



# Peninsula Metropolitan Park District

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

## REGULAR MEETING AGENDA: Tuesday, March 17, 2020, 6:00 pm

PenMet Community Recreation Center (2416 14th Ave NW., Gig Harbor, WA 98335)

Call to Order \_\_\_\_: \_\_\_\_

### Commissioner Roll Call:

Present                      Excused                      Comment

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

### ITEM 1                      Approval of Agenda

ITEM 2                      **Citizen Comments:** Due to current circumstances, we will be excepting citizen comments via email up until 5:00 PM Monday 16, 2020. Comments will be read and recorded in the meeting.

### ITEM 3                      Presentations

- 3.a                      **GCCM (General Contractor/Construction Manager) Process for CRC Project**
- 3.b                      **Executive Director's Report**
- 3.c                      **Finance Report**
- 3.d                      **President's Report**

### ITEM 4                      Consent Agenda

- 4.a                      **Approval of Meeting Minutes**  
3-03-20 Study Session and Regular minutes
- 4.b                      **Approval of Vouchers**  
\$182,741.23 Reference Number: V2020-100-136

### ITEM 5                      Unfinished Business

- 5.a                      **Board Meeting Update**
- 5.b                      **RFP for CRC Fundraising Campaign Consultant**

- ITEM 6        New Business**
- 6.a     Re-zoning the CRC site to Parks and Recreation**
- ITEM 7        Comments by Board**
- ITEM 8        Next Board Meetings:** Tues. April 8, 2020 (Study and Regular) at City Hall location
- ITEM 9        Executive Session**
- ITEM 10      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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## EXECUTIVE DIRECTOR REPORT: 17, 2020

- I will provide an update on PenMet Parks operational procedures pertaining to the COVID – 19 coronavirus; including the formation of a task force to manage changing conditions
- Our Capital Project Team met with members of the Pierce County Permit staff to discuss PenMet Park properties and zoning consideration
- I attended the quarterly Pierce County Professionals meeting on Friday, March 6<sup>th</sup> and received valuable information regarding the coronavirus, legislative funding, WRPA conference, networking, and park leadership practices.
- Met with members of our Capital Project Team and a local expert on design to build projects to become better acquainted with the GC/CM process.
- I am meeting with Roxanne Miles, Pierce County Parks Director, next week to discuss funding opportunities for PenMet Parks.
- I am looking to be more involved with the Greater Gig Harbor Chamber of Commerce; including serving on the Public Affairs Forum committee.



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## DEPARTMENT STAFF REPORT: February 4 - March 17, 2020

### Marketing/Communications

- The Spring Parks and Recreation Guide has been completed and mailed out 14,000 copies to residents in the 98335, 98333, 98332 zip codes.
- Spring Parks and Recreation Guide emailed to District email database.
- Promotion of upcoming events to include print and digital. Adult Egg Hunt, Spring Egg Hunt, Adaptive Egg Hunt, Teen Egg Hunt, Scavenger Hunt Hike.
- Marketing facilitated interview with the Peninsula Gateway/TNT for the Spring Parks and Recreation Guide featuring Youth Sports and the value of the program interviewed staff Spencer Manjarrez.
- Marketing facilitated an interview with the Peninsula Gateway/TNT for the Adaptive Recreation Program interviewed staff Denise Trembley.
- Finalized graphic design of District trailer for use at events.
- Monitoring and communicating status updates of COVID-19 regarding District response.

### Capital

- RFQ Published 2/20 & 25. Responses due 4/3/20. Selection expected 4/21/20. Board approval of contract anticipated for 5/5/20.
- GCCM process under review with presentation 3/17.
- CRC WIFI planning 2/24/20, estimate coming
- SHP Lighting: See Memo 200115
- Field lights installed and operational.
- Scheduling started 2/26/20
- Permits approved for SHP Lighting project.
- Negotiating with GPC over amphitheater parking lights reaching tentative agreement.
- Parking light poles arrived on site 2/20/20
- Turf half installed, amphitheater half in progress.
- HP Projects: See Memo 200115
- Hales Pass roof replacement completed, including gutters.
- Hales Pass trim and fascia repaired/replaced as needed in coordination with roofers.
- Some rotted boards replaced (see Change Order).
- Hales Pass renovation design underway and under review.
- Public meeting tentatively set for Monday, 3/23, 7pm, to review design progress.
- Discussion of Memorials and Donations Policy to continue.
- City of Gig Harbor conducted planning meeting on Cushman Trail Phase V to refine route from Borgen Blvd to PC Line.
- All computers have been upgraded to Windows 10
- Finalizing post-move IT and phone adjustments.

## **Finance Report**

- The State Auditors gave their final approval to our audit and it is now a published document. Staff have been meeting to develop a standardized detailed contract for large park rentals according to State Auditor recommendations.
- January and February financial statements are done, and revenues are \$191,451 above budget. The only January expense of concern is the final bill for the election brochure which was budgeted in 2019 but arrived in 2020.

## **Human Resources**

- The next staff training session is March 25 at 2:30pm. Key Bank will attend and talk to the staff about available banking options and mortgages. The training will be on either “Respect in the workplace” from Enduris or a review of PenMet staff benefits (the new 457 Program and Health Savings Account Program – Pers 2 vs Pers 3 retirement – the new State Family and Medical Leave Act.

## **PEG Grants in progress**

- Tubby’s small dog area shelter (finalizing application)
- Narrows fencing (preparing application)
- McCormick trail map and signs (preparing application)
- Voyager PTA Playground (approved, in progress, presenting for reimbursement soon)
- HFP Trail mapping and signage (preparing 2 applications)
- Two other scouts currently discussing projects

## **Volunteers**

- Parks Appreciation Day April 25
- Working with community service people at Narrows continues.
- PHS runners trimmed trails at McCormick Forest; GHHS to trim trails at Rotary Bark Park.
- Considering National Trails Day event in June.
- Discussing GPC tree planting project at Sehmel Homestead Park.

## **Maintenance & Facilities**

- Baseball Field Prep, cutting lip lines, Dragging Rosedale and Hales Pass setting bases ETC.
- Cut downed trees at Sehmel and McCormick
- Turf repair on football, soccer field at Sehmel
- Met with Astro Turf to see about fixing home plates on fields 1,2 and 3 at Sehmel
- Met with exterminator at Hales Pass for possible Termites. Some wood was replaced, and maintenance will spray bleach water on one spot down in the basement to take care of some moisture ants
- Moved some old light poles from the CRC to a neighbor of Hales Pass for milling to repair some siding on Hales Pass Building

- Signed the maintenance crew up for pesticide training at WSU extension office April 15-16
- Met with Kelly Darling to plan for upcoming PenMet events

### **Recreation**

- Kelly had a meeting with Chuck regarding the upcoming National Parks and Recreation Month and what we will be doing for it.
- Kids Night out for March is March 21<sup>st</sup> with a Minute to Win It theme.
- Field turf usage and lighting is going well, and user groups are thankful for the lights. Baseball/Softball fields are packed with spring sports.
- Basketball wrapped up March 7<sup>th</sup>, Spring Flag Football started March 7<sup>th</sup> and Baseball signups are finishing up with a deadline of March 16<sup>th</sup> and currently over 200 kids registered.

### **Events**

- Teen Trivia Night – Postponed
- Adaptive Egg Hunt – Postponed
- Teen Egg Hunt— Postponed
- Scavenger Hunt Hike - Postponed
- Adult Egg Hunt - Postponed
- Spring Easter Egg Hunt & Tea with the Easter Bunny - Postponed
- Park Appreciation Day - April 25, 2020

### **March Staff Anniversaries**

- Kelly Darling 2 Years
- Ed Lewis 4 years (Worked 1-year as a seasonal worker in 2015)

## Explanation Financial Statement Line Items 2020 February

#5111020 Legislative – Compensation & Benefits – Timing Issue \$47.85

#5117051 Legislative – Elections – Election Brochure Invoice was delivered in January 2020 and was budgeted in December 2019. \$19,204.00

#5761035 Executive – Minor Equipment – Executive Chair \$409.32

#5761044 Executive – Printing – Excess copier use over contract. \$1,087.22

#5761046 Executive – Insurance – New Truck \$488.00

#5893053 Executive – Leasehold / Excise Taxes – Amount is based on sales. \$3,199.02 (Note see rental revenue)

#5144049 Financial Services – Memberships – WFOA membership -\$150.00

#5711011 Recreation – Compensation & Benefits – Retroactive Health Care Insurance \$675.05



Project	Year Started	CIP Fund 1/1/2020	2020 Capital Projects			CIP 2/29/2020	Notes
			2019 Budgeted Transfers In	Land Sale Donations and Fund Transfers	Capital Fund Expenses		
Park Improvement Program	2006	\$6,815,636.46	\$126,593.98	-\$8,033.63	\$0.00	\$6,934,196.81	Transfer to complete the school district property transfer.
Peninsula Enhancement Grant Program (PEG)	2007	\$22,762.96	\$2,237.04	\$0.00	\$482.43	\$24,517.57	Scout Reimbursement
Community Recreation Center	2017	\$410,085.62	\$2,700,000.00	\$0.00	\$3,783.11	\$3,106,302.51	Snodgrass Freeman Associates
Lighting Project - Sehmel Homestead Park	2019	\$473,841.13	\$95,000.00	\$0.00	\$258,444.67	\$310,396.46	KCDA Payment
Service Options	2014	\$30,594.02	\$19,405.98	\$0.00	\$10,250.50	\$39,749.50	Star Tree Removal
Hales Pass - Renovation	2018	\$31,892.65	\$500,000.00	\$0.00	\$0.00	\$531,892.65	
Dog Park	2019	\$0.00	\$0.00	\$8,033.63	\$8,033.63	\$0.00	School District Transfer Fees
Building Fund	2015	\$100,905.00	\$0.00	\$0.00	\$0.00	\$100,905.00	
<b>Total Capital Funds</b>		<b>\$7,885,717.84</b>	<b>\$3,443,237.00</b>	<b>\$0.00</b>	<b>\$280,994.34</b>	<b>\$11,047,960.50</b>	

The actual cash for these 2020 capital fund transfers will come in during the months of April and October.





# Peninsula Metropolitan Park District

## GENERAL FUND INCOME STATEMENT 2020

January - February, 2020

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Income</b>				
3100000 TAX REVENUE				
3111000 Real and Personal Property Tax	191,231.70	51,344.00	139,887.70	372.45 %
3131700 Sales Tax	72,270.20	47,569.00	24,701.20	151.93 %
3172000 Leasehold Excise Tax	302.15	1,125.00	-822.85	26.86 %
<b>Total 3100000 TAX REVENUE</b>	<b>263,804.05</b>	<b>100,038.00</b>	<b>163,766.05</b>	<b>263.70 %</b>
3400000 CHARGES FOR SERVICES				
3472000 Facility Rental Fee	18,015.48	15,437.00	2,578.48	116.70 %
<b>Total 3400000 CHARGES FOR SERVICES</b>	<b>18,015.48</b>	<b>15,437.00</b>	<b>2,578.48</b>	<b>116.70 %</b>
3610000 INTEREST AND OTHER EARNINGS				
3611100 Investment Interest	30,170.02	17,584.00	12,586.02	171.58 %
<b>Total 3610000 INTEREST AND OTHER EARNINGS</b>	<b>30,170.02</b>	<b>17,584.00</b>	<b>12,586.02</b>	<b>171.58 %</b>
3620000 RENTS, LEASES AND CONCESSIONS				
3625001 Long Term Golf Course Lease	6,246.23	4,350.00	1,896.23	143.59 %
3626001 Housing Rentals/Leases	9,815.25	9,080.84	734.41	108.09 %
<b>Total 3620000 RENTS, LEASES AND CONCESSIONS</b>	<b>16,061.48</b>	<b>13,430.84</b>	<b>2,630.64</b>	<b>119.59 %</b>
3890000 OTHER GF NON REVENUE	761.91		761.91	
3951000 SALE OF CAPITAL ASSETS				
3951064 Sale of Machinery & Equipment	9,128.85		9,128.85	
<b>Total 3951000 SALE OF CAPITAL ASSETS</b>	<b>9,128.85</b>		<b>9,128.85</b>	
<b>Total Income</b>	<b>\$337,941.79</b>	<b>\$146,489.84</b>	<b>\$191,451.95</b>	<b>230.69 %</b>
<b>GROSS PROFIT</b>	<b>\$337,941.79</b>	<b>\$146,489.84</b>	<b>\$191,451.95</b>	<b>230.69 %</b>
<b>Expenses</b>				
5110000 LEGISLATIVE				
5111010 Board / Employee Compensation	11,776.00	12,240.00	-464.00	96.21 %
5111020 Board Payroll Taxes	989.85	942.00	47.85	105.08 %
5111044 Printing and Advertising		375.00	-375.00	
5114049 Memberships & Training		1,818.00	-1,818.00	
5115045 Rentals		450.00	-450.00	
5117051 Elections	19,204.00		19,204.00	
<b>Total 5110000 LEGISLATIVE</b>	<b>31,969.85</b>	<b>15,825.00</b>	<b>16,144.85</b>	<b>202.02 %</b>
5130000 EXECUTIVE				
5131010 Salaries - Exec	20,833.32	21,666.00	-832.68	96.16 %
5131011 Wages - Regular	19,313.40	22,502.00	-3,188.60	85.83 %
5131020 Benefits	17,750.44	18,415.66	-665.22	96.39 %
5131044 Marketing	5,722.35	18,696.50	-12,974.15	30.61 %
5131045 Office Lease	18,305.48	18,304.00	1.48	100.01 %
5132041 Executive-Professional Services	10,454.90	174,725.00	-164,270.10	5.98 %
5134043 Executive - Travel	1,069.67	11,200.00	-10,130.33	9.55 %
5134049 Memberships & Training		8,695.00	-8,695.00	
5152041 Legal - Professional Services		5,000.00	-5,000.00	

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
5761031 Office and Operating Supplies	380.85	1,166.00	-785.15	32.66 %
5761035 Minor Equipment	409.32		409.32	
5761041 Prof. Serv -Computer & Security	2,375.56	4,750.00	-2,374.44	50.01 %
5761043 Administration - Travel		100.00	-100.00	
5761044 Printing/Advertising	1,087.22		1,087.22	
5761045 Operating Rentals and Leases	810.36	910.00	-99.64	89.05 %
5761046 Insurance - General Liability	488.00	0.00	488.00	
5893053 Leasehold Excise Taxes	6,949.02	3,750.00	3,199.02	185.31 %
5977665 Transfer - Capital Fund	3,443,237.00	3,443,237.00	0.00	100.00 %
6103601 Computer Hardware	1,188.68	5,000.00	-3,811.32	23.77 %
6103602 Computer Software		10,000.00	-10,000.00	
6104201 Postage		216.00	-216.00	
6104202 Telephone	2,060.85	4,939.00	-2,878.15	41.73 %
6104204 Internet	1,521.91	1,500.00	21.91	101.46 %
<b>Total 5130000 EXECUTIVE</b>	<b>3,553,958.33</b>	<b>3,774,772.16</b>	<b>-220,813.83</b>	<b>94.15 %</b>
<b>5140000 FINANCIAL AND RECORDS SERVICES</b>				
5141011 Wages - Regular	24,135.93	24,665.16	-529.23	97.85 %
5141020 Personnel Benefits	9,402.55	9,515.66	-113.11	98.81 %
5141031 Supplies		190.00	-190.00	
5142000 Financial Services	100.00	100.00	0.00	100.00 %
5142341 Professional Services	15,210.98	16,010.00	-799.02	95.01 %
5142349 Bank Charges	70.52	100.00	-29.48	70.52 %
5144043 Travel		162.00	-162.00	
5144049 Memberships & Training	150.00		150.00	
<b>Total 5140000 FINANCIAL AND RECORDS SERVICES</b>	<b>49,069.98</b>	<b>50,742.82</b>	<b>-1,672.84</b>	<b>96.70 %</b>
<b>5710000 PARTICIPANT RECREATION</b>				
5711011 Wages - Administration	19,518.98	20,956.16	-1,437.18	93.14 %
5711020 Benefits - Administration	10,612.55	9,937.50	675.05	106.79 %
5972055 Transfer- Rec. Revolving Fund	180,500.00	180,500.00	0.00	100.00 %
<b>Total 5710000 PARTICIPANT RECREATION</b>	<b>210,631.53</b>	<b>211,393.66</b>	<b>-762.13</b>	<b>99.64 %</b>
<b>5760000 CAPITAL PROJECTS</b>				
5768010 Wages - Regular	29,167.76	41,597.34	-12,429.58	70.12 %
5768020 Personnel Benefits	10,806.25	17,299.66	-6,493.41	62.47 %
5768031 Supplies		2,727.00	-2,727.00	
5768035 Small Equipment		1,600.00	-1,600.00	
5768043 Travel		458.34	-458.34	
5768045 Facility Rentals		2,500.00	-2,500.00	
<b>Total 5760000 CAPITAL PROJECTS</b>	<b>39,974.01</b>	<b>66,182.34</b>	<b>-26,208.33</b>	<b>60.40 %</b>
<b>5768500 PARKS &amp; GROUNDS MAINTENANCE</b>				
5768511 Wages - Regular	70,313.65	98,176.00	-27,862.35	71.62 %
5768520 Benefits	32,293.84	44,660.66	-12,366.82	72.31 %
5768531 Operating Supplies	11,285.91	18,860.00	-7,574.09	59.84 %
5768532 Fuel	1,192.34	3,000.00	-1,807.66	39.74 %
5768535 Small Tools & Minor Equipment	12,209.73	39,401.00	-27,191.27	30.99 %
5768541 Professional Services	6,338.75	48,700.00	-42,361.25	13.02 %
5768543 Travel		366.00	-366.00	
5768547 Utility Services	7,787.12	13,819.00	-6,031.88	56.35 %
5768549 Memberships & Training		4,500.00	-4,500.00	

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Total 5768500 PARKS & GROUNDS MAINTENANCE	141,421.34	271,482.66	-130,061.32	52.09 %
Total Expenses	\$4,027,025.04	\$4,390,398.64	\$ -363,373.60	91.72 %
NET OPERATING INCOME	\$ -3,689,083.25	\$ -4,243,908.80	\$554,825.55	86.93 %
NET INCOME	\$ -3,689,083.25	\$ -4,243,908.80	\$554,825.55	86.93 %



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### STUDY SESSION MINUTES

Tuesday, March 3, 2020, 6:00 pm

Gig Harbor Civic Center Council Chambers (3510 Grandview St. Gig Harbor, WA 98332)

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

**Commissioners Present:**

Maryellen (Missy) Hill  
Kurt Grimmer  
Amanda Babich  
Laurel Kingsbury

**Staff:**

Doug Nelson  
Elaine Sorensen  
Eric Guenther  
Stacie Snuffin

**ITEM 1 Approval of Agenda**

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

**ITEM 2 Board Discussion**

**2.a CRC Committee Updates**

Executive Director, Doug Nelson, discussed that PenMet committees had all had meetings. He asked that during the meeting, if any of the committees had anything to share, or had questions or concerns that needed to be addressed to do so. President Hill gave a summary of what happened at the pre-submittal meeting and who attended. Planning and Special Projects Manager, Eric Guenther, announced there were 19 architectural firms in attendance. There was a discussion about the contractors who had started out with the PenMet Parks CRC project previously, who were also in attendance. President Hill discussed the FAQ sheet that will be prepared and regularly updated on the CRC Project Webpage. She wanted to make sure that we have been clear with our messaging that PenMet Parks is completely open to new and innovative designs for the CRC. Commissioner Babich, Commissioner Grimmer and Nelson discussed the bond and fundraising for the new PenMet Recreation Center along with sponsorship and other funding plans. The Board discussed the size and concept of the new recreation center. President Hill asked about the RFQ completion. Eric Guenther thought he would be able to have it done by the end of the week.

Commissioner Babich gave a summary of the CRC Operations Committee meeting. The Board and staff discussed the scoring matrix and how PenMet will be scoring the firms that will be working on the new CRC and getting to PenMet's short list of candidates. President Hill and staff discussed the GCCM hiring process to gain more insight on the merit. The Board and staff discussed why they thought that there might have been such a big turnout for the pre-submittal meeting compared to other previous projects.

Proposals need to be in by April 3<sup>rd</sup> and then there will be a committee meeting set up to review those proposals to get down to the short list.

Commissioner Kingsbury gave a summary of what happened in the CRC Finance Committee meeting. The Board and staff discussed the potential for bonds, doing the project in phases, bond rates, and a timeline for the funding process for the new CRC. The Board discussed the potential for non-voter approved and voter approved bonds and PenMet's bond ratings.

President Hill gave a summary of the CRC Fundraising Committee meeting. Hill reported that the staff is going to draft an RFP to solicit a fundraising consultant. Hill added that the draft will be reviewed by the sub-committee and then have a discussion on the topic at the next board meeting. The Board and Executive Director Nelson discussed future discussion topics and different sources for offsetting costs for the project budget.

**ITEM 3      Adjournment** Commissioner Hill adjourned the meeting at 7:03 pm

**APPROVED BY THE BOARD ON:** \_\_\_\_\_

\_\_\_\_\_  
**President**

\_\_\_\_\_  
**Clerk**

Submitted by *Stacie Snuffin*



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## REGULAR MEETING MINUTES: Tuesday, March 03, 2020, 7:00 pm

Gig Harbor Civic Center Council Chambers (3510 Grandview St., Gig Harbor, WA 98335)

**Call to Order:** The meeting of the Peninsula Metropolitan Park District was called to order by President Hill at 7:05 pm

### **Commissioners Present:**

Maryellen (Missy) Hill  
Amanda Babich  
Laurel Kingsbury  
Kurt Grimmer

### **Staff:**

Doug Nelson  
Eric Guenther  
Elaine Sorensen  
Stacie Snuffin

### **ITEM 1 Approval of Agenda**

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

### **ITEM 2 Citizen Comments: None**

### **ITEM 3 Presentations**

#### **3.a Executive Director's Report**

Executive Director Nelson offered to answer any questions the Board had for him. The Board and Nelson discussed the Adaptive Recreation program and how the program initially was developed. President Hill and staff briefly discussed the GCCM review process. President Hill discussed that the new Voyager Playground was approved and in the process of presenting for reimbursement. Hill asked that PenMet check into the access of the playgrounds to make sure they were accessible during after school hours. Commissioner Grimmer reported that he went by Hales Pass and that the new roof looked terrific. Eric Guenther, Planning & Special Projects Manager, discussed that it was not 100% completed but was close to being done. Commissioner Babich asked for clarification as to what SAO (State Auditor Office) stood for in the financial report. The Board and staff discussed the GPC tree planting project, astro turf home plates and an exterminator at Hales Pass looking for possible termites. Executive Director Nelson Discussed some upcoming training programs that PenMet is looking into for the staff. Eric Guenther gave an overview on the upcoming Parks Appreciation Day. Nelson discussed PenMet observing National

Trails day on our trails and possibly giving some tours to our community.

**3.b Financial Report**

**3.c President's Report**

President Hill thanked the staff for their participation in the PenMet Staff Spotlight selection. Hill reported that she, Commissioner Babich and Executive Director Nelson met with two neighbors about the lighting and safety at Sehmel Park and that there will be another neighborhood meeting to update them on the lighting project and their safety concerns. President Hill also announced PenMet had their Audit Exit interview which went well. Hill also reported we discussed the sub-committees at the study session and that some of the commissioners and PenMet Staff attended the Chamber of Commerce Awards Gala last weekend where a couple of PenMet staff members were nominated for two different awards.

**ITEM 4 Consent Agenda**

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

**4.a Approval of Meeting Minutes**

2-18-20 Study Session and Regular minutes

**4.b Approval of Vouchers**

\$92,361.72 Reference Number: V2020-081-099

**ITEM 5 Unfinished Business: None**

**ITEM 6 New Business: None**

**ITEM 7 Comments by Board**

Commissioner Babich checked in with staff regarding the Corona Virus and what other agencies are doing in our area. Executive Doug Nelson reported that PenMet has come up with a plan that was approved by PenMet's attorney and posted to the website. Board and Staff discussed what the plan would be for staff if they need to stay home from work due to the illness and office procedures for sanitizing in the office.

**ITEM 8 Next Board Meetings:** Tues. March 17, 2020 (Study and Regular) at City Hall location

**ITEM 9 Executive Session:** Discussion on personnel matter. (RCW 42.30.110(g))

**ITEM 10 Adjournment**

Commissioner Hill adjourned the meeting at 7:50 pm

**APPROVED BY THE BOARD ON:** \_\_\_\_\_

\_\_\_\_\_

**President**

\_\_\_\_\_

**Clerk**

Submitted by: *Stacie Snuffin*





**Finance Department  
District Payment Transmittal**

District Name: Metro Park District-Peninsula


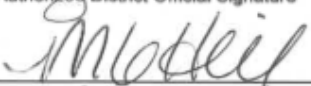
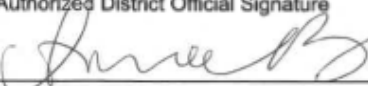
**PAYMENT LISTING**

Trans Date	District Ref #	Payee Printed Name	Amount
3/2/20	V2020-100	HealthEquity	\$100.00
3/2/20	V2020-101	Legal Shield	\$105.70
3/2/20	V2020-102	HEALTH CARE AUTHORITY	\$21,002.52
3/2/20	V2020-103	Kim Hairston	\$351.50
3/2/20	V2020-104	Custom Shirt Shop	\$6,970.77
3/2/20	V2020-105	HOME DEPOT	\$839.63
3/2/20	V2020-106	Stephanie Kendall	\$280.00
3/2/20	V2020-107	Brown Dog Realty LLC	\$9,152.74
3/2/20	V2020-108	LynnFit	\$960.75
3/2/20	V2020-109	Denise Tremblay	\$90.24
3/2/20	V2020-110	Wheeling Park Commission	\$1,907.89
3/2/20	V2020-111	Jeanne Hampl	\$80.00
3/2/20	V2020-112	The News Tribune	\$101.31
3/2/20	V2020-113	DPI Print	\$222.43
3/2/20	V2020-114	CITY OF GIG HARBOR	\$1,260.00
3/2/20	V2020-115	Pacific Office Automation Headquarters	\$250.74
3/2/20	V2020-116	POA Leasing - PA	\$245.62
3/2/20	V2020-117	Shutter Bus Co.	\$1,030.75
3/2/20	V2020-118	Hoopsmiles	\$800.00
3/2/20	V2020-125	U.S. Bank Corporate Payment System	\$21,326.84
3/2/20	V2020-119	Diane Edwards	\$65.00
3/2/20	V2020-120	Department of Retirement Services	\$100.00
3/2/20	V2020-121	Department of Retirement Services	\$19,746.68
3/2/20	V2020-122	U.S. Postal Service	\$366.00
3/2/20	V2020-123	Peninsula Metropolitan Park District	\$57,740.24
3/2/20	V2020-124	Gig Harbor Canoe & Kayak Club	\$750.00
3/2/20	V2020-126	Tacoma Screw Products	\$280.17
3/2/20	V2020-127	The Fab Shop	\$1,595.50
3/2/20	V2020-128	PATRIOT FIRE PROTECTION INC	\$2,088.94
3/2/20	V2020-129	Olympic Landscape LLC	\$169.83
3/2/20	V2020-130	DON SMALL & SONS OIL	\$483.09
3/2/20	V2020-131	Express Septic Tank Cleaning	\$1,103.82
3/2/20	V2020-132	Kim Moureen Arnold	\$790.00
3/2/20	V2020-133	Aubrey Preston	\$2,816.00
3/2/20	V2020-134	The Driftmier Architects, P.S.	\$23,156.54
3/2/20	V2020-135	DPI PRINT	\$101.99
3/2/20	V2020-136	Madeline Hunter	\$4,308.00
Payment Count: 37		Total Amount:	<b>\$182,741.23</b>

Payment Count: 37  
Payment Total: \$182,741.23

**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>3/3/2020</u> _____ Date	_____ Authorized District Official Signature	_____ Date
 _____ Authorized District Official Signature	<u>3/3/2020</u> _____ Date	_____ Authorized District Official Signature	_____ Date
 _____ Authorized District Official Signature	<u>3/3/2020</u> _____ 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 \_\_\_\_\_



# Peninsula Metropolitan Park District

5717 Wollochet Dr. NW, Gig Harbor, WA 98335  
 Office: 253-858-3400 Fax: 253-858-3401  
 E-mail: [info@PenMetParks.org](mailto:info@PenMetParks.org)

## Request for Proposal PenMet Parks Community Recreation Center Fundraising Consultant RFP No. XXXX



PROPOSAL INFORMATION	SUBMIT PROPOSALS TO:
RFQ No. xxxx	
Proposal Name: PenMet Parks Fundraising Consultant	Doug Nelson
Date Issued: xxxx	If using UPS or FEDX:
Contact Person: Doug Nelson	5717 Wollochet Dr NW #3
E-Mail Address: <a href="mailto:dnelson@penmetparks.org">dnelson@penmetparks.org</a>	Gig Harbor, WA 98335
Telephone Number: 253-858-3408	
Deadline for Clarifications: xxxx	For USPS:
Proposals Accepted Until: xxxx	P.O. Box 425
	Gig Harbor, WA 98335

### PENINSULA METROPOLITAN PARK DISTRICT MISSION:

The mission of the Peninsula Metropolitan Park District is to enhance the quality of life by providing parks and recreation opportunities for our community.

The Peninsula Metropolitan Park District was formed on May 18, 2004, by a vote of the people on the Gig Harbor Peninsula, outside the City of Gig Harbor.

The Park District provides for the management, control, improvements, maintenance, and acquisition of parks and recreation facilities within the area of unincorporated Pierce County west of the Tacoma Narrows Bridge and east of the Purdy Bridge (excluding the City of Gig Harbor).

### PROJECT DESCRIPTION:

Peninsula Metropolitan Park District is requesting submissions from fundraising consultants interested in managing a capital campaign to raise the money needed to develop a new Community Recreation Center (CRC) in the Gig Harbor area. The amount needed for the completion of the CRC project, from design through final construction, is estimated to be \$30,000,000.

The purpose of this Request for Proposal is to retain a fundraising consultant who will 1) design a campaign plan; 2) manage the implementation and launch of the campaign; 3) track progress and ensure the campaign remains a priority for the organization; 4) identify a donor base; and 5) provide progress reports and modifications to the campaign as needed to maximize results.

The goals of the capital campaign are to reach out on a regional and national basis to find additional donors and to reinvigorate existing donors in order to expand services provided by the Peninsula Metropolitan Park District, specifically including funding to establish a new

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Community Recreation Center, and, based on the success of the capital campaign, to establish future funding for other capital campaigns.

Peninsula Metropolitan Park District envisions the completion and success of the capital campaign in the following phases (please ensure that all necessary components are accounted for and feel free to modify timelines and/or add additional phases based on your experience):

PenMet Parks reserves the right to amend the terms of this Request for Qualifications (RFQ), to circulate various addenda, or to withdraw the RFQ at any time, regardless of how much time and effort Design Firms have spent on their responses.

**PHASE 1 - Campaign Assessment and Plan - [TBD] (at latest) through [TBD] (at latest)**

- A kick-off meeting with the project team to align on scope, priorities, workplan and deliverables.
- Conducting an audit of the District's fundraising capacity. Identify strengths and weaknesses of existing fundraising efforts and infrastructure to determine areas for improvement and development. Assess the opportunities and threats external to the organization as well as organization readiness that will inform the fundraising plan to ensure its success.
- Creating a prospect list that includes potential donors (private sector, governments, foundations, individuals and others) that work to support the District's vision. List will also contain upcoming RFPs and relevant application procedures and deadlines.
- Create individual donor packet.
- Refine internal capacity and needs including staff and volunteer requirements for the campaign.
- Develop campaign plan and calendar.
- Development of a case statement.
- Work with Board to develop budget and approval processes.
- Board and Staff education and training.

**PHASE 2 - Campaign Implementation and Launch – to begin [TBD] at latest (assuming Board approval of this phase)**

- Set goals (gift charts) and develop fundraising strategy and timing.
- Conduct confidential interviews with top donor prospects.
- Grant writing and outreach to foundations and state funding sources.
- Design and execute collateral materials for launch of the capital campaign, including video, press releases and print ads.
- Collaborate with website developer to ensure capital campaign is included in website.
- Donor stewardship and cultivation.
- Develop campaign events.
- Donor recognition and naming opportunities

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- Assist with proposals to national foundations and corporations.
- Develop public financing options (federal, state, local).

**PHASE 3 - Campaign Management** - projected to take [TBD] months *(the Board will perform an evaluation at 6-month intervals to measure the success of the campaign, and may terminate the campaign for inability to reach goals)*

- Focus on active cultivation and solicitation of major gift prospects.
- Manage the public information and public relations plan.
- Community outreach to make communities where the current and future anticipated facilities are aware.
- Peninsula Metropolitan Park District shall be solely responsible for compliance with IRS charity donation acknowledgement letters for all donations received, but the acknowledgement letters will be based solely on the consultant's reports of donations.

**PROPOSED TIMELINE (AMENDED 3/13/2020)**

<b>Events:</b>	<b>Date:</b>
RFP issued.	TBD
<b>Pre-Submittal Conference</b>	TBD
Deadline for questions	TBD
District response to questions	TBD
<b>Proposals due</b>	TBD
Notify short-list firms	TBD
Interview short-list firms	TBD
Follow-up Interviews (if needed)	TBD
District selects successful firm	TBD
Complete contract negotiations	TBD
Contract awarded by District	TBD
Anticipated project start	TBD

**MINIMUM QUALIFICATIONS:**

Minimum qualifications are required for a fundraising consultant to be eligible to submit a response to this RFP solicitation. Responses should clearly show compliance with these minimum qualifications. Those that are not responsive to these minimum qualifications may be rejected by PenMet without further consideration.

This project will require a consulting firm/team with the following minimum qualifications and areas of expertise:

The consultant's team should have demonstrated expertise and at least five years of project-related experience including capital campaign fundraising. Demonstrated experience should be for public or private projects of similar size and scope.

**EVALUATION CRITERIA:**

Submittals will be evaluated and ranked based on the criteria listed below. Higher ranked Fundraising Consultant firms (short list) may be invited to interview. A more detailed scope of work may be provided at the time of invitation.

- Relevant experience on similar project(s) qualifications.
- Proven technical expertise in successfully planning and implementing a campaign of this scale.
- Project approach with scope of work and proposed schedule, to efficiently deliver a high-quality product.
- Experience with public outreach and stakeholder management.
- Team experience with non-profit or public agency.
- Past performance and references.

**SUBMITTAL INSTRUCTIONS AND REQUIREMENTS:**

A Pre-Submittal Meeting will be held on the date and at the location in the Proposed Timeline. District staff will be available at that time to discuss the submittal process, answer questions or concerns raised about the solicitation and to clarify issues and technical aspects of the project. All interested firms are encouraged to visit the project site prior to the pre-submittal meeting. Attendance at the pre-submittal meeting is not required in order to be able to submit a proposal in response to this RFQ.

The purpose of the Pre-Submittal Meeting is to give interested parties an opportunity to obtain additional information regarding the project and the RFQ process. Unless determined otherwise by the District, the information given at the Pre-Submittal Meeting is not intended to amend this solicitation or subsequent contracting documents. Failure to raise concerns over any issues at the Pre-Submittal Meeting will be a consideration in any protest filed regarding items that were known at the time of the meeting. Verbal communications expressed at the Pre-Submittal Meeting will not change the solicitation; only a written addendum issued by the District to amend or supplement the solicitation will be binding.

It is the obligation and responsibility of the Design Firm to learn of addendums, responses, or notices issued by the District relative to this RFQ.

Limit proposals to ten (10) sheets (cover and back not counted), 20 pages in length. Pages may be printed double sided. Included in your submittal should be the following:

1. Letter of interest with your firm's background and past experience relevant to this type of project.
2. Relevant experience addressing qualifications and details of that experience.
3. Project approach including the proposed scope of work and a schedule for design, permitting, bidding, and construction.
4. List all firms and provide resumes for key personnel on the project team.
5. At least three references for Design Firm.

Provide six (6) bound hard copies, one (1) unbound copy suitable for photocopying and one (1) electronic CD/Thumb Drive copy of the RFQ response.

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All submittal response materials must be received no later than time and date listed in the Proposed Timeline. All proposals must be in a sealed envelope and clearly marked the Proposal Name. No faxed or e-mail proposals will be accepted.

#### QUESTIONS

Direct all questions concerning this RFP to PenMet Executive Director, Doug Nelson, and Cc the Alternate Contact listed in this RFP, below. Responders may submit written questions, by e-mail only, at any time prior to the question deadline identified in the Proposed Timeline. Unauthorized contact regarding this RFP with other District employees may result in disqualification of a submittal. Only written, e-mailed questions or inquiries will be accepted. Project Manager: Doug Nelson, Executive Director  
E-Mail Address: dnelson@penmetparks.org

Alternate Contact: Chuck Cuzzetto, Marketing Specialist  
E-Mail Address: ccuzzett0@penmetparks.org  
Any questions will be answered in writing and posted on the PenMetParks.org website under Special Projects (TBD).

It is the responsibility of individual firms to check this website for any amendments or Q & A's related to this RFP.

#### PROPOSAL PACKAGES

The complete proposal packages must be received no later than the date and time in the Proposed Timeline at the following address:

Proposal Name: PenMet Parks Community Recreation Center  
PenMet Parks  
Attn: Doug Nelson

If using FedEx or UPS:  
5717 Wollochet Dr NW Building #3  
Gig Harbor, WA 98335

If using USPS:  
PO Box 425, Gig Harbor, WA 98335

Following an evaluation of the proposals received, the respondents considered to have submitted the best proposal(s) may be requested to participate in an interview and final selection process. No further action beyond submission of the above information is required at this time.

#### ***DISCLOSURES:***

- ***REJECTION OF PROPOSALS:*** PenMet Parks reserves the right to reject any and all proposals and to waive irregularities and informalities in the submittal and evaluation process. This Request for Proposal does not obligate PenMet Parks to pay any costs incurred by respondents in the preparation and submission of a proposal. Furthermore, the Request for Proposals does not obligate PenMet Parks to accept or contract for any expressed or implied services.

- **CONTRACT AWARD:** PenMet Parks reserves the right to make an award without further discussion of the proposal submitted. Therefore, the proposal should be initially submitted in the most favorable light. PenMet Parks shall not be bound or in any way obligated until both parties have executed a written vendor contract. The respondent selected will be expected to enter into a contract with PenMet Parks.
- **PAYMENT:** All invoices related to the contract shall be paid by a PenMet Parks warrant usually within 30 days of PenMet Parks' receipt of a proper invoice and PenMet Parks approval of the respondent's completed tasks/deliverables to the date of the invoice or monthly report, as appropriate.
- **EQUAL OPPORTUNITY EMPLOYMENT:** The successful respondent must comply with PenMet Parks equal opportunity requirements. PenMet Parks is committed to a program of equal employment opportunity regardless of race, color, creed, sex, age, nationality or disability.
- **BACKGROUND CHECK:** The successful respondent may be required to submit to a criminal background check. If a background check is required, the contract award shall be contingent upon PenMet Parks receipt of an acceptable background check report for any persons providing services or work under the agreement.
- **INSURANCE REQUIREMENTS:** The successful respondent shall maintain insurance that is sufficient to protect the respondent and PenMet Parks against all applicable risks.
- **NON-ENDORSEMENT:** As a result of the selection of a respondent to supply products and/or services to PenMet Parks, the successful respondent agrees to make no reference to PenMet Parks in any literature, promotional material, brochures, sales presentation or the like without the express prior written consent of PenMet Parks.
- **NON-COLLUSION:** Submittal and signature of this Proposal swears that the Proposal is genuine and not a sham or collusive, and not made in the interest of any person not named, and that the Firm has not induced or solicited others to submit a sham offer, or to refrain from proposing.
- **COMPLIANCE WITH LAWS AND REGULATIONS:** In addition to the nondiscrimination requirements previously listed, the successful respondent shall comply with all applicable federal, state and local laws, statutes and ordinances relative to the execution of the work. This requirement includes, but is not limited to, protection of public and employee safety and health; environmental protection; waste reduction and recycling; the protection of natural resources; permits; fees; taxes; and similar subjects.
- **PUBLIC RECORDS:** Under Washington state law, the documents (including but not limited to written, printed, graphic, electronic, photographic or voice mail materials and/or transcriptions, recordings or reproductions thereof) submitted in response to this RFP (the "documents") become a public record upon submission to PenMet Parks, subject to mandatory disclosure upon request by any person, unless the documents are exempted from public disclosure by a specific provision of law. If PenMet Parks receives a request for inspection or copying of any such documents it will endeavor to notify the person submitting the documents to PenMet Parks (by U.S. mail or by e-mail if the person has provided an e-mail address, or by fax if the person has provided a fax number) and upon the written request of such person, received by PenMet Parks within five (5) calendar days of the mailing of such notice, will postpone disclosure of the documents for a reasonable period of time as permitted by law to enable such person to seek a court order prohibiting or conditioning the release of the documents. PenMet Parks assumes no contractual obligation to enforce any exemption nor any contractual obligation to provide such notice.





# 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:** District Commissioners  
**From:** Doug Nelson, Executive Director  
**Date:** March 12, 2020  
**Subject:** **Rezoning: CRC 2416 14<sup>th</sup> Ave. NW, Gig Harbor WA 98335**  
**Plus Rotary Bark Park 10100 Bujacich Rd NW, Gig Harbor WA 98335**  
**Plus, McKee Property 8008 Olympic View Dr NW, Gig Harbor WA 98335**

**\*A review of additional PenMet properties will be conducted and may be added.**

### Background/Analysis

In 2011, the PenMet Park District rezoned all suitable properties to Park and Recreation. To maintain consistency throughout the Park District and best meet future needs, the Community Recreation Center (CRC) site, and the Rotary Bark Park, and the McKee property location would be next to rezone.

Rezoning these three properties to Park and Recreation will help streamline our upcoming permitting needs and provide functional options for the District's long-term considerations

**\*A review of additional PenMet properties will be conducted and may be added.**

### Timeline

The next steps related to the rezoning include:

- 2020 – Pierce County Comprehensive Plan Amendments Year. (This only happens every other year)
- 4/1/20 – Paperwork available for application.
- 7/31/20 – Rezoning application due. (\$500. Non-refundable fee w/application)
- 9/15/20 – County Council initiates the Amendment. (\$2500. fee is due)
- 2/2021 – County staff takes it to the Planning Commission in mid-February.
- 4/2021 – County Council adopts amendments in late April.

### Recommendation

Staff requests that the Board of Commissioners make a Motion to authorize staff to move forward with the rezoning process.

### Motion

I move to authorize staff to move forward with the rezoning process.

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: 253-858-3408 or via e-mail at [Dnelson@PenMetParks.org](mailto:Dnelson@PenMetParks.org).