



Peninsula Metropolitan Park District

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

REGULAR MEETING AGENDA

April 05, 2022, 6:00 PM

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

Call to Order

Commissioner Roll Call:

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

ITEM 1 President's Report

ITEM 2 Executive Director's Report

ITEM 3 Special Presentations

3a. [February Financial Presentation](#)

3b. Gig Harbor Land Conservation Fund

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

ITEM 6 Minutes

6a. [Approval of Minutes of the March 15, 2022 Study Session](#)

6b. [Approval of Minutes of the March 15, 2022 Regular Meeting](#)

ITEM 7 Consent Agenda



Peninsula Metropolitan Park District

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7a. [Resolution C2022-007 Approval of Vouchers](#)

ITEM 8 Unfinished Business

8a. [Resolution RR2022-04 Approving the Project Budget for the Rosedale Hall Renovation \(Second Reading\)](#)

8b. [Resolution RR2022-005 Approving the Project Budget for Demolition of Certain Structures \(Second Reading\)](#)

ITEM 9 New Business

9.1 [Purchasing Resolutions Requiring One Reading for Adoption:](#)

[9.1a Resolution P2022-005 Authorizing the Executive Director to Sign the Construction Agreement for the Sehmel Homestead Park Turf Replacement](#)

9.2 Single Reading Resolutions Requiring One Reading for Adoption:
None

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

[9.3a Resolution RR2022-003 Adopting the Project Budget for the Sehmel Turf Replacement](#)

ITEM 10 Comments by Board

ITEM 11 Next Board Meetings

Enter Meeting Here

11a. April 19, 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 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.



2022 FEBRUARY FINANCIAL STATUS REVIEW

SHERMAN ENSTROM

DIRECTOR OF FINANCE AND ADMINISTRATION

APRIL 5, 2022

General Fund Revenue

General Fund Revenue	2022 YTD Budget	February Actual	February Actual YTD	Variance	% Earned YTD
Concessions Lease Facilities	900				
Facility Rental Fee	86,856	10,723	10,816	76,040	12.45%
Housing Rentals/Leases	42,172	4,065	5,971	36,201	14.16%
Investment Interest	45,000	2,643	3,827	41,173	8.50%
Leasehold Excise Tax	6,213	532	2,278	3,935	36.66%
Long Term Golf Course Lease	57,000	-	8,115	48,885	14.24%
Real and Personal Property Tax	7,825,858	196,431	212,127	7,613,731	2.71%
Real Estate Excise Tax (REET)	120,000	-	-	120,000	0.00%
Sales Tax	510,000	49,210	93,882	416,118	18.41%
State Leasehold Receipts	-	-	(5,304)	5,304	
Total General Fund Revenue	8,693,999	263,603	331,712	8,361,387	3.82%

General Fund Operating Expenses By Department

General Fund Operating Expenses By Department	2022 YTD Budget	February Actual	February Actual YTD	Variance	% Spent YTD
Legislative	184,133	7,557	14,148	169,985	7.68%
Executive	483,540	16,775	39,867	443,673	8.24%
Finance & Administration	1,097,334	70,035	117,381	979,953	10.70%
Recreation Services	271,125	9,904	19,206	251,919	7.08%
Maintenance & Operations	1,267,326	59,195	118,536	1,148,790	9.35%
Park Services	529,155	30,051	53,834	475,321	10.17%
Total General Fund Expenses	3,832,613	193,518	362,973	3,469,640	9.47%

Recreation Revolving Fund

Recreation Revolving Fund Revenues	2022 YTD Budget	February Actual	February Actual YTD	Variance	% Earned YTD
Donations	1,300	675	675	625	51.92%
Events Fees	25,208	1,427	1,352	23,856	5.36%
Facility Rental Fees	75,888	657	1,214	74,674	1.60%
Park & Field Rental Fees	34,178	7,026	7,507	26,671	21.97%
Program Fees - Adaptive Rec	7,845	411	411	7,434	5.24%
Program Fees - Adult Programs	14,170	1,966	11,257	2,913	79.44%
Program Fees - Camps	124,695	0	32	124,663	0.03%
Program Fees - Sports & Fitness	313,653	(13,050)	(10,908)	324,561	-3.48%
Program Fees - Youth Programs	85,664	(573)	6,116	79,548	7.14%
Sponsorship	7,300	-	-	7,300	0.00%
Total Recreation Revolving Fund Revenues	689,901	(1,460)	17,657	672,244	2.56%

Recreation Revolving Fund Expenses	2022 YTD Budget	February Actual	February Actual YTD	Variance	% Spent YTD
Direct Program Cost	1,027,158	84,014	172,166	854,992	16.76%
Total Recreation Revolving Fund Expenses	1,027,158	84,014	172,166	854,992	16.76%

Endowment Fund

Restricted/Unrestricted Endowment Fund Revenues	2022 YTD Budget	February Actual	February Actual YTD	Variance	% Earned YTD
Interest Revenue	600	35	67	533	11.20%
Total Restricted/Unrestricted Endowment Fund Revenues	600	35	67	533	11.20%

Restricted/Unrestricted Endowment Fund Expenses	2022 YTD Budget	February Actual	February Actual YTD	Variance	% Spent YTD	
Endowment (Investment Fee)		15	2	4	11	26.67%
Total Restricted/Unrestricted Endowment Fund Expenses		15	2	4	11	26.67%

Equipment Fund

Equipment Replacement Fund Expenses	2022 YTD Budget	February Actual	February Actual YTD	Variance	% Spent YTD
Equipment Replacement	83,275			83,275	
Total Equipment Replacement Fund Expenses	83,275			83,275	

Debt Service Fund

Debt Service Fund Expenses	2022 YTD Budget	February Actual	February Actual YTD	Variance	% Spent YTD
Debt Service	951,758			951,758	
Total Debt Service Fund Expenses	951,758			951,758	

QUESTIONS & ANSWERS





STUDY SESSION MINUTES

March 15, 2022, 5:00 PM

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

Call to Order

Commissioner Roll Call:

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

ITEM 1 Board Discussion

1a. Commissioner Roles and Responsibilities

Goal to create a framework for the Peninsula Metropolitan Parks Board of Commissioners to include:

- Board Enrichment and Engagement
 - Annual Retreat
 - Strategic Plan Development
 - Adopted Goals and Objectives for the year
- Develop more robust Roles and Responsibilities for Commissioners along with strong onboarding materials and ongoing resources support.
 - Representation at external meetings
 - Create a list of committees along with plan for appointment and rotation.
 - Engagement and action at internal committees
 - Implement providing committee recommendations on Resolution.
 - Establish roles and expectations
 - Update documents and include training videos
- Training Implementation
 - Quarter 1 – Parliamentary Procedure
 - Quarter 2 - Legislative
 - Quarter 3 - Financial
 - Quarter 4 – TBD
 - January, 2-Hour Training/Orientation
- Look for continued Staff and BOC Engagement opportunities, ie: lunch, BBQ, holidays.
- Create an Executive Level meeting at other local partner organizations
- BOC SharePoint site production

Item 2 Adjournment

Meeting adjourned at 6:10 PM



Peninsula Metropolitan Park District

Item 6a.

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BOARD OF PARK COMMISSIONERS MEETING PROCEDURES

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Approved By the Board on _____

Amanda Babich, Board President

Steve Nixon, Board Clerk

Attest: Ally Bujacich

Submitted By: Robyn Readwin, Secretary to the Board of Commissioners

Draft



Peninsula Metropolitan Park District

Item 6b.

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REGULAR MEETING MINUTES

March 15, 2022, 6:00 PM

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

Call to Order 6:15

Commissioner Roll Call:

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

ITEM 1 President's Report: None

ITEM 2 Executive Director's Report

Updates:

1. March 5, 2022 Summer Camp Fair Update. 200 attendees came to learn more about Summer Camps and ask questions of staff and contracted instructors. PenMet Parks handed out an At-A-Glance brochure which is also available on website. Registration opens April 4, 2022.
2. March 16, 2022 at 1:00 pm everyone is welcome to attend the Arletta Schoolhouse Groundbreaking Ceremony at Hales Pass Park.
3. April 16, 2022 is the Spring Egg Hunt
4. May 6, 2022 Mother-Son Dance at Ocean 5
5. May 7, 2022 Father-Daughter Dance at Ocean 5
6. May 21, 2022 is the inaugural Bike Bash
7. Design for Sehmel Turf replacement project is complete and it is out for bid using cooperative purchasing. Construction contract and contract budget will be proposed for consideration at the April 5th Board Meeting.
8. CRC Demo Permit is in hand for phase 1. Design team has submitted renovation permit application. That contract will be proposed in the coming weeks.

Board Comment: Kudos to the recreation staff for the Summer Booklet

ITEM 3 Special Presentations

3a. January 2022 Financial Report

PowerPoint Presentation by Director of Finance, Sherman Enstrom

Special note, Finance will now provide Monthly and Quarterly reports. Monthly reports will be operating expenses and Quarterly Status will include Capital projects and General Fund.



Peninsula Metropolitan Park District

Item 6b.

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3b. Parks Appreciation Day Information

PowerPoint Presentation by Planning & Special Projects Manager, Nicole Jones-Vogel

April 9, 2022 – 9am-Noon

- Stewardship committee helped with swag suggestions, locations, and partnerships.
- 3 PenMet Parks Locations: Sehmel Homestead Park, Tubby's Trail Dog Park, Narrow's Park. 3 City of Gig Harbor Locations.
- Advertising on Sign Up Genius, QR Code, City Banner.
- Still considering Earth Day ideas and partnerships.

Board Suggestion: For future, explore adding a youth element for cleaning a playground. Seek out suggestions from the Teen Advisory Committee.

ITEM 4 Board Committee Reports

4a. CIP Committee

The CIP Committee has not met since the last meeting.

4b. Finance and Administration Committee

Met 3/2/2022 and discussed:

- Monthly finance report will be a snapshot and Quarterly finance report will be more in depth.
- Still waiting for more information Compensation Connections regarding the Employee Handbook.
- Committee suggested for quarterly reports to include the health of those funds.

4c. Recreation Services Committee

The Rec Services Committee has not met since the last meeting.

4d. Stewardship Committee

The Stewardship Committee has not met since the last meeting.

4e. External Committee Reports: None

ITEM 5 Public Comments: None

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



Peninsula Metropolitan Park District

Item 6b.

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ITEM 6 Minutes

- 6a. **Approval of Minutes of the March 1, 2022 Study Session**
- 6b. **Approval of Minutes of the March 1, 2022 Regular Meeting**
Commissioner Nixon, Move to adopt the minutes as presented;
Commissioner Hill, Second;
Roll call vote. Motion approved unanimously, motion carries.

ITEM 7 Consent Agenda

- 7a. **Resolution C2022-006 Approval of Vouchers**
Commissioner Nixon, Move to adopt the consent agenda as presented;
Commissioner Kingsbury, Second;
Roll call vote. Motion approved unanimously, motion carries.

ITEM 8 Unfinished Business

- 8a. **Resolution RR2022-002 Adopting the Amended Policy P30-101: HR Policy (Second Reading)**
Staff Discussion: Effective Date will be April 18, 2022. All Staff Training will be held April 18, 2022.
Board Discussion: None
Amended Main Motion to adopt amended Policy P30-101-HR Policy,
Commissioner Kingsbury, So moved;
Commissioner Nixon, second;
Board Discussion: Confirm Effective Date and Training.
Roll call vote: Motion approved unanimously, motion carries.
Motion to approve amended RR2022-02, Commissioner Kingsbury, So moved;
Commissioner Nixon, Second;
Roll call vote. Motion approved unanimously, motion carries.
- 8b. **Resolution R2022-003 Adopting the 2022 Budget Book (Second Reading)**
This resolution was moved and seconded at the March 1, 2022 meeting.
No further comment from staff
No further board discussion
Roll call vote. Motion approved unanimously, motion carries.

ITEM 9 New Business

- 9.1 **Purchasing Resolutions Requiring One Reading for Adoption: None**
- 9.2 **Single Reading Resolutions Requiring One Reading for Adoption: None**
- 9.3 **Two Reading Resolutions Requiring Two Readings for Adoption**
 - 9.3a **Resolution RR2022-004 Approving the Project Budget for the Rosedale Hall Renovation (First Reading)**
Commissioner Nixon, so moved;
Commissioner Hill, second;
Commissioner Babich to call on Executive Director, Bujacich for staff presentation by Planning & Special Projects Manager, Nicole Jones-Vogel.



Peninsula Metropolitan Park District

Item 6b.

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Board Questions – Nixon, several assessments/reviews have been done, have we reacted on those assessments?
Staff: We have not, most of the assessments were dated prior to our acquisition. We will be looking at existing conditions.
This item will move to the Second Reading at the April 5, 2022 meeting.

9.3b Resolution RR2022-005 Approving the Project Budget for Demolition of Certain Structures (First Reading)

Commissioner Nixon, so moved;
Commissioner Hill, second;
Commissioner Babich to call on Executive Director, Bujacich for staff presentation by Planning & Special Projects Manager, Nicole Jones-Vogel.
Demolition and possible remediation at the following locations:

- Pen Gardens – Planning considerations, re-use for Pickle Ball
- DeMolay – Possible structure/picnic area
- Narrows Beach – Gravel Pad
- Sunrise Beach – Grassy area

Working on 1 bidding process to reduce redundancy
Board Question: Will the gravel pad be for parking?
Staff: Unsure, we will evaluate.
This item will move to the Second Reading at the April 5, 2022 meeting.

ITEM 10 **Comments by Board: None**

ITEM 11 **Next Board Meetings**
April 5, 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 **Adjournment 7:01**

BOARD OF PARK COMMISSIONERS MEETING PROCEDURES

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Approved By the Board on _____

Amanda Babich, Board President

Steve Nixon, Board Clerk

Attest: Ally Bujacich

Submitted By: Robyn Readwin, Secretary to the Board of Commissioners



Peninsula Metropolitan Park District

RESOLUTION NO. C2022-007

APPROVING VOUCHERS FROM MARCH 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 April 5, 2022.

Amanda Babich, Board President

Steve Nixon, Board Clerk

Attest: Ally Bujacich

Attachment A to Resolution C2022-007

For the period beginning 03/15/2022 and ending 03/15/2022

Voucher # 220303001 through # 220303014 are approved for payment in the amount of \$53,209.23.

and

For the period beginning 03/22/2022 and ending 03/22/2022

Voucher #220304001 through # 22030413 are approved for payment in the amount of \$66,000.71.



Peninsula Metropolitan Park District

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DISTRICT COMMISSION MEMO

To: Peninsula Metropolitan Park District Board of Commissioners

Through: Ally Bujacich, Executive Director

Through: Denis Ryan, Director of Park Services

From: Nicole Jones-Vogel, AICP, Planning & Special Projects Manager

Date: April 5, 2022

Subject: **Second Reading of Resolution RR2022-004 Adopting the Rosedale Hall Renovation Project Budget**

Background

Rosedale Hall was transferred to PenMet Parks from Rosedale Community Club and Hall Association in 2015. Prior to the transaction the District completed several due diligence reports to include: Rosedale Community Hall Phase I Environmental Site Assessment completed by Parametrix in 2007; Building Inspection completed by Sound Home and Building in 2007; and Rosedale Community Hall Preliminary Checklist completed by Ratcliffe Gagliano Commercial and Residential Architecture in 2008.

According to records on Pierce County Assessor-Treasurer Information Portal, the building was originally constructed in 1925 with an upgrade to the structure in 1990 to operate as a place of assembly with a maximum occupancy of 130 people.

Rosedale Hall is made up of three separate parcels; the main parcel with the structure, a parcel with the tennis courts, and the open parking area in front of the tennis courts as the third property making up the site (See Exhibit A; Vicinity Map).

The anticipated project scope includes updating aged systems and addressing other deferred maintenance, improving ADA accessibility, improving the functionality of the space, replacing the lighting and interior and exterior finishes, and limited site improvements while maintaining the use and character of the space.

Funding

Funding is allocated in the adopted 2022 capital budget from the Capital Project Fund.

Project Budget Summary	March 15, 2022
Estimated Maximum Allowable Construction Cost (MACC)	\$747,200
Estimated soft costs	
A&E and consultant fees, permit fees, FF&E, taxes, and other soft costs	\$470,920
Estimated contingency	\$298,880
Total	\$1,517,000

Policy Implications/Support

1. *PenMet Parks District Comprehensive Parks, Recreation, and Open Space Plan* (PROS, 2018) supports improvements to the park, focused on parking, access, and ADA accessibility improvements through the “Design Opportunities” identified in Chapter 5, Park System Inventory.
2. Rosedale Tennis Courts and Hall is a 2.2 acres park classified as a Neighborhood Park. The improvements proposed in this project advance the Neighborhood Park classification by renovating the hall to allow for ADA accessibility, expanding the recreation opportunities, and improved use of the community space overall.
3. Resolution R2021-016 identified 2022 goals and objectives, including renovating Rosedale Hall as a Critical Need (See Exhibit B).
4. The Rosedale Hall Renovation is supported by the following adopted 2022 goals and objectives:
 - Goal 2. Implement effective administrative and operational procedures.
 - i. Objective: Create program supply and equipment storage and inventory procedures and long-term storage plan.
 - Goal 3. Effectively manage and maintain our assets to preserve existing infrastructure and provide parks and recreation opportunities for the community.
5. The Board passed Resolution 2021-029 adopting the 2022 capital budget and CIP, including the renovation of Rosedale Hall. (See Exhibit B).

Staff Recommendation

Staff recommends the Board pass Resolution R2022-004 approving the project budget for the Rosedale Hall Renovation.

Staff Contact

If you have any questions or comments please contact Nicole Jones-Vogel at (253) 313-5086 or via e-mail at njones-vogel@penmetparks.org.

Attachments:

- Exhibit A: Vicinity Map
- Exhibit B: Resolution R2021-016
- Exhibit C: Resolution R2021-029
- Exhibit D: Resolution RR 2022-004



Rosedale Hall Renovation - Vicinity Map



Disclaimer: The map features are approximate and have not been surveyed. Additional features not yet mapped may be present. Pierce County assumes no liability for variations ascertained by formal survey.



Peninsula Metropolitan Park District

RESOLUTION NO. R2021-016

A RESOLUTION OF PENMET PARKS ADOPTING THE JUNE 19, 2021 BOARD RETREAT OUTCOMES, INCLUDING GOALS AND OBJECTIVES, CIP PRIORITIES, POLICY PRIORITY SCHEDULE, BOARD COMMITTEES, AND ANNUAL BOARD CALENDAR

WHEREAS, the Peninsula Metropolitan Park District (PenMet Parks) was formed in 2004 by a vote of the people and is authorized to deliver parks and recreation services under RCW 35.61; and

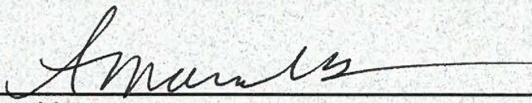
WHEREAS, Board Policy P10-101 states, in part, that PenMet Parks is accountable to its citizens for use of public dollars, and the limited financial resources of PenMet Parks must be wisely used to ensure adequate funding to support the services, public facilities, and infrastructure necessary to meet the community's present and future needs; and

WHEREAS, the Executive Director assessed the District's needs related to its mission and adopted strategic goals and recommended certain priorities within available resources to advance the mission and goals; and

WHEREAS, the Board of Park Commissioners participated in a Board retreat on June 19, 2021, during which the recommended priorities were established; NOW THEREFORE BE IT

RESOLVED, by the Board of Park Commissioners that PenMet Parks adopts the June 19, 2021 Board retreat outcomes, including goals and objectives, CIP priorities, policy priority schedule, Board committees, and annual Board calendar attached as Exhibit A.

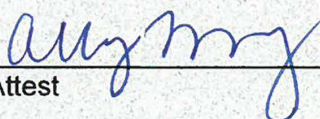
The foregoing resolution was adopted at a regular meeting of the Board of Park Commissioners of the Peninsula Metropolitan Park District held on July 20, 2021.



President



Clerk



Attest



Peninsula Metropolitan Park District

RESOLUTION NO. R2021-029

ADOPTING THE 2022 ANNUAL CAPITAL BUDGET AND CAPITAL IMPROVEMENT PLAN

WHEREAS, the Executive Director of the Peninsula Metropolitan Park District has recommended a balanced budget and estimate of monies required to meet public expenses, bond retirement, interest, and the priorities, goals, and objectives for 2022 as adopted by the Board of Park Commissioners on July 16, 2021 for the 2022 calendar year; and

WHEREAS, a Six-Year Capital Improvement Plan (CIP) was developed in 2022; and

WHEREAS, Year One of the CIP serves as the Executive Director's 2022 annual capital budget; and

WHEREAS, notice was published in the official legal notices of the local newspaper on October 21, 2021, October 28, 2021, November 4, 2021, and November 11, 2021 that the Board of Park Commissioners would meet on November 2, 2021 and again on November 16, 2021 to consider the proposed budget and to allow the public an opportunity to be heard regarding the proposed 2022 budget; and

WHEREAS, the Board of Park Commissioners did meet at the time specified and offered the opportunity for interested taxpayers and members of the public to comment on the proposed budget as detailed below:

- November 2, 2021
 - First Public Hearing Regarding the Proposed 2022 Budget
 - Public Hearing Public Hearing Regarding the Proposed 2021 Levy of Regular Property Tax for Collection in 2022
 - Adoption of the 2021 Levy of Regular Property Tax for Collection in 2022

- November 16, 2021
 - Second Public Hearing on the Final 2022 Budget
 - Adoption of the 2022 Capital Budget

WHEREAS, the proposed 2022 annual budget does not exceed the lawful limit of taxation as allowed to be levied by PenMet Parks for the purposes set forth in the budget, and estimated expenditures set forth in the budget are deemed necessary to provide park and recreation services to the community during the 2022 calendar year;

NOW THEREFORE BE IT

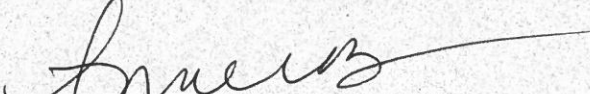
RESOLVED, by the Board of Park Commissioners of the Peninsula Metropolitan Park District that the 2022 Capital Budget and 2022 Capital Improvement Plan be adopted, approved and appropriated as follows:

- Section 1. The required expenditures for the capital improvements for calendar year 2022 as specified and fixed in Exhibit A, attached hereto and incorporated by reference into this resolution.

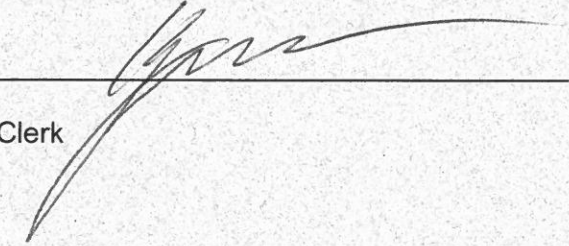
Section 2. The Secretary of the Board is directed to transmit a certified copy of the 2022 Capital Budget and 2022 Capital Improvement Plan as adopted by the Board of Park Commissioners of the Peninsula Metropolitan Park District to the State Auditor of Washington, Division of Municipal Corporations.

Section 3. This resolution shall take effect January 1, 2022 at 12:01 a.m.

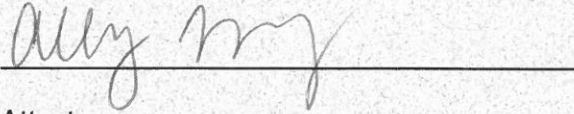
The foregoing resolution was adopted at a regular meeting of the Board of Park Commissioners of the Peninsula Metropolitan Park District held on November 16, 2021.



President



Clerk



Attest

Exhibit A
to
Resolution R2021-029
PenMet Parks 2022 Capital Budget and Capital Improvement Plan

Fund Name	Beginning Balance	Revenues	Expenditures	Transfers in/out	Ending Cash (Reserve)
Capital Project Fund	\$30,498,191	\$895,033	(\$33,147,957)	\$3,251,433	\$1,496,700

Year	Priority	Property	Project	2022 Capital Budget
2022	1	CRC	CRC Phase 1	\$23,650,116
2022	2	Hale Pass	Arletta Schoolhouse renovation	\$180,523
2022	3	Sehmel Homestead Park	Resurface playground	\$163,000
2022	4	Peninsula Gardens	Demolish damaged outbuildings and house	\$23,000
2022	5	DeMolay Sandspit	Demolish damaged structures; replace with picnic shelter if feasible	\$245,000
2022	6	Narrows Beach	Demolish damaged mobile home	\$24,000
2022	7	Sunrise Beach	Demolish deteriorating structure	\$17,000
2022	8	Rosedale Hall	Renovate Rosedale Hall	\$1,517,000
2022	9	District	Key and access control plan	\$83,000
2022	10	District	Signage and wayfinding master plan design	\$75,000
2022	11	Peninsula Gardens	Community aquatic center feasibility study	\$105,000
2022	12	Harbor Family	Improve parking area	\$29,000
2022	13	Peninsula Gardens	Deferred maintenance	\$36,000
2022	14	District	Unidentified life safety or deferred maintenance issues	\$50,000
2022	15	Narrows West	Acquisition costs	\$8,000
Total 2022 CIP Expenses				\$26,205,639
2021 Carryforward Adopted Capital Expenses				\$6,942,318
Total 2022 Capital Budget				\$33,147,917

Resolution R2021-029



Peninsula Metropolitan Park District

RESOLUTION NO. RR2022-004

ADOPTING THE ROSEDALE HALL RENOVATION PROJECT BUDGET

WHEREAS, the Board of Park Commissioners evaluated District-wide capital improvement needs; and

WHEREAS, the Board of Park Commissioners adopted Resolution R2021-029 approving the PenMet Parks 2022 Capital Budget and Capital Improvement Plan; and

WHEREAS, Rosedale Hall Renovation was ranked at priority eight in the 2022 CIP; and

WHEREAS, the scope of the renovation project was approved in the 2022 budget and generally includes building updates, restoration of the community hall space, ADA accessibility upgrades, and limited site improvements; and

WHEREAS, Board Policy P10-101 states, in part, that PenMet Parks is accountable to its citizens for use of public dollars, and the limited financial resources of PenMet Parks must be wisely used to ensure adequate funding to support the services, public facilities, and infrastructure necessary to meet the community’s present and future needs; and

WHEREAS, PenMet Parks analyzed the estimated project costs required to design and renovate Rosedale Hall to meet the community needs and estimated that the total project budget necessary to complete the project scope is \$1,517,000; and

NOW THEREFORE BE IT

RESOLVED, by the Board of Park Commissioners of the Peninsula Metropolitan Park District that the Rosedale Hall Schoolhouse Renovation Project total project budget is \$1,517,000.

The foregoing resolution was heard as a first reading on March 15, 2022 and adopted at a regular meeting of the Board of Park Commissioners of the Peninsula Metropolitan Park District held on April 5, 2022.

Amanda Babich, Board President

Steve Nixon, Board Clerk

Attest: Ally Bujacich



Peninsula Metropolitan Park District

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

DISTRICT COMMISSION MEMO

To: Peninsula Metropolitan Park District Board of Commissioners

Through: Ally Bujacich, Executive Director

Through: Denis Ryan, Director of Park Services

From: Nicole Jones-Vogel, AICP, Planning & Special Projects Manager

Date: April 5, 2022

Subject: **Second Reading of Resolution RR2022-005 Approving the Project Budget for Demolition of Certain Structures**

Background

During the Capital Improvement Plan development, it was identified that there were some structures were past their useful life, were not repairable, and were no longer needed to meet the mission of the District. Those structures were located at Peninsula Gardens, Tacoma DeMolay Sandspit Nature Preserve, Narrows Beach, and Sunrise Beach.

Peninsula Gardens

The two structures at Peninsula Gardens are the light commercial structures to the south of the main structure, approximately 5,000 square feet in size the second structure is the single-family home to the north of the site.

Tacoma DeMolay Sandspit Nature Preserve

There are two structures located at this park that would be included in the demolition work. The first is the storage shed near the water and the existing residential building.

Narrows Beach

The demolition work located at Narrows beach includes the existing mobile home and carport. This area will be restored with a gravel pad.

Sunrise Beach

There is one wood-framed structure that has been identified for demolition and is located near the parking area to access Sunrise Beach. This area will be restored with lawn.

Funding

Funding to support this project is allocated in the adopted 2022 capital budget. Funding is provided from the Capital Project Fund.

Project Budget Summary	March 15, 2022
Peninsula Gardens	\$23,000
Tacoma DeMolay Sandspit Nature Preserve	\$40,000 (demo only)
Narrows Beach	\$24,000
Sunrise Beach	\$17,000
Total Project Budget	\$104,000

Policy Implications/Support

1. Resolution R2021-016 identified 2022 goals and objectives, including demolishing certain structures as a critical need (see Exhibit A).
2. The demolition of certain structures was confirmed through the adoption of the 2022 budget through Resolution 2021-029 (See Exhibit B).

Staff Recommendation

Staff recommends the Board pass Resolution R2022-005 approving the project budget for Demolition of Certain Structures.

Staff Contact

If you have any questions or comments, please contact Nicole Jones-Vogel at (253) 313-5086 or via e-mail at njones-vogel@penmetparks.org.

Attachments:

- Exhibit A: Resolution R2021-016
- Exhibit B: Resolution R2021-029
- Exhibit C: Resolution RR2022-005



Peninsula Metropolitan Park District

RESOLUTION NO. R2021-016

A RESOLUTION OF PENMET PARKS ADOPTING THE JUNE 19, 2021 BOARD RETREAT OUTCOMES, INCLUDING GOALS AND OBJECTIVES, CIP PRIORITIES, POLICY PRIORITY SCHEDULE, BOARD COMMITTEES, AND ANNUAL BOARD CALENDAR

WHEREAS, the Peninsula Metropolitan Park District (PenMet Parks) was formed in 2004 by a vote of the people and is authorized to deliver parks and recreation services under RCW 35.61; and

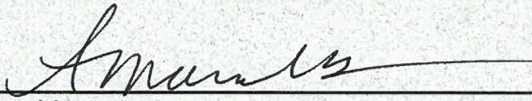
WHEREAS, Board Policy P10-101 states, in part, that PenMet Parks is accountable to its citizens for use of public dollars, and the limited financial resources of PenMet Parks must be wisely used to ensure adequate funding to support the services, public facilities, and infrastructure necessary to meet the community's present and future needs; and

WHEREAS, the Executive Director assessed the District's needs related to its mission and adopted strategic goals and recommended certain priorities within available resources to advance the mission and goals; and

WHEREAS, the Board of Park Commissioners participated in a Board retreat on June 19, 2021, during which the recommended priorities were established; NOW THEREFORE BE IT

RESOLVED, by the Board of Park Commissioners that PenMet Parks adopts the June 19, 2021 Board retreat outcomes, including goals and objectives, CIP priorities, policy priority schedule, Board committees, and annual Board calendar attached as Exhibit A.

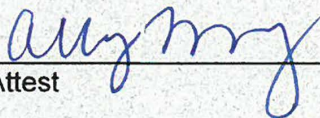
The foregoing resolution was adopted at a regular meeting of the Board of Park Commissioners of the Peninsula Metropolitan Park District held on July 20, 2021.



President



Clerk



Attest



Peninsula Metropolitan Park District

RESOLUTION NO. R2021-029

ADOPTING THE 2022 ANNUAL CAPITAL BUDGET AND CAPITAL IMPROVEMENT PLAN

WHEREAS, the Executive Director of the Peninsula Metropolitan Park District has recommended a balanced budget and estimate of monies required to meet public expenses, bond retirement, interest, and the priorities, goals, and objectives for 2022 as adopted by the Board of Park Commissioners on July 16, 2021 for the 2022 calendar year; and

WHEREAS, a Six-Year Capital Improvement Plan (CIP) was developed in 2022; and

WHEREAS, Year One of the CIP serves as the Executive Director's 2022 annual capital budget; and

WHEREAS, notice was published in the official legal notices of the local newspaper on October 21, 2021, October 28, 2021, November 4, 2021, and November 11, 2021 that the Board of Park Commissioners would meet on November 2, 2021 and again on November 16, 2021 to consider the proposed budget and to allow the public an opportunity to be heard regarding the proposed 2022 budget; and

WHEREAS, the Board of Park Commissioners did meet at the time specified and offered the opportunity for interested taxpayers and members of the public to comment on the proposed budget as detailed below:

- November 2, 2021
 - First Public Hearing Regarding the Proposed 2022 Budget
 - Public Hearing Public Hearing Regarding the Proposed 2021 Levy of Regular Property Tax for Collection in 2022
 - Adoption of the 2021 Levy of Regular Property Tax for Collection in 2022

- November 16, 2021
 - Second Public Hearing on the Final 2022 Budget
 - Adoption of the 2022 Capital Budget

WHEREAS, the proposed 2022 annual budget does not exceed the lawful limit of taxation as allowed to be levied by PenMet Parks for the purposes set forth in the budget, and estimated expenditures set forth in the budget are deemed necessary to provide park and recreation services to the community during the 2022 calendar year;

NOW THEREFORE BE IT

RESOLVED, by the Board of Park Commissioners of the Peninsula Metropolitan Park District that the 2022 Capital Budget and 2022 Capital Improvement Plan be adopted, approved and appropriated as follows:

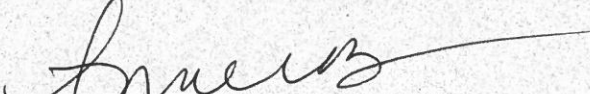
- Section 1. The required expenditures for the capital improvements for calendar year 2022 as specified and fixed in Exhibit A, attached hereto and incorporated by reference into this resolution.

Resolution R2021-029

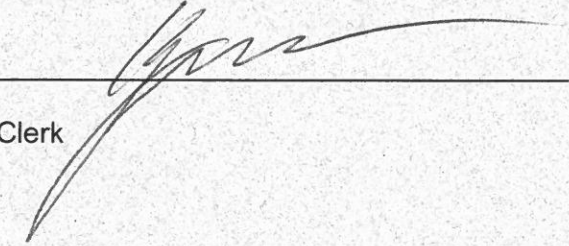
Section 2. The Secretary of the Board is directed to transmit a certified copy of the 2022 Capital Budget and 2022 Capital Improvement Plan as adopted by the Board of Park Commissioners of the Peninsula Metropolitan Park District to the State Auditor of Washington, Division of Municipal Corporations.

Section 3. This resolution shall take effect January 1, 2022 at 12:01 a.m.

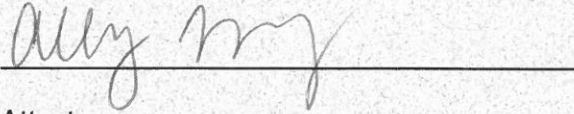
The foregoing resolution was adopted at a regular meeting of the Board of Park Commissioners of the Peninsula Metropolitan Park District held on November 16, 2021.



President



Clerk



Attest

Exhibit A
to
Resolution R2021-029
PenMet Parks 2022 Capital Budget and Capital Improvement Plan

Fund Name	Beginning Balance	Revenues	Expenditures	Transfers in/out	Ending Cash (Reserve)
Capital Project Fund	\$30,498,191	\$895,033	(\$33,147,957)	\$3,251,433	\$1,496,700

Year	Priority	Property	Project	2022 Capital Budget
2022	1	CRC	CRC Phase 1	\$23,650,116
2022	2	Hale Pass	Arletta Schoolhouse renovation	\$180,523
2022	3	Sehmel Homestead Park	Resurface playground	\$163,000
2022	4	Peninsula Gardens	Demolish damaged outbuildings and house	\$23,000
2022	5	DeMolay Sandspit	Demolish damaged structures; replace with picnic shelter if feasible	\$245,000
2022	6	Narrows Beach	Demolish damaged mobile home	\$24,000
2022	7	Sunrise Beach	Demolish deteriorating structure	\$17,000
2022	8	Rosedale Hall	Renovate Rosedale Hall	\$1,517,000
2022	9	District	Key and access control plan	\$83,000
2022	10	District	Signage and wayfinding master plan design	\$75,000
2022	11	Peninsula Gardens	Community aquatic center feasibility study	\$105,000
2022	12	Harbor Family	Improve parking area	\$29,000
2022	13	Peninsula Gardens	Deferred maintenance	\$36,000
2022	14	District	Unidentified life safety or deferred maintenance issues	\$50,000
2022	15	Narrows West	Acquisition costs	\$8,000
Total 2022 CIP Expenses				\$26,205,639
2021 Carryforward Adopted Capital Expenses				\$6,942,318
Total 2022 Capital Budget				\$33,147,917

Resolution R2021-029



Peninsula Metropolitan Park District

RESOLUTION NO. RR2022-005

ADOPTING THE PROJECT BUDGET FOR DEMOLITION OF CERTAIN STRUCTURES

WHEREAS, the Board of Park Commissioners evaluated District-wide capital improvement needs; and

WHEREAS, the Board of Park Commissioners adopted Resolution R2021-029 approving the PenMet Parks 2022 Capital Budget and Capital Improvement Plan; and

WHEREAS, demolition of two structures located at Peninsula Gardens was ranked at priority four (4) in the 2022 CIP; and

WHEREAS, demolition of two structures at Tacoma DeMolay Sandspit Nature Preserve was ranked at priority five (5); and

WHEREAS, demolition of two structures at Narrows Beach was ranked at priority six (6); and

WHEREAS, demolition of one structure located at Sunrise Beach was ranked at priority seven (7); and

WHEREAS, funding for the demolition projects was approved in the 2022 Budget; and

WHEREAS, Board Policy P10-101 states, in part, that PenMet Parks is accountable to its citizens for use of public dollars, and the limited financial resources of PenMet Parks must be wisely used to ensure adequate funding to support the services, public facilities, and infrastructure necessary to meet the community's present and future needs; and

WHEREAS, PenMet Parks analyzed the estimated project costs required to demolish the seven structures is \$104,000; and

NOW THEREFORE BE IT

RESOLVED, by the Board of Park Commissioners of the Peninsula Metropolitan Park District that the Demolition of Certain Structures is \$104,000.

The foregoing resolution was heard as a first reading on March 15, 2022 and adopted at a regular meeting of the Board of Park Commissioners of the Peninsula Metropolitan Park District held on April 5, 2022.

Amanda Babich, Board President

Steve Nixon, Board Clerk

Attest: Ally Bujacich



Peninsula Metropolitan Park District

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

DISTRICT COMMISSION MEMO

To: Peninsula Metropolitan Park District Board of Commissioners

Through: Ally Bujacich, Executive Director

Through: Denis Ryan, Director of Park Services

From: Nicole Jones-Vogel, AICP, Planning & Special Projects Manager

Date: April 5, 2022

Subject: **Resolution P2022-005 Authorizing the Executive Director to Execute a Construction Agreement for the Sehmel Homestead Park Turf Replacement Project with Coast to Coast Turf**

Background

The Sehmel Homestead Park multi-purpose synthetic turf field was installed in 2009 during the original construction of the park. Synthetic turf material is typically supplied with an eight-year warranty and has a lifespan of approximately 10 years. The turf is nearing the end of its useful life and replacement of the turf was identified as a need in the 2021 Capital Improvement Plan, with \$987,466 allocated in the 2021 capital budget. The District was awarded a \$350,000 Youth Athletic Facility grant from the Washington State Recreation and Conservation Office to help support this project; this grant funding is included in the adopted 2022 capital budget.

In November 2021 the Board passed Resolution R2021-034 approving a contract with Site Workshop to provide professional design services for the turf replacement project. The design is complete.

Bid Process

Site Workshop evaluated procurement options and recommended utilizing the Sourcewell cooperative purchasing process which complies with applicable competitive bidding requirements. The construction documents were provided to qualified vendors who have completed field turf projects locally.

Two vendors attended a pre-submittal walk-through on March 18, 2022. The District received three bids with the base bid amount ranging from \$709,858 to \$1,052,875. Coast to Coast Turf is identified as the lowest qualified bidder.

The bid documents included several bid alternates:

[Type here]

- 1a. Gates and Walkways
- 1b. Plaza entryway
- 1c. Site furnishings (not recommended; may be funded from remaining contingency)
- 1d. Wayfinding element (not recommended; could be completed as part of the signage master plan design planned for 2022)
- 2. Fencing (struck from bid form; may be funded from remaining contingency)
- 3. Electrical power near the field to serve events

In addition to the bid alternates, the low bidder proposed an additional alternate for an upgraded turf product for \$30,000. The consultant recommends accepting this proposed alternate.

Staff evaluated the base bid and alternate pricing and the overall project goals and recommend accepting alternates 1a, 1b, and 3, as well as the upgraded turf product, for a total construction cost of \$811,363 plus applicable sales tax. This fits within the allocated project funding.

Project Budget Summary	
Construction costs	
Base Bid	\$709,858
Alternate 1a: Gates and walkways	\$6,692
Alternate 1b: Plaza entryway	\$52,350
Alternate 1c: Site furnishings	Not Recommended (\$28,100)
Alternate 1d: Wayfinding element	Not Recommended (\$38,347)
Alternate 2: Fencing repairs	Not Recommended (no bid requested)
Alternate 3: Electrical	\$12,463
Upgraded turf	\$30,000
Total construction cost	\$811,363
Soft costs	
Sales Tax	\$64,909
Consultant and permit fees, and other soft costs	\$66,333
Contingency	\$44,861
Total soft costs	\$176,103
Total	\$987,466

Funding Sources Summary	
Capital Projects Fund	\$637,466
Grant funding	\$350,000
Total	\$987,466

Policy Implications/Support

- 1. The 2021 adopted capital budget allocated \$987,466 to the Sehmel Homestead Park turf replacement project.
- 2. The 2022 adopted capital budget allocates \$350,000 grant funding to the Sehmel Homestead Park turf replacement project.

[Type here]

3. The Sehmel Homestead Park turf replacement project advances the following 2022 goals and objectives:
 - Goal 3. Effectively manage and maintain our assets to preserve existing infrastructure and provide parks and recreation opportunities for the community.

Staff Recommendation

Staff recommend the Board pass Resolution P2022-005 authorizing the Executive Director to execute a construction agreement for the Sehmel Homestead Park Turf Replacement Project with Coast to Coast Turf in the amount of \$811,363, plus applicable Washington State Sales Tax.

Committee Recommendation

This action was reviewed by the CIP Committee at its March 28, 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 Nicole Jones-Vogel at 253-313-5086 or via e-mail at njones-vogel@penmetparks.org.

Attachments:

- Exhibit A: Bid Form
- Exhibit B: Bid Tab
- Exhibit C: Resolution P2022-005

**Sehmel Homestead Park
Sourcewell Cooperative Purchasing Contract**

Bid form

• **Base Bid:** _____ **\$ 709,858.00**

• **Alternate 1a:** _____ **\$ 6,692.00**

• **Alternate 1b:** _____ **\$ 52,350.00**

• **Alternate 1c:** _____ **\$14,100.00 FOR BENCHES**

\$ 14,000.00 FOR FREIGHT

*** WE ESTIMATE FREIGHT TO BE \$14,000. A FREIGHT
QUOTE WAS NOT PROVIDED BY 2:00 PM 3/25 ***

• **Alternate 1d:** _____ **\$ 38,347.00**

• **Alternate 3:** _____ **\$ 12,463.00**

• **Upgrade Synthetic Turf:**

AstroTurf RootZone 3D3 Blend 52 Ounce Turf: _____ **\$ 30,000.00**



I, Denis Ryan, hereby certify that these bid tabulations are correct.

Denis Ryan

 Denis Ryan, Director of Park Services

3/28/2022

 Date

SHP Turf Replacement

DATE OF BID OPENING: Friday, March 25, 2022 at 3 pm

				AstroTurf	Field Turf	Hellas
ITEM NO	DESCRIPTION	UNIT	QTY	TOTAL	TOTAL	TOTAL
1	Base Bid	1	LS	709,858.00	796,435.43	1,052,875.00
2	Alternate 1A - Gates and Concrete	1	LS	6,692.00	10,650.74	6,445.00
3	Alternate 1B - Entry Plaza	1	LS	52,350.00	62,877.26	56,100.00
4	Alternate 1C - Site Furnishings	1	LS	28,100.00	-	59,350.00
5	Alternate 1D - Wayfinding	1	LS	38,347.00	32,845.50	35,845.00
6	Alternate 3 - Power	1	LS	12,463.00	20,614.33	24,590.00
7	Other - Turf Upgrade with Root Zone	1	LS	30,000.00	-	-
Subtotal				\$ 877,810.00	\$ 923,423.26	\$ 1,334,021.40
BID TOTAL (including tax 8.0%):				\$948,034.80	\$997,297.12	\$1,440,743.11

Apparent Low Bidder: AstroTurf - CoasttoCoastTurf

Item 9.1 Exhibit B



Peninsula Metropolitan Park District

RESOLUTION NO. P2022-005

AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE A CONSTRUCTION AGREEMENT FOR THE SEHMEL HOMESTEAD PARK TURF REPLACEMENT PROJECT WITH COAST TO COAST TURF IN THE AMOUNT OF \$811,363.

WHEREAS, Peninsula Metropolitan Park District (PenMet Parks) identified turf replacement needs at Sehmel Homestead Park multi-purpose field in 2020; and

WHEREAS, PenMet Parks was successfully awarded a Washington State Recreation and Open Space Youth Athletic Facilities Grant in the amount of three hundred thousand fifty dollars (\$350,000); and

WHEREAS, Board of Parks Commissioners passed Resolution R2021-034 approving an Architectural/Engineering contract with Site Workshop to provide professional design services; and

WHEREAS, PenMet Parks Board of Park Commissioners allocated funding for the Sehmel Homestead Park Multi-Purpose Turf Replacement project in the 2021 Capital Budget; and

WHEREAS, the District followed RCW 39.34 to obtain quotes using the cooperative purchasing process, received three responsive quotes, and Coast to Coast Turf was the lowest bidder;

NOW THEREFORE BE IT

RESOLVED, by the Board of Park Commissioners that the Executive Director be authorized to sign the construction contract with Coast to Coast Turf for the Sehmel Homestead Park multi-purpose field replacement in an amount not to exceed eight hundred eleven thousand three hundred sixty-three dollars (\$811,363), excluding applicable Washington State Sales Tax, in substantially the form attached as Exhibit "A".

The foregoing resolution was adopted at a regular meeting of the Board of Park Commissioners of the Peninsula Metropolitan Park District held on April 5, 2022.

Amanda Babich, Board President

Steve Nixon, Board Clerk

Attest: Ally Bujacich

CONTRACT FOR CONSTRUCTION SERVICES
(5% Retainage)

THIS AGREEMENT is made this **6 day of April, 2022**, by and between the PENINSULA METROPOLITAN PARK DISTRICT, hereinafter referred to as the "Owner" and **Coast to Coast Turf**, hereinafter referred to as the "Contractor."

IN CONSIDERATION of the payments and agreements herein identified, the Contractor hereby agrees to commence and complete for the Owner the construction services described below:

1. **Project:** Sehmel Homestead Park Multi-purpose synthetic turf replacement project, according to the approved plans and meeting all requirements and specifications at the address and legal description of the property as detailed in the bid documents.
2. **Price:** For the above mentioned construction services, hereinafter called the "Project", the Owner agrees to pay the Contractor an amount not to exceed the sum of **eight hundred eleven thousand, three hundred sixty-three dollars and zero cents (\$811,363.00)**, exclusive of Washington State Sales Tax. Payment shall be made in accordance with and pursuant to all the terms and conditions of any Project Advertisement for Bids or Requests for Proposals and the Contract Documents attached, copies of which are hereby declared and accepted as parts of this Agreement as fully as if set forth herein. The Contractor's bid or proposal is accepted as part of this Agreement as fully as if set forth herein. The Owner shall not be liable for any increased cost or price unless an authorized, signed Change Order has been executed prior to any work being performed.
3. **Indemnity:** The Contractor agrees to indemnify, defend, protect and hold harmless the Owner and its agents and employees from all claims, suits, actions, liabilities, losses, demands, damages, expenses, including legal expenses, bodily injury, or property damage arising from any and all defects appearing or developing in the workmanship or material performed or furnished under this Agreement.
4. **Payment Terms:** Subject to the retainage, the Contractor agrees to accept as full payment hereunder the amount specified in the Price above, and the Owner agrees to make payments on the basis of a duly certified and approved estimate of the work performed during the preceding calendar month under this Contract. To secure proper performance of this Agreement, the Owner shall retain five percent (5%) of the amount of each payment until final completion and acceptance of all work covered by this Agreement. Owner will make final payment upon receipt of final approval and acceptance of the work by the Owner's Board of Park Commissioners.
5. **Schedule and Liquidated Damages:** Construction shall commence within five (5) days following receipt of Owner's written Notice to Proceed. Construction shall reach substantial completion within 75 calendar days, following Contractor's receipt of Owner's written Notice to Proceed. Final completion and closeout shall be completed within 25 calendar days of substantial completion. Liquidated damages are zero dollars (\$0).
6. **Non-Assignability:** The Contractor may not assign, subcontract or delegate duties under this Contract without the prior written consent of Owner.
7. **Enforcement:** Any dispute as to the enforcement or interpretation of this Contract shall/may be determined by arbitration. The prevailing party in any suit or arbitration arising under this Contract shall be entitled to reasonable attorneys and expert witness fees and costs.

Washington law will govern the interpretation and enforcement of this Contract. Venue shall only be in Pierce County, Washington.

- 8. Integration: The following document are included as part of this written contract:
 - a. General Conditions for Peninsula Metropolitan Park District Public Works Projects, Dated March 30, 2022 prepared by PenMet Parks;
 - b. CD Set Sehmel Homestead Park Soccer/Football Turf Replacement Project Pricing Drawings, dated February 28, 2022 prepared by Site Workshop Landscape Architecture
 - c. Bid Proposal, dated March 25, 2022;
 - d. Addendum #1, dated March 31, 2022 prepared by PenMet Parks

This written contract represents the entire agreement between the parties. All prior representations, promises or statements merge with this written contract.

- 9. Amendment: Any amendment to the contract must be in writing signed by both parties.
- 10. Severability: If one or more of the contract clauses are found to be unenforceable, illegal or contrary to public policy, the contract will remain in full force and effect except for the clauses that are unenforceable, illegal, or contrary to public policy.
- 11. Termination: Performance of the work under this Agreement may be terminated, suspended or abandoned for any cause deemed sufficient by Owner, in whole or in part at any time by Owner by giving the Contractor thirty (30) days' written notice of such termination, specifying the extent and effective date of termination, suspension or abandonment. After receipt of any such notice, the Contractor shall stop work hereunder to the extent and to the date specified in the notice, terminate all subcontracts or other commitments to the extent those contracts relate to the work terminated, and deliver to Owner all reports, computations, drawings, specifications and other material and information prepared and developed hereunder in connection with the work terminated. In the event of termination pursuant to this clause, the Contractor shall be entitled to be paid as provided herein for direct labor hours expended and reimbursable costs incurred prior to termination, and for such direct labor costs and reimbursable costs as may be expended or incurred thereafter with Owner's written approval in settling subcontracts and finalizing the work terminated. The Contractor shall not be entitled to any anticipated profit for services not performed. Except as provided in this clause, any such termination shall not alter or affect the rights and obligations of the parties under this Agreement.
- 12. Notices: Any and all notices affecting or relative to this Contract shall be effective if in writing and delivered or mailed, postage and fees prepaid, or sent by facsimile or similar electronic communication with a hard copy mailed to the respective party being notified at the address or facsimile number listed with the party's respective signature. Such notice to Owner shall be in duplicate, one each directed to the Executive Director of PenMet Parks and the Owner's Project Coordinator. The parties' addresses may be changed by the same method of notice.
- 13. Indemnification and Insurance. The Contractor shall indemnify and hold harmless Owner, its officials, officers, agents, employees, volunteers, and representatives, from, and shall process and defend at its sole expense, any and all claims, demands, damages, suits at law or at equity, liabilities, losses, judgments, liens, expenses, and costs to the extent arising out of or occasioned by the negligent and / or wrongful performance, acts, and/or omissions by the Consultant, its employees, agents, representatives or volunteers relative to any

activity and/or services covered hereunder. In the event of recovery due to the aforementioned circumstances, the Contractor shall pay any judgment or lien arising therefrom, including any and all costs as part thereof.

The Contractor shall, prior to commencing work under this Agreement, provide to Owner certificates of insurance evidencing the following insurance coverages and limits.

- A. Comprehensive general liability policy, including:
 - (1) Premises/Operations liability;
 - (2) Products/Completed Operations liability;
 - (3) Blanket contractual liability;
 - (4) Personal injury liability;
 - (5) Stop gap liability.
 - B. Automobile liability:
 - (1) Non-Owned and hired auto liability;
 - (2) Owned auto liability.
 - C. Limits should not be less than \$1,000,000 Combined Single Limit for comprehensive general liability. Automobile liability limits should not be less than \$500,000 Combined Single Limit. Stop gap liability should be not less than \$500,000.
 - D. Professional Errors and Omissions Liability Insurance, with a minimum limit of no less than \$1,000,000, will be required where architectural or engineering services are provided directly or indirectly by the contractor or contractors subcontractors. A certificate of insurance will be provided to the Owner, with a 30 days notice of cancellation clause.
 - E. Said insurance policies, excepting Errors and Omissions Liability policy, shall name Owner as an additional insured thereunder as respects any operations of the Independent Contractor in connection with this Agreement.
 - F. It is agreed that these insurance policies are primary over any insurance which may be carried by Owner and it is agreed that Owner will be given not less than thirty (30) days advance written notice of any termination of this policy.
14. Bond: Contractor shall furnish a Faithful Performance and Payment Bond prior to starting work on the Project.

IN WITNESS WHEREOF, the parties hereto have executed this document as of the day and year first above written.

For the OWNER:

For the CONTRACTOR

Peninsula Metropolitan Park District,
A Municipal Corporation

CONTRACTOR

Ally Bujacich
Executive Director

Kathleen Webb, Operations Manager,
Controller

Coast to Coast Turf
3303 37th Ave W
Seattle WA, 98199

APPROVED AS TO FORM

Attorney for the
Peninsula Metropolitan Park District

Phone: (509) 953-1607

Federal Tax Number: 46-5396868
WA State Contractor's License:
COASTCT863LT
UBI No.: 603-389383



Peninsula Metropolitan Park District

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

DISTRICT COMMISSION MEMO

To: Peninsula Metropolitan Park District Board of Commissioners

Through: Ally Bujacich, Executive Director

Through: Denis Ryan, Director of Park Services

From: Nicole Jones-Vogel, AICP, Planning & Special Projects Manager

Date: April 5, 2022

Subject: **First Reading of Resolution RR2022-006 Approving the Project Budget for Sehmel Homestead Park Multi-Purpose Turf Replacement**

Background

In 2020, the PenMet Parks Board of Parks Commissioners adopted Resolution R2020-007 authorizing the District to submit an application to the Washington State Recreation and Conservation Office (RCO) for a \$350,000 Youth Athletic Facilities Grant. The District was awarded the Youth Athletic Facilities grant with a total project budget estimated to be \$987,466, with the District providing a 65% match.

Upon the execution of the grant agreement, the District entered into an agreement with Site Workshop to perform professional design services. In March 2022 the design was completed, and staff obtained bids using the cooperative purchasing process to perform the work.

Scope

The original scope of the project included turf replacement, drainage upgrades to address ponding issues. Through the Conceptual Design phase of the project, alternates were identified to enhance the project and meet community need. The proposed project budget includes the base scope of work and the following alternates:

- 1a. Gates and Walkways
- 1b. Plaza entryway
3. Electrical power near the field to serve events or other uses

A reasonable contingency is included in the project budget to address unforeseen conditions, such as unknown subsurface conditions. As the project progresses, the risk of discovering unforeseen

conditions decreases. Unspent contingency would be used to proceed with Alternate 1c, site furnishings, and Alternate 2, fence repair.

Project Budget Summary	
Maximum Allowable Construction Cost (MACC)	\$811,363
Soft costs	
Sales Tax	\$64,909
Consultant and permit fees, and other soft costs	\$66,333
Contingency	\$44,861
Total	\$987,466

Funding Sources Summary	
Capital Projects Fund	\$637,466
Grant funding	\$350,000
Total	\$987,466

Funding

The adopted 2021 capital budget allocates \$987,466 for the Sehmel Homestead Park turf replacement project. The adopted 2022 capital budget includes the \$350,000 RCO grant to support this project.

Staff Recommendation

Staff recommends the Board pass Resolution RR2022-006 approving the project budget for Sehmel Homestead Park Multi-Purpose Turf Replacement.

Staff requests the Board suspend the requirement for a Second Reading in order to permit a second reading and vote at the April 5, 2022 Board meeting in accordance with Policy P10-101: Board Policy and Procedures Section 7(D)(10). Proposed Resolution RR2022-006 was brought before the Board on April 5, 2022 to allow staff to receive, evaluate, and recommend bid alternates that impact the project budget, and to maintain the construction schedule.

Committee Recommendation

This action was reviewed by the CIP Committee at its March 28, 2022 meeting with a recommendation to bring this action to the full Board for its approval.

Policy Implications/Support

1. The 2021 adopted capital budget allocated \$987,466 for the Sehmel Homestead Park turf replacement project.

2. The 2022 adopted capital budget allocates \$350,000 grant funding to the Sehmel Homestead Park turf replacement project.
3. The Board passed Resolution R2020-007 authorizing the submittal of a Youth Athletic Facility grant to support this project.
4. The project is supported by the following 2022 goals and objectives:
Goal 3. Effectively manage and maintain our assets to preserve existing infrastructure and provide parks and recreation opportunities for the community.

Staff Contact

If you have any questions or comments please contact Nicole Jones-Vogel at (253) 313-5086 or via e-mail at njones-vogel@penmetparks.org.

Attachments:

Exhibit A: Resolution RR2022-006



Peninsula Metropolitan Park District

RESOLUTION NO. RR2022-006

ADOPTING THE SEHMEL HOMESTEAD PARK MULTI-PURPOSE TURF REPLACEMENT PROJECT BUDGET

WHEREAS, Peninsula Metropolitan Park District (PenMet Parks) identified turf replacement needs at Sehmel Homestead Park multi-purpose turf field in 2020; and

WHEREAS, PenMet Parks was successfully awarded a Washington State Recreation and Open Space Youth Athletic Facilities Grant in the amount of three hundred thousand fifty dollars (\$350,000); and

WHEREAS, Board of Parks Commissioners passed Resolution R2021-034 approving an Architectural/Engineering Contract with Site Workshop; and

WHEREAS, the Board of Park Commissioners allocated funding for the Sehmel Homestead Park Multi-Purpose Turf Replacement project in the adopted 2021 capital budget; and

WHEREAS, Board Policy P10-101 states, in part, that PenMet Parks is accountable to its citizens for use of public dollars, and the limited financial resources of PenMet Parks must be wisely used to ensure adequate funding to support the services, public facilities, and infrastructure necessary to meet the community’s present and future needs; and

WHEREAS, PenMet Parks analyzed the estimated project costs required to design and complete the Sehmel Homestead Park Multi-Purpose Turf Field project to meet the community needs and concluded that the total project budget should be set at \$987,466;

NOW THEREFORE BE IT

RESOLVED, by the Board of Park Commissioners of the Peninsula Metropolitan Park District that the Sehmel Homestead Park Multi-Purpose Turf Replacement Project Budget, is \$987,466.

The foregoing resolution was heard and adopted at a regular meeting of the Board of Park Commissioners of the Peninsula Metropolitan Park District held on April 5, 2022.

Approved By the Board on _____

Amanda Babich, Board President

Steve Nixon, Board Clerk

Attest: Ally Bujacich