



# Peninsula Metropolitan Park District

PO Box 425 – Gig Harbor, WA 98335  
253-858-3400 – [info@penmetparks.org](mailto:info@penmetparks.org)  
[www.penmetparks.org](http://www.penmetparks.org)

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## REGULAR MEETING AGENDA

August 02, 2022, 6:00 PM

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

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### Call to Order

### Commissioner Roll Call:

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

### ITEM 1 President's Report

### ITEM 2 Executive Director's Report

### ITEM 3 Special Presentations

- 3a. Pierce Conservation District
- 3b. [June 2022 Financial Report](#)
- 3c. Executive Director Market Analysis Presentation

### ITEM 4 Board Committee Reports

- 4a. CIP Committee
- 4b. Finance and Administration Committee
- 4c. Recreation Services Committee
- 4d. Stewardship Committee
- 4e. External Committee Reports

### ITEM 5 Public Comments:

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

### ITEM 6 Minutes

- 6a. [Approval of July 19, 2022 Study Session Minutes](#)
- 6b. [Approval of July 19, 2022 Regular Meeting Minutes](#)



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- 6c. [Approval of July 25, 2022 Special Meeting Minutes](#)
- ITEM 7 Consent Agenda
  - 7a. [Resolution C2022-017 Approval of Vouchers](#)
- ITEM 8 Unfinished Business
- ITEM 9 New Business
  - 9.1 [Purchasing Resolutions Requiring One Reading for Adoption:](#)
    - [9.1a Resolution P2022-015 Authorizing the Executive Director to Sign Change Order #5 for the Arletta Schoolhouse Renovation Project](#)
  - 9.2 [Single Reading Resolutions Requiring One Reading for Adoption:](#)
    - [9.2a Resolution R2022-006 Adopting the Amended 2022 Classification and Salary Schedule](#)
  - 9.3 Two Reading Resolutions Requiring Two Readings for Adoption
- ITEM 10 Comments by Board
- ITEM 11 Next Board Meetings

Please note there will be no Study Session or Regular Meeting on August 16, 2022. September 6, 2022 Study Session at 5:00 pm and Regular Meeting will begin at 6:00 pm at the Gig Harbor Civic Center - Council Chambers 3510 Grandview Street, Gig Harbor, WA 98335
- ITEM 12 Executive Session
  - 12a. Executive session to review the performance of a public employee.  
RCW 42.30.110 (g)
- ITEM 13 Adjournment

## BOARD OF PARK COMMISSIONERS MEETING PROCEDURES

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# 2022 JUNE FINANCIAL STATUS REVIEW

**STEPHANIE BUHRMAN**

**INTERIM DIRECTOR OF FINANCE AND ADMINISTRATION**

**AUGUST 2, 2022**

# General Fund Revenue

General Fund Revenue	2022 Budget	June Actual	June Actual YTD	Variance	% Earned YTD
Real and Personal Property Tax	7,825,858	48,782	4,307,504	3,518,354	55.04%
Sales Tax	510,000	46,686	271,537	238,463	53.24%
Private Harvest Tax	-	-	2,024	(2,024)	*
Leasehold Excise Tax	6,213	2,902	3,912	2,301	62.96%
REET Funds	120,000	-	-	120,000	0.00%
Facility Rental Fees	86,856	1,120	21,919	64,937	25.24%
Investment Interest	45,000	13,238	43,608	1,392	96.91%
Long Term Golf Course Lease	57,000	-	24,609	32,391	43.17%
Housing Rentals/Leases	42,172	4,065	24,390	17,782	57.83%
Concessions Lease Facilities	900	-	-	900	0.00%
Deposits Received	-	35	41	(41)	*
State Leasehold Receipts	-	-	282	(282)	*
Other General Fund Revenue	-	1,171	3,212	(3,212)	*
Sale of Land	-	-	-	-	0.00%
Sale of Buildings & Structures	-	-	-	-	0.00%
Sale of Other Improvements	-	-	-	-	0.00%
Sale of Machinery & Equipment	10,000	-	-	10,000	0.00%
<b>Total General Fund Revenue</b>	<b>8,703,999</b>	<b>117,999</b>	<b>4,703,038</b>	<b>4,000,961</b>	<b>54.03%</b>

# General Fund Operating Expenses By Department

General Fund Operating Expenses By Department	2022 Budget	June Actual	June Actual YTD	Variance	% Spent YTD
Legislative	184,133	1,730	51,376	132,757	27.90%
Executive	483,540	20,563	135,324	348,216	27.99%
Finance & Administration	1,097,334	79,572	455,273	642,061	41.49%
Recreation Services	271,125	21,613	75,042	196,083	27.68%
Maintenance & Operations	1,267,326	95,750	507,331	759,995	40.03%
Park Services	529,155	17,134	157,968	371,186	29.85%
<b>Total General Fund Expenses</b>	<b>3,832,612</b>	<b>236,361</b>	<b>1,382,313</b>	<b>2,450,299</b>	<b>36.07%</b>

# Recreation Revolving Fund

Recreation Revolving Fund Revenues	2022 Budget	June Actual	June Actual YTD	Variance	% Earned YTD
Interest Earned - Recreation	-	-	-	-	0.00%
Donations	1,300	-	2,080	(780)	160.00%
Scholarships	-	-	-	-	0.00%
Sponsorship	7,300	10,500	22,000	(14,700)	301.37%
Other Recreation Revenue	-	-	78	(78)	*
Transfer In from General Fund	200,000	-	-	200,000	0.00%
Park & Field Rental Fees	34,178	3,937	32,190	1,988	94.18%
Facility Rental Fees	75,888	2,538	14,865	61,023	19.59%
Program Fees - Sports & Fitness	313,653	66,922	186,663	126,990	59.51%
Program Fees - Adaptive Rec	7,845	140	1,700	6,145	21.67%
Program Fees - Camps	124,695	1,863	136,107	(11,412)	109.15%
Program Fees - Youth Programs	85,664	1,453	31,620	54,044	36.91%
Program Fees - Adult Programs	14,170	414	21,441	(7,271)	151.31%
Event Fees	25,208	-	11,171	14,037	44.32%
<b>Total Recreation Revolving Fund Revenues</b>	<b>889,901</b>	<b>87,767</b>	<b>459,916</b>	<b>429,985</b>	<b>51.68%</b>

Recreation Revolving Fund Expenses	2022 Budget	June Actual	June Actual YTD	Variance	% Spent YTD
Direct Program Cost	1,027,158	68,556	444,231	582,927	43.25%
<b>Total Recreation Revolving Fund Expenses</b>	<b>1,027,158</b>	<b>68,556</b>	<b>444,231</b>	<b>582,927</b>	<b>43.25%</b>

# Restricted Endowment Fund

Restricted Endowment Fund Revenues	2022 Budget	June Actual	June Actual YTD	Variance	% Earned YTD
Interest Revenue	-	348	599	(599)	*
<b>Total Restricted Endowment Fund Revenues</b>	<b>-</b>	<b>348</b>	<b>599</b>	<b>(599)</b>	<b>*</b>

Restricted Endowment Fund Expenses	2022 Budget	June Actual	June Actual YTD	Variance	% Spent YTD
Endowment (Investment Fee)	-	-	-	-	0.00%
<b>Total Restricted Endowment Fund Expenses</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>

# Unrestricted Endowment Fund

Unrestricted Endowment Fund Revenues	2022 Budget	June Actual	June Actual YTD	Variance	% Earned YTD
Interest Revenue	600	-	209	391	34.86%
<b>Total Unrestricted Endowment Fund Revenues</b>	<b>600</b>	<b>-</b>	<b>209</b>	<b>391</b>	<b>34.86%</b>

Unrestricted Endowment Fund Expenses	2022 Budget	June Actual	June Actual YTD	Variance	% Spent YTD
Endowment (Investment Fee)	15	-	12	3	81.40%
<b>Total Unrestricted Endowment Fund Expenses</b>	<b>15</b>	<b>-</b>	<b>12</b>	<b>3</b>	<b>81.40%</b>



# Equipment Fund

Equipment Replacement Fund Expenses	2022 Budget	June Actual	June Actual YTD	Variance	% Spent YTD
Equipment Replacement	83,275	-	-	83,275	0.00%
<b>Total Equipment Replacement Fund Expenses</b>	<b>83,275</b>	-	-	<b>83,275</b>	-

# Debt Service Fund

Debt Service Fund Expenses	2022 Budget	June Actual	June Actual YTD	Variance	% Spent YTD
Debt Service	951,758	253,379	253,379	698,379	26.62%
<b>Total Debt Service Fund Expenses</b>	<b>951,758</b>	<b>253,379</b>	<b>253,379</b>	<b>698,379</b>	<b>0</b>

# QUESTIONS & ANSWERS





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## STUDY SESSION MINUTES

July 19, 2022, 5:00 PM

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

### Call to Order: 5:00 PM

### Commissioner Roll Call:

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

Quorum: Yes

### ITEM 1 Board Discussion

1a. Public finance: levy presentation (Kim Alflen, Pierce County Levy Specialist)

PowerPoint Presentation

### ITEM 2 Adjournment time 5:55 PM

## BOARD OF PARK COMMISSIONERS MEETING PROCEDURES

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## REGULAR MEETING MINUTES

July 19, 2022, 6:00 PM

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

**Call to Order Time: 6:00 PM**

### Commissioner Roll Call:

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

Quorum: Yes

### ITEM 1 President's Report

Contact with Council Chair Young regarding Conservation Futures Fund Grant and Park Impact Fees. Attended 7/11/2022 Fox Island Community meeting via invite from Craig McLaughlin. Attended Denise Tremblay Retirement Event. Met with Pierce County Senior Policy Analyst Mike Kruger about Conservation Futures Grants.

### ITEM 2 Executive Director's Report

Updates:

1. Retirement of Adaptive Recreation Program Specialist, Denise Tremblay
2. Week Four of Summer Camps
3. Movies in the Park are an ongoing and successful partnership with the City of Gig Harbor
4. Staff has started the 2023 budget development process.
5. The Strategic Planning process is underway and is the development phase
6. The Computerized Maintenance Management System is being implemented and developing procedures and outreach

### ITEM 3 Special Presentations: None

### ITEM 4 Board Committee Reports.

- 4a. CIP Committee:** Met 7/18/2022 to interview RFQ's Candidates for Rosedale Hall. Next steps are to review projects that candidates have completed.
- 4b. Finance and Administration Committee:** Met 7/19/2022 for State of the District Update by IT Manager Jeff Foster and Interim Director of Finance and Administration, Stephanie Burhman.
- 4c. Recreation Services Committee:** Has not met since the last meeting.



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**4d. Stewardship Committee:** Met 7/18/2022 for Campaign Kickoff Meeting with Lydia LaSalle from CCS for Capital Campaign plan. Next steps, will be meeting individually with Commissioners.

**4e. External Committee Reports: None**

## ITEM 5 Public Comments:

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Public Comments were made by:

1. Linda Hume
2. Anne Smith
3. Peggy Power
4. Garrett Thompson
5. Betty Lillianthal
6. Ron Kingsbury
7. Kathleen Gyum
8. Ted Kathman
9. Tom Taylor

## ITEM 6 Minutes

**6a. Approval of July 5, 2022 Study Session Minutes**

**6b. Approval of July 5, 2022 Regular Meeting Minutes**

Commissioner moved to adopt the minutes as presented;  
 Commissioner Seconded;  
 Roll call vote: approved unanimously, motion carries.

## ITEM 7 Consent Agenda: None

## ITEM 8 Unfinished Business: None

## ITEM 9 New Business

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

**9.1a Resolution P2022-014 Authorizing the Executive Director to Sign the Engagement Letter with Summit Law Group**

Commissioner moved;

Commissioner seconded.

Staff Presentation by Executive Director Ally Bujacich

Board discussion: none

Roll call vote: approved unanimously, motion carries.



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**9.2 Single Reading Resolutions Requiring One Reading for Adoption:**  
**None**

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

**ITEM 10 Comments by Board:**

Appreciate all of the comments tonight and the time and effort it took to come to this meeting.

**ITEM 11 Next Board Meetings:**

**August 2, 2022 Study Session at 5:00 pm and Regular Meeting at 6:00 pm at the Gig Harbor Civic Center - Council Chambers 3510 Grandview Street, Gig Harbor, WA 98335**

**ITEM 12 Executive Session**

**12a. 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).**

The Board of Park Commissioners will now meet in executive session for a period of 30 minutes and is not expected to take final action.

**ITEM 13 Closed Session**

**13a. Closed meeting pursuant to RCW 42.30.140(4)**

The Board of Park Commissioners will now move into a closed session for a period of 30 minutes pursuant to RCW 42.30.140(4).

**ITEM 14 Adjournment Time: 8:18 PM**

## **BOARD OF PARK COMMISSIONERS MEETING PROCEDURES**

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## SPECIAL MEETING MINUTES

July 25, 2022, 3:00 PM

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

Call to Order Time: 3:01 PM

### Commissioner Roll Call:

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

Quorum: Yes

**ITEM 1 Public Comments: None**

**ITEM 2 New Business**

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

**Resolution R2022-005 Approving the Agreement for Sale and Purchase of Real Property**

Commissioner moved;

Commissioner seconded.

Staff Presentation by Executive Director Ally Bujacich

Board discussion: Looking forward to this opportunity.

Roll call vote: Approved unanimously, motion carried.

**ITEM 3 Next Board Meetings**

**Please note there will be no Study Session on August 2, 2022. The Regular Meeting will begin at 6:00 pm at the Gig Harbor Civic Center - Council Chambers 3510 Grandview Street, Gig Harbor, WA 98335**

**ITEM 4 Adjournment Time: 3:11 PM**

## BOARD OF PARK COMMISSIONERS MEETING PROCEDURES

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# Peninsula Metropolitan Park District

## RESOLUTION NO. C2022-017

### APPROVING VOUCHERS FROM JULY 2022

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

WHEREAS, expenditures are within the current resource projections at the fund level; and

WHEREAS, the Executive Director or his or her designee has certified that the materials have been furnished, the services rendered, or the labor performed as described, and that each claim represents a just, due, and unpaid obligation against the District;

NOW THEREFORE BE IT

RESOLVED by the Board of Park Commissioners of the Peninsula Metropolitan Park District that vouchers in the amounts and for the period indicated on Attachment "A" be approved for payment.

The foregoing resolution was adopted at a regular meeting of the Board of Park Commissioners of the Peninsula Metropolitan Park District held on August 2, 2022.

Approved By the Board on \_\_\_\_\_

\_\_\_\_\_  
Steve Nixon, Board President

\_\_\_\_\_  
Maryellen "Missy" Hill, Board Clerk

\_\_\_\_\_  
Attest: Ally Bujacich

**Attachment A to Resolution C2022-017**

For the period beginning 07/08/2022 and ending 07/08/2022

Voucher # 220701001 through # 220701014 are approved for payment in the amount of \$47,877.04.

**and**

For the period beginning 07/17/2022 and ending 07/17/2022

Vouchers #220702001 is approved for payment in the amount of \$552.50

**and**

For the period beginning 07/17/2022 and ending 07/17/2022

Voucher #220703001 is approved for payment in the amount of \$4,873.71

**and**

For the period beginning 07/17/2022 and ending 07/17/2022

Vouchers #220704001 through #220704018 are approved for payment in the amount of \$35,489.61

**and**

For the period beginning 07/19/2022 and ending 07/19/2022

Vouchers #220705001 through #220705020 are approved for payment in the amount of \$31,988.26.

**and**

For the period beginning 07/26/2022 and ending 07/26/2022

Vouchers #220707001 through #220707037 are approved for payment in the amount of \$35,305.10.



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## DISTRICT COMMISSION MEMO

**To:** Board of Park Commissioners

**Through:** Ally Bujacich, Executive Director

**From:** Denis Ryan, Director of Park Services

**Date:** August 2, 2022

**Subject:** **Resolution P2022-015 Authorizing the Executive Director to Sign Change Order #05 for the Arletta Schoolhouse Renovation Project**

### Background/Analysis

On February 1, 2022, the Board of Park Commissioners passed P2022-001 authorizing the Executive Director to execute a construction contract with Grenlar Holdings, Inc. dba Construction in the amount of \$998,000.00. Construction began in March. Change orders #01-04 were subsequently approved as summarized in the table below.

Description	Approval	Amount
CO #01: Mitigate rodent damage	Staff	\$8,205.50
CO #02: Provide new well, replace drywall, provide new drinking fountains, modify HVAC, remove concealed asphalt, install conduit for future	P2022-010	\$130,657.46
CO #03: Increase stormwater capacity	Staff	\$13,338.00
CO #04: Stormwater at pavilion, replace concrete at pavilion	RR2022-008	\$81,524.36

Staff have evaluated additional potential changes to the project scope and recommend approving Change Order #05, which would bring the construction contract amount to \$1,338,192.42. The scope of work included in Change Order #05 includes both planned and value-added work that provides public benefit. Change Order #05 is the final anticipated change order for this project and is within the approved total project budget.

Change Order #05 Description	Estimate
Exterior Log Renovation (Rot Repair, Chinking, Paint/Treatment)	\$87,400.00
Exterior Stucco (Painting/Treatment)	\$18,147.00

Concrete Stair Repair

\$920.00

**Total Change Order #05**

**\$106,467.00**

**Policy Implications/Support**

1. The Board approved Resolution P2022-001 authorizing the Executive Director to execute a construction contract for the Arletta Schoolhouse Renovation with Grenlar Holdings, Inc. dba Grenlar Construction.
2. The Board approved Resolution RR2022-008 adopting the amended project budget for the Arletta Schoolhouse Renovation.
3. This value-added work is supported by the following 2022 Goals and Objectives:  
     Goal 3. Effectively manage and maintain assets to preserve existing infrastructure and provide parks and recreation opportunities for the community.

**Staff Recommendation**

Staff recommends the Board pass Resolution P2022-015 authorizing the Executive Director to sign Change Order #05 in the amount not to exceed \$106,467.00, exclusive of Washington State Sales Tax.

**Committee Recommendation**

This action was reviewed by the CIP Committee at its July 25, 2022 meeting with a recommendation to bring this action to the full Board for its approval.

**Staff Contact**

If you have any questions or comments, please contact Denis Ryan at 253-649-5254 or via e-mail at dryan@penmetparks.org.

**Attachments:**

Exhibit A: Resolution P2022-015



# Peninsula Metropolitan Park District

## RESOLUTION NO. P2022-015

### RESOLUTION P2022-015 AUTHORIZING THE EXECUTIVE DIRECTOR TO SIGN CHANGE ORDER #05 FOR THE ARLETTA SCHOOLHOUSE RENOVATION PROJECT

WHEREAS, on February 1, 2022 the Board of Park Commissioners passed Resolution P2022-001 authorizing the Executive Director to execute a construction contract for the Arletta Schoolhouse Renovation with Grenlar Holdings, Inc. dba Grenlar Construction in the amount of \$998,000; and

WHEREAS, Change Order #01 was previously awarded in the amount of \$8,205.50, increasing the total contract amount to \$1,006,205.50; and

WHEREAS, on May 25, 2022 the Board of Park Commissioners passed Resolution P2022-010 authorizing the Executive Director to sign Change Order #02 in the amount of not more than \$138,818.00, increasing the total contract amount to \$1,145,023.50; and

WHEREAS, the actual cost of the work for Change Order #02 was \$130,657.56; and

WHEREAS, Change Order #03 was previously awarded in the amount of \$13,338.00, increasing the total contract amount to \$1,150,201.06; and

WHEREAS, on July 5, 2022 the Board of Park Commissioners passed Resolution R2022-008 adopting the amended project budget for the Arletta Schoolhouse Renovation and authorizing the Executive Director to sign Change Order #04 in the amount of \$81,524.36, increasing the total contract amount to \$1,231,725.42; and

WHEREAS, the District has evaluated the cost and public benefit of the scope of work summarized as follows and recommends incorporating it into the overall project:

<b>Change Order #05 Description</b>	<b>Estimate</b>
Exterior Log Renovation (Rot Repair, Chinking, Paint/Treatment)	\$87,400.00
Exterior Stucco (Painting/Treatment)	\$18,147.00
Concrete Stair Repair	\$920.00
<b>Total Change Order #05</b>	<b>\$106,467.00</b>

WHEREAS, the total amount of Change Order #05 exceeds the authority delegated to the Executive Director and requires approval by a resolution of the Board of Park Commissioners;

NOW THEREFORE BE IT

RESOLVED, by the Board of Park Commissioners, that the Executive Director be authorized to sign Change Order #05 for the Arletta Schoolhouse Renovation in the amount of not more than One Hundred Six Thousand Four Hundred Sixty-Seven Dollars and 0/100's (\$106,467.00), excluding applicable Washington State Sales Tax, in substantially the form attached as Exhibit "A," for a new contract total amount of \$1,338,192.42.

The foregoing resolution was adopted at a regular meeting of the Board of Park Commissioners of the Peninsula Metropolitan Park District held on August 2, 2022.

\_\_\_\_\_  
Steve Nixon, Board President

\_\_\_\_\_  
Maryellen "Missy" Hill, Board Clerk

\_\_\_\_\_  
Attest: Ally Bujacich



**Peninsula Metropolitan Park  
District**  
10123-78th Ave NW  
Gig Harbor, WA 98332  
253-858-3400

**CONTRACT CHANGE ORDER**

**No. 5**

Project Name: Arletta Schoolhouse Renovation  
Contractor Name: Grenlar Construction  
Contract Date: January 18, 2022

Request Date: July 29, 2022  
Requested By: Grenlar Construction

Description, Reason and/or Necessity of Proposed Change:

This proposal is for repair/replacement of logs that are part of the building structure and façade. The repair includes replacement of rotted logs, stripping, chinking and paint treatment for the log facade in order to enhance the aesthetics of the building and extend the integrity and permanence of the historical structure. This proposal includes painting treatment for the exterior stucco surfaces of the building to enhance the aesthetics and extend the permanence of the exterior. This proposal provides for repairs of the concrete stairs that lead to the ball field (North). New concrete walkways connect to the existing staircase. The stairs require minor chip repairs and light surfacing in order to avoid tripping hazards.

**Change Order Number: 5**

**Not to Exceed (NTE)**

• Exterior Log Renovation (Rot Repair, Chinking, Paint/Treatment)	\$ 87,400.00
• Exterior Stucco (Painting/Treatment)	\$ 18,147.00
• Concrete Stair Repair (Conc Stairs to Ball Field - Minor Repairs)	\$ 920.00

Contract Price Change:  No Change  Increase  Decrease      Total Amount: \$ **106,467.00**  
Completion Date:  No Change  Increase  Decrease      Number of Days: 60

CONTRACT SUMMARY/HISTORY		CHANGE ORDER APPROVAL
Original Contract Amount	<b>\$ 998,000.00</b>	
<i>Change Order History (Previous Additions)</i>		
Change Order No. <u>1</u>	\$ 8,205.50	
Change Order No. <u>2</u>	\$ 130,657.56	
Change Order No. <u>3</u>	\$ 13,338.00	PROJECT MANAGER _____ DATE _____
Change Order No. <u>4</u>	\$ 81,524.36	
Net - Previous Additions:	<b>\$ 233,725.42</b>	
<i>Change Order History (Previous Deductions)</i>		
Change Order No. _____	\$ -	PENMET PARKS EXECUTIVE DIRECTOR _____ DATE _____
Change Order No. _____	\$ -	
Net - Previous Deductions:	\$ -	
<i>Current Change Order Description and Cost</i>		
• Exterior Log Renovation (Rot Repair, Chinking, Paint/Treatment)	\$ 87,400.00	CONTRACTOR _____ DATE _____
• Exterior Stucco (Painting/Treatment)	\$ 18,147.00	
• Concrete Stair Repair (Conc Stairs to Ball Field - Minor Repairs)	\$ 920.00	
<b>Subtotal This Change Order Request</b>	<b>\$ 106,467.00</b>	
<b>New Contract Amount Subtotal</b>	<b>\$ 1,338,192.42</b>	notes:
<b>Sales Tax (WSST) <span style="border: 1px solid black; padding: 2px;">8.00%</span></b>	<b>\$ 107,055.39</b>	<i>period of performance extension is dependent on the availability of the log restoration company. Once on site the process is 4-6 weeks to complete. Early September is the anticipated completion date for this work.</i>
<b>New Grand Total Contract</b>	<b>\$ 1,445,247.81</b>	
New Completion Date	September 21, 2022	

This Change Order is an Amendment to the Original Contract Agreement and all contract provisions shall apply unless specifically exempted. No other agreement or modification shall apply to this contract amendment unless expressly provided herein.



# Peninsula Metropolitan Park District

PO Box 425 – Gig Harbor, WA 98335  
253-858-3400 – info@penmetparks.org  
[www.penmetparks.org](http://www.penmetparks.org)

## DISTRICT COMMISSION MEMO

**To:** Board of Park Commissioners  
**From:** Ally Bujacich, Executive Director  
**Date:** August 2, 2022  
**Subject:** **R2022-006 Adopting the Amended Annual Classification and Salary Schedule for 2022**

### Background/Analysis

Policy P30-101: Human Resources Policy provides that, with the exception of the Executive Director, each job title within the District is classified into one of the District's classifications for salary purposes, based on job qualifications, level of responsibility, difficulty, working conditions, skill, hazard, and amount of supervision required for the specific job title. Each classification is designated a particular salary or salary range shown on the District's salary and wage schedule, which is approved annually by the Board of Park Commissioners.

Compensation Connections was selected in June 2021 using a Request for Proposal process to complete a compensation survey and recommend updates to the 2022 classification and salary schedule. The Board passed Resolution R2021-031 adopting the 2022 classification and salary schedule on November 16, 2021, and passed Resolution R2022-001 adopting the amended 2022 classification and salary schedule on February 1, 2022.

Since then, staff have continued to evaluate current and future organizational resources required to meet community need and advance the District's adopted goals and objectives in 2022 and 2023. This has resulted in five new positions, which consist of reclassifying three budgeted positions and two new positions for a net addition of 2.0 FTE. The proposed HR Generalist position will replace the human resources services currently provided by an external consultant, the cost of which is budgeted in 2022.

<b>Approved Classification</b>	<b>2022 Budgeted FTE</b>
Director of Finance and Administration	1.0
Accounting Manager	1.0
Human Resources services	Consultant
Administrative Assistant	1.0



<b>Proposed Classification</b>	<b>2022 Proposed FTE</b>
Director of Finance	1.0
Director of Administrative Services	1.0
Accounting Specialist	1.0
Human Resources Generalist	1.0
Customer Service Assistant	1.0

Compensation Connections completed a market analysis for each reclassified position using the same methodology that was followed to develop the approved 2022 classification and salary schedule, using published surveys and an analysis of comparable organizations with market data aged to September 2022. A summary of the methodology used is attached as Exhibit A.

The proposed amendments to the classification and salary schedule and additional 2.0 FTE result in an estimated increase to the total budget for staff wages and benefits of approximately \$9,000 in 2022. After 2022, the annual budget impact of the proposed amended classification and salary schedule and additional 2.0 FTE is approximately \$158,000.

If approved, the updated salary and classification schedule would become effective August 3, 2022.

**Policy Implications/Support**

1. Policy P40-101: Comprehensive Financial Management Policy states, in part, the District shall establish and maintain a compensation and benefit package that is competitive with the public and private sectors to attract and retain employees necessary for providing high quality services.
2. Policy P30-101: Human Resource Policy states, in part:
  - PenMet Parks strives for fair and equitable pay programs that are competitive and financially sustainable.
  - PenMet Parks will research competitive pay for similar jobs in our labor market, to ensure that we remain aware of relevant compensation trends. We consider our labor market to be other park and recreation organizations, government agencies, and private sector employers.
  - PenMet Parks utilizes the 50th percentile of market data as its market reference point.
  - Jobs are placed into the pay range grid based on the results of the combination of external market data and internal value.
  - With the exception of the Executive Director, each job title within the District is classified into one of the District's classifications for salary purposes, based on job qualifications, level of responsibility, difficulty, working conditions, skill, hazard, and amount of supervision required for the specific job title. Each classification is designated a particular salary or salary range shown on the District's salary and wage schedule, which is approved annually by the Board of Park Commissioners.
3. The Board passed Resolution R2021-031 adopting the 2022 annual classification and salary schedule and passed R2022-001 adopting the amended 2022 annual classification and salary schedule.
4. The Board passed Resolution R2021-016 adopting goals and objectives for 2022 and R2022-003 adopting goals and objectives for 2023.

**Recommendation**

Staff recommends the Board pass Resolution R2022-006 approving the amended classification and salary schedule for 2022.

**Staff Contact**

If you have any questions or comments, please contact Ally Bujacich at (253) 858-3400 or via e-mail at [executivedirector@penmetparks.org](mailto:executivedirector@penmetparks.org).

**Attachments**

- Exhibit A: Market Analysis Methodology
- Exhibit B: Resolution R2022-006

**Exhibit A: Market Analysis Methodology**

- Conducted a base pay compensation market study utilizing published surveys. Published survey sources utilized are summarized in the table below.
- Conducted targeted research on base pay with comparable organizations. Comparator organizations surveyed are summarized in the table below.
- Identified job matches in published survey data and with comparator organizations based on the content of each job description.
- The salary survey data was aged to September 2022. Aging data to a single point in time assures a common point of comparison for the market data.
- Utilized at least three market data sources to price each job, which aligns with best practice in compensation reviews.
- When researching pay data in the published surveys, the 25th, 40th, 50th (median), and 75th percentiles were identified. For the comparator organization research, the pay scales for each position were used to calculate the midpoint, which represents the 50th percentile (median). When comparing PenMet Parks’ pay scales to the market, the Consultant utilized the 50th percentile data. Most public and private sector organizations utilize the 50th percentile as their market reference point.
- Reviewed the structure of the existing salary grid and confirmed it aligns with industry standards.
- Reviewed and updated the existing salary grid based on the new combined market data.

<b>Published Survey Sources</b>			
<b>Survey</b>	<b>Industry/Sector</b>	<b>Geography</b>	<b>Size</b>
Milliman Washington Public Employers Salary Survey	Government	Washington	\$8M Annual Budget
Milliman NW Management and Professional Compensation Survey	All Industries	Northwest	\$8M Annual Budget
Milliman Puget Sound Area Compensation Survey	All Industries	Puget Sound Area	\$8M Annual Budget
Economic Research Institute Salary Assessor (ERI)	Government	Gig Harbor WA	\$8M Annual Budget
Economic Research Institute Salary Assessor (ERI)	All Industries	Gig Harbor WA	\$8M Annual Budget
CompAnalyst	Government	Tacoma WA	\$8M Annual Budget
CompAnalyst	All Industries	Tacoma WA	\$8M Annual Budget

<b>Organization</b>	<b>Maintained Acreage</b>	<b>Number of Parks</b>
Bainbridge Island	1,500	39 parks, 21 trails
Clark County	1,606	45
Federal Way	365	11
Kitsap County	2,000+	40
Lacey	1,200	26
Olympia	1,080	34
Puyallup	207	17
Si View	500	6

**PenMet Parks  
Pay and Classification Plan (Effective August 3, 2022)  
Management and Non-Represented Wages**

Classification	FSLA Status	Base Salary	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
Executive Assistant	Exempt	\$60,290	\$62,894	\$65,610	\$68,443	\$71,399	\$74,483	\$77,567	\$80,778	\$84,122	\$87,605	\$91,232
Hourly Rate		\$28.99	\$30.24	\$31.54	\$32.91	\$34.33	\$35.81	\$37.29	\$38.84	\$40.44	\$42.12	\$43.86
Human Resources Generalist	Exempt	\$61,688	\$64,352	\$67,131	\$70,030	\$73,055	\$76,210	\$79,365	\$82,651	\$86,073	\$89,636	\$93,347
Hourly Rate		\$29.66	\$30.94	\$32.27	\$33.67	\$35.12	\$36.64	\$38.16	\$39.74	\$41.38	\$43.09	\$44.88
Information Technology Manager	Exempt	\$83,799	\$87,418	\$91,194	\$95,132	\$99,241	\$103,527	\$107,813	\$112,276	\$116,925	\$121,765	\$126,806
Hourly Rate		\$40.29	\$42.03	\$43.84	\$45.74	\$47.71	\$49.77	\$51.83	\$53.98	\$56.21	\$58.54	\$60.96
Accounting Manager	Exempt	\$76,174	\$79,464	\$82,896	\$86,476	\$90,211	\$94,107	\$98,003	\$102,060	\$106,286	\$110,686	\$115,268
Hourly Rate		\$36.62	\$38.20	\$39.85	\$41.58	\$43.37	\$45.24	\$47.12	\$49.07	\$51.10	\$53.21	\$55.42
Accounting Specialist	Non-Exempt	\$47,820	\$49,885	\$52,039	\$54,287	\$56,631	\$59,077	\$61,523	\$64,070	\$66,722	\$69,485	\$72,361
Hourly Rate		\$22.99	\$23.98	\$25.02	\$26.10	\$27.23	\$28.40	\$29.58	\$30.80	\$32.08	\$33.41	\$34.79
Project Manager	Exempt	\$83,213	\$86,807	\$90,556	\$94,467	\$98,547	\$102,803	\$107,059	\$111,491	\$116,107	\$120,914	\$125,920
Hourly Rate		\$40.01	\$41.73	\$43.54	\$45.42	\$47.38	\$49.42	\$51.47	\$53.60	\$55.82	\$58.13	\$60.54
Planning & Special Projects Manager	Exempt	\$72,850	\$75,996	\$79,278	\$82,702	\$86,274	\$90,000	\$93,726	\$97,606	\$101,647	\$105,855	\$110,238
Hourly Rate		\$35.02	\$36.54	\$38.11	\$39.76	\$41.48	\$43.27	\$45.06	\$46.93	\$48.87	\$50.89	\$53.00
Recreation Services Manager	Exempt	\$73,251	\$76,415	\$79,715	\$83,158	\$86,749	\$90,496	\$94,242	\$98,144	\$102,207	\$106,438	\$110,845
Hourly Rate		\$35.22	\$36.74	\$38.32	\$39.98	\$41.71	\$43.51	\$45.31	\$47.18	\$49.14	\$51.17	\$53.29
Facility Coordinator	Non-exempt	\$43,138	\$45,001	\$46,944	\$48,972	\$51,087	\$53,293	\$55,499	\$57,797	\$60,190	\$62,682	\$65,277
Hourly Rate		\$20.74	\$21.63	\$22.57	\$23.54	\$24.56	\$25.62	\$26.68	\$27.79	\$28.94	\$30.14	\$31.38
Special Events & Community Outreach Coordinator	Exempt	\$55,092	\$57,472	\$59,954	\$62,543	\$65,244	\$68,062	\$70,880	\$73,814	\$76,870	\$80,052	\$83,367
Hourly Rate		\$26.49	\$27.63	\$28.82	\$30.07	\$31.37	\$32.72	\$34.08	\$35.49	\$36.96	\$38.49	\$40.08
Sports Recreation Coordinator	Exempt	\$54,524	\$56,879	\$59,335	\$61,898	\$64,571	\$67,360	\$70,148	\$73,052	\$76,077	\$79,226	\$82,506
Hourly Rate		\$26.21	\$27.35	\$28.53	\$29.76	\$31.04	\$32.38	\$33.73	\$35.12	\$36.58	\$38.09	\$39.67
Community Recreation Coordinator	Exempt	\$54,524	\$56,879	\$59,335	\$61,898	\$64,571	\$67,360	\$70,148	\$73,052	\$76,077	\$79,226	\$82,506
Hourly Rate		\$26.21	\$27.35	\$28.53	\$29.76	\$31.04	\$32.38	\$33.73	\$35.12	\$36.58	\$38.09	\$39.67
Adaptive Recreation Specialist	Non-exempt	\$43,815	\$45,708	\$47,682	\$49,741	\$51,889	\$54,130	\$56,371	\$58,705	\$61,135	\$63,666	\$66,302
Hourly Rate		\$21.07	\$21.97	\$22.92	\$23.91	\$24.95	\$26.02	\$27.10	\$28.22	\$29.39	\$30.61	\$31.88
Recreation Services Assistant	Non-exempt	\$40,643	\$42,326	\$44,078	\$45,903	\$47,803	\$49,782	\$51,843	\$53,990	\$56,225	\$58,553	\$60,977
Hourly Rate		\$19.54	\$20.35	\$21.19	\$22.07	\$22.98	\$23.93	\$24.92	\$25.96	\$27.03	\$28.15	\$29.32
Customer Services Assistant	Non-exempt	\$40,643	\$42,326	\$44,078	\$45,903	\$47,803	\$49,782	\$51,843	\$53,990	\$56,225	\$58,553	\$60,977
Hourly Rate		\$19.54	\$20.35	\$21.19	\$22.07	\$22.98	\$23.93	\$24.92	\$25.96	\$27.03	\$28.15	\$29.32
Parks Superintendent	Exempt	\$75,782	\$79,055	\$82,469	\$86,031	\$89,746	\$93,622	\$97,498	\$101,534	\$105,738	\$110,115	\$114,674
Hourly Rate		\$36.43	\$38.01	\$39.65	\$41.36	\$43.15	\$45.01	\$46.87	\$48.81	\$50.84	\$52.94	\$55.13
Park Maintenance Specialist	Non-exempt	\$47,735	\$49,796	\$51,947	\$54,190	\$56,531	\$58,972	\$61,413	\$63,956	\$66,604	\$69,361	\$72,233
Hourly Rate		\$22.95	\$23.94	\$24.97	\$26.05	\$27.18	\$28.35	\$29.53	\$30.75	\$32.02	\$33.35	\$34.73
Lead Grounds Specialist	Non-exempt	\$55,571	\$57,971	\$60,474	\$63,086	\$65,811	\$68,653	\$71,495	\$74,455	\$77,538	\$80,748	\$84,091
Hourly Rate		\$26.72	\$27.87	\$29.07	\$30.33	\$31.64	\$33.01	\$34.37	\$35.80	\$37.28	\$38.82	\$40.43
Grounds Specialist	Non-exempt	\$44,574	\$46,420	\$48,342	\$50,343	\$52,427	\$54,598	\$56,858	\$59,212	\$61,663	\$64,216	\$66,875
Hourly Rate		\$21.43	\$22.32	\$23.24	\$24.20	\$25.21	\$26.25	\$27.34	\$28.47	\$29.65	\$30.87	\$32.15
Seasonal Laborer	Non-exempt	\$31,866	\$33,185	\$34,559	\$35,989	\$37,479	\$39,031	\$40,647	\$42,330	\$44,082	\$45,907	\$47,808
Hourly Rate		\$15.32	\$15.95	\$16.61	\$17.30	\$18.02	\$18.76	\$19.54	\$20.35	\$21.19	\$22.07	\$22.98
Director of Park Services	Exempt		Minimum				Midpoint					Maximum
			\$103,729				\$128,149					\$156,965
Director of Finance	Exempt		\$99,470				\$122,887					\$150,520
Director of Recreation Services	Exempt		\$97,500				\$121,875					\$146,250
Director of Administrative Services	Exempt		\$91,861				\$113,486					\$139,005



# Peninsula Metropolitan Park District

## RESOLUTION NO. R2022-006

### ADOPTING THE AMENDED 2022 CLASSIFICATION AND SALARY SCHEDULE

WHEREAS, it is the policy of the Peninsula Metropolitan Park District Board of Park Commissioners that the District establish and maintain a compensation and benefit package that is competitive with the public and private sectors to attract and retain employees necessary for providing high quality services; and

WHEREAS, an updated organizational chart for 2022 has been created that provides staffing resources to advance the District’s adopted goals and objectives; and

WHEREAS, Compensation Connections was selected through a Request for Proposal process to perform a salary survey utilizing methodology including collecting data from published surveys and an analysis of similar positions at comparable organizations; and

WHEREAS, Compensation Connections completed the compensation study and incorporated the findings into an amended classification and salary schedule for 2022; and

WHEREAS, the PenMet Parks Board of Park Commissioners has reviewed the updated classification, salary, and wage schedule;

NOW THEREFORE BE IT

RESOLVED, by the Board of Park Commissioners of the Peninsula Metropolitan Park District that the updated classification and salary and wage schedule attached as Exhibit A is adopted and is effective August 3, 2022.

The foregoing resolution was adopted at a regular meeting of the Board of Park Commissioners of the Peninsula Metropolitan Park District held on August 2, 2022.

\_\_\_\_\_  
Steve Nixon, Board President

\_\_\_\_\_  
Maryellen “Missy” Hill, Board Clerk

\_\_\_\_\_  
Attest: Ally Bujacich