.

Mr. Sparks reviews the Scarecrow Festival, a legacy event the District is very proud of, with the goal of bringing the community together in a festive fall atmosphere; some highlights include pumpkin launchers, scarecrow contest, crafts, petting zoo and peewee rodeo; many generous event sponsors help make the event a success.

Budget summary shows actual wages slightly over projections, and revenue exceeded expenses. Bringing more events in-house, operating with staff and volunteers, made a big difference.

Based on community feedback, potential changes could include:

Identifying another shuttle location, this year three buses transported 297 riders this year; possible earlier start time, though extensive set-up is required we may be able to shift up by an hour; better line management targeting concession area and field entry; establishing an inclement weather plan, despite great weather this year; exploring alternatives to the pumpkin carving station and continuing internal, in-house management of more events.

Mr. Sparks reviews Trick or Trail, another popular returning event, with the goal of providing a safe, fun alternative trick-or-treating event for the community prior to Halloween. The whole team deserves recognition for working so hard and pivoting within 48 hours to bring the entire event indoors, at the Rec Center, due to inclement weather. The event turned out so well, we may consider an indoor venue going forward.

Special thanks to our generous sponsors and 20 community participants who decorated and hosted booths; other activities included free face painting and a PenMet Parks passport activity.

The event had robust attendance with 806 counted participants and came in slightly under budget, with tremendous community support.



Peninsula Metropolitan Park District

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

Some of the feedback received noted: length of 2.5 hours felt right; line management went well, indoor format was very well-received; some items to explore include flow revisions, parking and food truck options.

Board Question: Was there a limited number of booth spaces available?

Answer: Our internal estimate was 25; when we moved indoors, existing reservations limited some available court space.

Board Comments:

Thank you for the presentation; my family attended both wonderful events; we enjoyed ourselves and heard lots of good feedback about the indoor aspect as well; great work all around.

ITEM 5 Board Committee Reports

- 5a. **Park Services Committee** – has not met since last meeting
- 5b. **Finance Committee** – has not met since last meeting
- 5c. **Administrative Services Committee** – has not met since last meeting
- 5d. **Recreation Services Committee** – has not met since last meeting
- 5e. **Campaign Committee**

Met on 11/21/25.

Former Commissioner Babich attended as member of the PenMet Parks Foundation; discussed PenMet Parks Foundation Bylaws.

Discussed agreements between PenMet Parks, PenMet Parks Foundation and Greater Tacoma Community Foundation Universal Fund Agreement.

Shared Capital Campaign Update including year-end plan. Campaign is 97% complete and is working to raise last \$107,000 of \$4,000,000.

Next meeting on 12/19/25.

5f. External Committees

Tacoma Narrows Airport Advisory Commission (TNAC) met but did not have a quorum for their last meeting so no business activities.

ITEM 6 Public Comments

No Speakers

ITEM 7 Minutes

- 7a. **Approval of November 18, 2025 Study Session Minutes**
- 7b. **Approval of November 18, 2025 Regular Meeting Minutes**
- 7c. **Approval of November 19, 2025 Special Meeting Minutes**

Commissioner moved to adopt the minutes as presented.
 Commissioner seconded.

Roll Call Vote: Unanimously approved. Motion carried.



Peninsula Metropolitan Park District

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

ITEM 8 Consent Agenda

8a. Resolution C2025-032 Approving October and November 2025 Vouchers

8b. Resolution C2025-033 Authorizing the Surplus and Disposal of Personal Property

Commissioner moved to adopt the minutes as presented.
 Commissioner seconded.

Roll Call Vote: Unanimously approved. Motion carried.

ITEM 9 Unfinished Business – there is none.

ITEM 10 New Business

10.1 Purchasing Resolutions Requiring One Reading for Adoption

10.1a Resolution P2025-007 Authorizing the Executive Director to Sign the Agreement to Develop the Signage Master Plan with MIG, Inc.

Commissioner moved to adopt the resolution as presented.
 Commissioner seconded.

Director of Park Services, John Laughery, provides brief presentation, noting page 7 of the contract attachment includes a change to the authorizes signer's name from Mig, Inc. There are no other changes and no impact on the memo or resolution. Agreement will be fully within budgeted amount.

Staff recommends approval as presented;

Board Comments:

Glad to see this moving forward. It has been in the works for a long time.

Roll Call Vote: Unanimously approved. Motion carried.

10.1b Resolution P2025-014 Authorizing the Executive Director to Sign the Architecture/Engineering Agreement for Tubby's Trail Dog Park Improvements Project with Baumwelt PLLC

Commissioner moved to adopt the resolution as presented.
 Commissioner seconded.

Director of Park Services, John Laughery, provides brief presentation, noting deferred maintenance needs and improvement upgrades identified in 2022; funding approved across multiple budget cycles; initial project phase in 2025 completed; after bid submittal and public meeting, single submission selected.

Staff recommends approval as presented.

Board Question: During the last improvement, we provided an alternative for park users during the closure; will we be able to do



Peninsula Metropolitan Park District

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

so if we need to close the whole park? **Answer:** Yes, we don't have details yet, but it will be part of the design plan. **Board Comment:** The public meeting was very robust; a good deal of feedback centered on impacts of closure. **Question:** Is this the only park in the area with a separate area for small dogs? **Answer:** Yes. **Question:** Could the park be kept open during some of the improvements? **Answer:** More information and a schedule will be available as we get further into the design.

Board Question: Was there just the one public meeting? **Answer:** Yes, it was a very well-attended meeting with lots of feedback gathered, the contract allows for an additional meeting if needed. We can provide project updates along the way to communicate project scope, timeline and other updates as well as website updates.

Roll Call Vote: Unanimously approved. Motion carried.

10.2 Single Reading Resolutions Requiring One Reading for Adoption

10.2a Resolution R2025-019 Adopting PenMet Parks' 2026 Legislative Priorities

Commissioner moved to adopt the resolution as presented.
 Commissioner seconded.

Executive Director Bujacich provides brief summary of resolution and project to date, noting focus at the state level, including funding for Peninsula Gardens site to develop an inclusive playground and restrooms; also identifies pedestrian access, specifically pedestrian crossing that PenMet is required to install across 14th to the Rec Center to provide safe access to Cushman Trail area residential neighborhoods, multi-family housing and assisted living.

Roll Call Vote: Unanimously approved. Motion carried.

10.3 Two Reading Resolutions Requiring Two Readings for Adoption – there are none

ITEM 11 Comments by Board

Thank you for the report and 2025 recap. I am honestly moved by how far we've come since becoming involved in the District; Executive Director Bujacich and our incredible staff deserve a lot of credit. I also had opportunity to attend a hardhat tour of the Tacoma DeMolay Sandspit project with Pierce Conservation District (PCD), Senator Krishnadasan and Representative Richards; Project Lead, Dave Klipp, did a great job leading and explaining activity onsite and it looks incredible. This is a great improvement to bring to our community and a great opportunity for dialog with state legislators.

The new bus stop at SHP is beautiful; very pleased with staff's work and looking forward to children being able to use it.



Peninsula Metropolitan Park District

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

Thank you to staff for a wonderful ceremony celebrating Olympic Civic Services; also, thanks to our maintenance staff, we receive a thank you from a constituent and neighbor to Sehmel Homestead Park (SHP) for their very quick response and resolution during a recent situation.

ITEM 12 Next Board Meetings

January 6, 2026 - Study Session at 5:00 pm and Regular Meeting at 6:30 pm at PenMet Parks District Headquarters - 2416 14th Ave NW, Gig Harbor, WA 98335

ITEM 13 Executive Session

13a. The Board of Park Commissioners will now meet in executive session for a period of 60 minutes to discuss potential litigation to which the agency is likely to become a party when public knowledge regarding the discussion is likely to result in an adverse legal consequence pursuant to RCW 42.30.110 (i).

The estimated length of time for the executive session is 60 minutes.

The Board is not expected to take final action following the executive session.

The board is starting executive session at: 7:33 PM

The board ended the executive session at: 8:33 PM

ITEM 14 Adjournment Time: 8:34 pm

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.

Approved By the Board on _____

, Board President

, Board Clerk

Attest: Amanda Walston, Board Secretary



Peninsula Metropolitan Park District

RESOLUTION NO. C2026-001

APPROVING VOUCHERS FROM NOVEMBER AND DECEMBER 2025

WHEREAS, the Peninsula Metropolitan Park District Board of Park Commissioners approved the 2025 operating budget in Resolution RR2024-010 and the 2025 capital budget in Resolution RR2024-011 on November 19, 2024, and the amended 2025 capital budget in Resolution RR2025-002 on April 1, 2025, and the amended 2025 capital budget in Resolution RR2025-005 on September 9, 2025; 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 January 6, 2026.

Board President

Board Clerk

Attest: Amanda Walston



Attachment A to Resolution C2026-001

For the period beginning 11/25/2025 and ending 11/25/2025

Voucher # 251104001 through # 251104033 is approved for payment in the amount of \$198,425.88.

and

For the period beginning 12/02/2025 and ending 12/02/2025

Voucher # 251201001 through # 251201026 is approved for payment in the amount of \$151,385.65.

and

For the period beginning 12/09/2025 and ending 12/09/2025

Voucher # 251202001 through # 251202028 is approved for payment in the amount of \$43,562.00.

and

For the period beginning 12/16/2025 and ending 12/16/2025

Voucher # 251203001 through # 251203023 is approved for payment in the amount of \$95,036.17.

and

For the period beginning 12/22/2025 and ending 12/22/2025

Voucher # 251204001 through # 251204026 is approved for payment in the amount of \$84,989.51.



DISTRICT COMMISSION MEMO

To: Board of Park Commissioners

Through: Ally Bujacich, Executive Director

From: Tracy Gallaway, Director of Recreation Services

Date: January 6, 2026

Subject: **First Reading of Resolution RR2026-001 Adopting Amended Policy P50-102: Financial Assistance Policy**

Background/Analysis

The Board of Park Commissioners passed Resolution R2012-016 on June 4, 2012 adopting Policy P50-102: Recreation Scholarship Policy. The Board of Park Commissioners passed Resolution RR2023-001 on February 21, 2023 and Resolution RR2025-001 on April 1, 2025 amending the Policy to reduce barriers to accessing fee-based recreation programs. As a result, financial assistance provided for participants of PenMet Parks' recreation programs has increased from approximately \$4,630 in 2022 to \$33,608 in 2025, allowing more individuals in need to access high-quality recreational programming.

Staff recommend further amending the Policy to provide qualified applicants the opportunity to utilize financial assistance for youth party rentals. Specifically including youth party rental fees as eligible for financial assistance will increase access to this community benefit.

Policy Implications/Support

1. Policy P50-102: Financial Assistance Policy establishes the policy for PenMet Parks' recreation scholarship program.
2. The Board passed Resolution R2024-010 Adopting 2024 Goals and Objectives, including the objective to take measurable steps to reduce barriers to access, including increasing access to the District's financial assistance program.



Recommendation

Staff recommends the Board pass Resolution RR2026-001 adopting the amended Policy P50-102: Financial Assistance Policy at its second reading planned for January 20, 2026.

Staff Contact

If you have any questions or comments, please contact Tracy Gallaway at (253) 858-3400 or via email at tgallaway@penmetparks.org.

Attachments

Exhibit A: Resolution RR2026-001



Peninsula Metropolitan Park District

RESOLUTION NO. RR2026-001

ADOPTING THE AMENDED POLICY P50-102: FINANCIAL ASSISTANCE POLICY

WHEREAS, Policy P50-102: Financial Assistance Policy (the “Policy”) establishes the Recreation Scholarship Fund; and

WHEREAS, the Policy is intended to provide more access to Peninsula Metropolitan Park District (PenMet Parks) fee-based recreation programs by providing financial assistance to individuals in need; and

WHEREAS, by reducing the barriers for community access to fee-based programs, PenMet Parks further advances its mission; and

WHEREAS, the Board of Park Commissioners passed Resolution R2012-016 adopting Policy P50-102 on June 4, 2012, passed Resolution RR2023-001 on February 21, 2023 and Resolution RR2025-001 on April 1, 2025 amending the Policy, and wishes to further amend the Policy to ensure it continues to protect the public interest and ensure public trust

NOW THEREFORE BE IT

RESOLVED by the Board of Park Commissioners that PenMet Parks adopts the amended Policy P50-102: Financial Assistance Policy.

The foregoing resolution was heard as a first reading at a regular meeting of the Board of Park Commissioners of the Peninsula Metropolitan Park District held on January 6, 2026, and was adopted at a regular meeting of the Board of Park Commissioners of the Peninsula Metropolitan Park District held on January 20, 2026.

President

Clerk

Attest: Amanda Walston



Peninsula Metropolitan Park District

Financial Assistance Policy

Policy Number:	Resolution Number:	Date Approved:	Supersedes the following Resolutions and Policies:
P50-102	RR2026-001	January 20, 2026	RR2025-001 April 1, 2025 RR2023-001 February 21, 2023 R2012-016 June 4, 2012

Policy: Financial Assistance Policy

Purpose: This Financial Assistance Policy is intended to provide more access to Peninsula Metropolitan Park District's (PenMet Parks) fee-based recreation programs by providing financial assistance to individuals in need. In reducing the barriers for community access to fee-based programs and youth party rentals, PenMet Parks further advances its mission.

Table of Contents

Section 1. Financial Assistance Program.....	3
Section 2. Applicability	3
Section 3. Program Eligibility.....	3
Section 4. Funding	4
Section 5. Roles and Guidelines for the Financial Assistance Program	4

DRAFT

Section 1. Financial Assistance Program

The PenMet Parks Financial Assistance Program will provide supplemental funding opportunities for persons that want to participate in fee-based recreation programs and youth party package rentals and meet the eligibility requirements. Best practices, such as proactive community outreach and barrier-reducing procedures, will further serve the recreation needs of the community.

Section 2. Applicability

- A. Financial assistance will be dependent on funding availability and will be provided on a first come, first serve basis.
- B. Financial assistance will be awarded based on a tiered income eligibility structure designed to reduce barriers and enhance access. Discounts will range from 50% to 100%. The discount amounts for each eligibility tier will be reviewed and established as part of the annual budget process.
- C. Financial assistance awards will be applied at the time of program registration and are not reservable for future program registrations.
- D. Annually, a maximum award amount per eligible person, called a “cap”, will be established as part of the annual budget process. Caps, as well as the availability and applicability of financial assistance funds, will limit award amounts.
- E. In order to receive financial assistance, program applicants must meet the program eligibility requirements in Section 3, below.

Section 3. Program Eligibility

- A. Base program eligibility is based on two factors: (1) household size and (2) household income for the previous calendar year.
- B. Base program eligibility is by applicant's household status that is at, or below, ninety percent (90%) of the Median Income, established annually in the Tacoma/Pierce County HUD Metro Fair Market Rate Area Income Limits.
- C. Applicants must attest to the size, income, and location of their household when applying for financial assistance. Applicants must also attest that their participation in the program is made possible by a financial assistance award.
- D. Applicants must agree to furnish sufficient documentation of program eligibility factors per procedural requirements.
- E. Documentation of program eligibility within the past calendar year will consist of either:

1) household income and household size, or, 2) eligibility for public services that have compatible household requirements, including:

- a. Low-income Housing assistance (such as Housing Choice Vouchers and CDBG, HOME, or LIHTC funding housing)
 - b. Health and Human Services assistance (such as TANF or SNAP)
 - c. Medicaid or Washington Apple Health
 - d. Free or Reduced school meals
 - e. Head Start and Early Head Start
 - f. Government-subsidized daycare
- F. The Executive Director or designee may make exceptions to base program eligibility requirements and applicability of awards for hardships or other circumstances, based on the purpose of the Financial Assistance Policy and in compliance with state law.
- G. The Executive Director has the authority to amend program eligibility requirements, based on Financial Assistance Program goals, to include use of funding sources that specify varying eligibility standards.

Section 4. Funding

- A. PenMet Parks will endeavor to obtain funding for the Financial Assistance Program through donations from program participants, businesses, foundations, service organizations and other sources.
- B. The source of funding may result in varying eligibility conditions and award amounts.
- C. Financial assistance funding is to be allocated throughout the year, in conjunction with anticipated program registration levels to the greatest extent reasonably possible.
- D. PenMet Parks may allocate funds from the general operating budget to increase the amount available and may place additional conditions on the use of those funds.

Section 5. Roles and Guidelines for the Financial Assistance Program

- A. PenMet Parks staff shall adopt processes and procedures to administer the program based on this policy.
- B. Staff shall submit an annual report to the Board that summarizes funding sources and use, total funds paid to applicants, the number and type of requests that did, and did not, result in financial assistance, relevant demographic data, and any recommendations for program revisions including program eligibility beyond this policy.