



# 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

**May 16, 2023, 6:00 PM**

Arletta Schoolhouse at Hales Pass Park - 3507 Ray Nash Drive NW, Gig Harbor, WA 98335

---

### Call to Order

### Commissioner Roll Call:

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

### ITEM 1 President's Report

### ITEM 2 Executive Director's Report

### ITEM 3 Special Presentations

3a. [Recreation Scholarship Program Quarterly Report - Q1 2023](#)

### ITEM 4 Board Committee Reports

4a. Park Services Committee

4b. Finance Committee

4c. Administrative Services Committee

4d. Recreation Services Committee

4e. Campaign Committee

4f. External Committees

### ITEM 5 Public Comments:

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

### ITEM 6 Minutes

6a. [Approval of the April 28, 2023 Special Meeting - Board Retreat Site Tour Minutes](#)

6b. [Approval of the April 29, 2023 Special Meeting - Board Retreat Minutes](#)



# Peninsula Metropolitan Park District

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

6c. [Approval of the May 2, 2023 Study Session Minutes](#)

6d. [Approval of the May 2, 2023 Regular Meeting Minutes](#)

## ITEM 7 Consent Agenda

7a. [Resolution C2023-007 Authorizing the Application for Pierce County Conservations Futures Grant](#)

## ITEM 8 Unfinished Business

8a. [Resolution RR2023-008 Adopting Policy P10-107 Advisory Committee Policy \(Second Reading\)](#)

## ITEM 9 New Business

9.1 Purchasing Resolutions Requiring One Reading for Adoption: None

9.2 [Single Reading Resolutions Requiring One Reading for Adoption](#)

[9.2a Resolution R2023-003 Granting the Colvos Heights Homeowners Association Request for Easement](#)

[9.2b Resolution R2023-004 Adopting the 2024 Goals and Objectives](#)

[9.2c Resolution R2023-005 Authorizing the Executive Director to Negotiate and Execute a Memorandum of Understanding with Harbor WildWatch](#)

[9.2d Resolution R2023-006 Adopting District Paid Holidays](#)

9.3 Two Reading Resolutions Requiring Two Readings for Adoption: None

## ITEM 10 Comments by Board

## ITEM 11 Next Board Meetings

June 6, 2023 Study Session at 5:00 pm and Regular Meeting at 6:00 pm at the Arletta Schoolhouse at Hales Pass Park - 3507 Ray Nash Drive NW, Gig Harbor, WA 98335

## ITEM 12 Executive Session

12a. Executive Session for the purpose of considering the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price pursuant to RCW 42.30.110 (b).

## ITEM 13 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](http://www.penmetparks.org).

# Recreation Scholarship Program

Quarterly Report – Q1, 2023

# Scholarship Fund

- New in 2023, the Scholarship Fund was created to provide partial funding to person who want to participate in the District's fee-based recreation programs and meet eligibility requirements.
- Per the Board approved 2023 Budget, the transfer from the Recreation Fund of \$50,000 was completed in January. On February 21, 2023, the Board approved Resolution RR2023-001 amending the Recreation Scholarship Policy.
- The amended policy expanded eligibility requirements and provided administrative latitude to grant hardship exceptions and establish increased annual scholarship amounts that are approved by the Board as part of the annual budget process.

# Scholarship Awards & Hardship Exceptions

- 2023 Maximum Award Amount
  - Program Award Amount is 75% of the program fee.
  - Individual Award Amount is \$400 per person, there is not a household cap.
- Hardship Exceptions
  - The Executive Director approves hardship exception requests which may grant a program award amount up to 100% of the program fee and/or increase the individual award amount in excess of \$400.

# 2023 Scholarship Awards – as of 3/31/23

- \$3,503.50 had been awarded to 19 participants
  - Scholarship awards: The average award amount was \$95
    - Camp Programs - \$3,083.50
    - Sports Scholarships - \$300
    - Youth Programs - \$120

# 2023 Scholarship Awards – as of 3/31/23

## Scholarship Awards: 19 participants

- In District: 11 participants
- Out of District: 5 participants
- Pending Information: 3 participants

## Hardship Exceptions:

- None in Q1

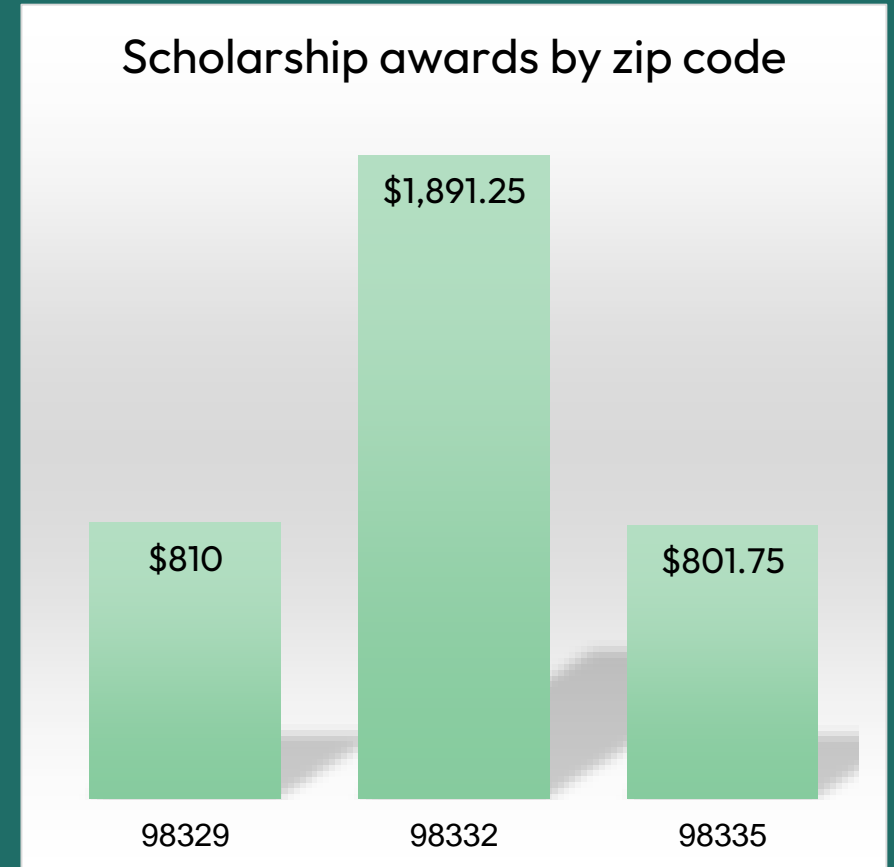
## Applications Did Not Qualify:

- None in Q1

# 2023 Scholarship Awards – as of 3/31/23

## Scholarship Awards by Zip Code

- 98329 – \$810
- 98332 – \$1,891.25
- 98335 – \$801.75





# 2023 Scholarship Fund Balance

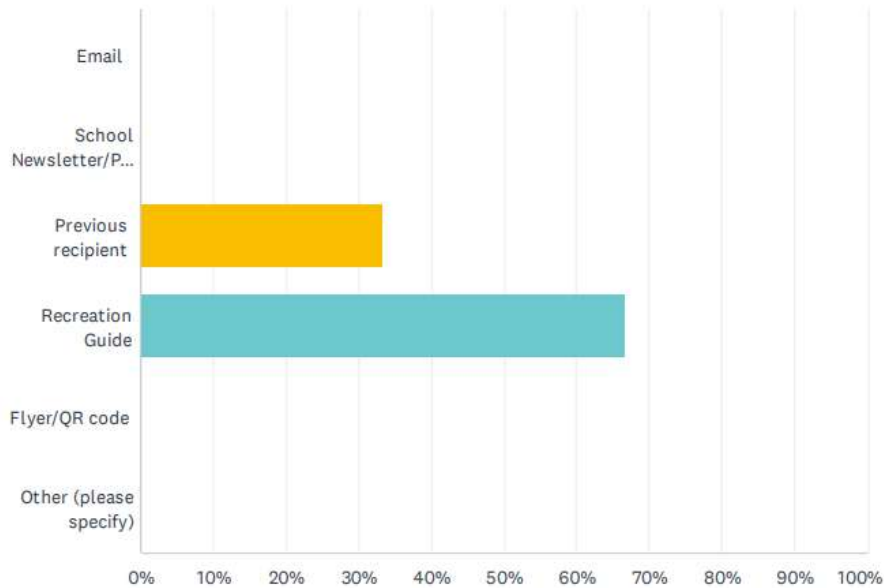
- 2023 Scholarship Fund Opening Balance \$50,000
  - First Quarter Funds Release - \$25,000
  - First Quarter Fund Award Amount - \$3,503.50
  - First Quarter Fund Balance - \$21, 496.50

15% of the First Quarter Funds release was awarded

# Scholarship Recipient Survey Results

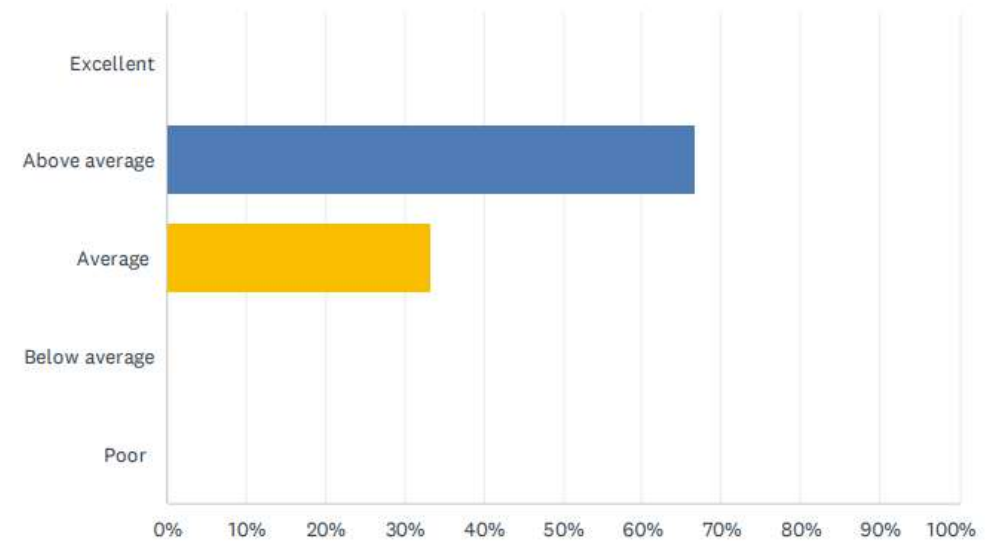
Q1 How did you hear about the Recreation Scholarship Program?

Answered: 3 Skipped: 0



Q2 How would you rate the application process, including eligibility verification, communication, and ease of registration?

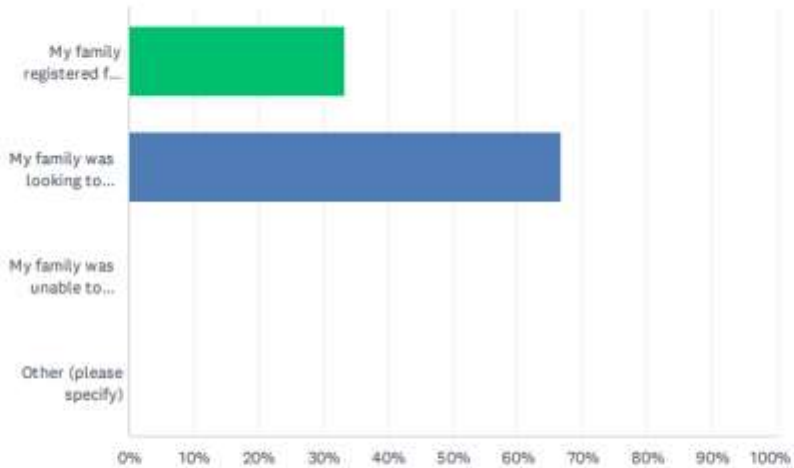
Answered: 3 Skipped: 0



# Scholarship Recipient Survey Results

## Q3 Was your family able to register for the programs you wanted?

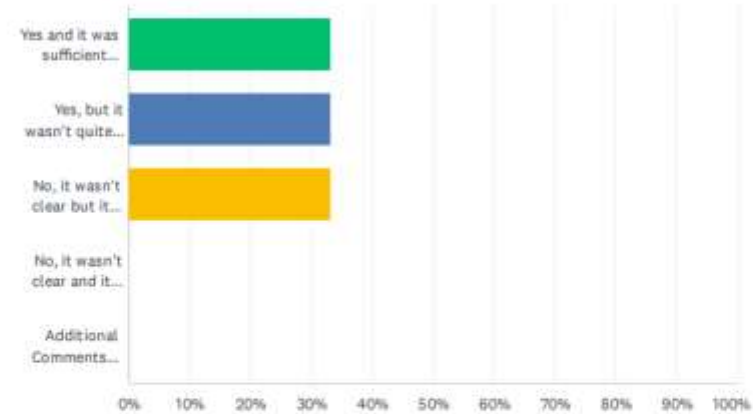
Answered: 3 Skipped: 0



ANSWER CHOICES	RESPONSES
My family registered for all of the programs we wanted!	33.33% 1
My family was looking to register for more programs than we were able to register for	66.67% 2
My family was unable to register for any of the programs we wanted.	0.00% 0
Other (please specify)	0.00% 0

## Q4 Was your financial responsibility (25% of program costs) clear to you in the application process?

Answered: 3 Skipped: 0



ANSWER CHOICES	RESPONSES
Yes and it was sufficient support.	33.33% 1
Yes, but it wasn't quite enough.	33.33% 1
No, it wasn't clear but it worked out.	33.33% 1
No, it wasn't clear and it wasn't sufficient.	0.00% 0
Additional Comments (please specify)	0.00% 0

# Recipient Survey Feedback

Tell us how the Recreation Scholarship Program has impacted you and your family:

- “Without it, my kids would just have to miss out. Thank you.”
- “The scholarship is a great financial tool to help families in needs and makes some programs to some extent more affordable and enabling to kids participation to some degree. We greatly appreciate this kind and humanitarian gesture.”
- “It’s been a HUGE blessing for my children. I haven’t had to set limits on their ability for their opportunities. This program has helped keep doors open rather than closed. We appreciate the support so much.
- “If possible, respectfully requesting increasing the annual scholarship amount please! Much appreciated.”

# Next Steps

## Application Procedure Modification:

- ✓ Amend the scholarship application to ensure clarity regarding program parameters, specifically related to participants' understanding of their 25% program fee payment and \$400 maximum award.
- ✓ Amend the scholarship application form so that the Hardship Exception information is more prominently featured to ensure that applicants understand that they can apply for a Hardship Exception.
- ✓ Amend the scholarship application to include information regarding setting up a payment plan for the 25% program fee payment.

## Promote the scholarship fund:

- ✓ Increased outreach in advance of Recreation program enrollment periods.
- ✓ Increased outreach to adults and seniors.

## Program Registration:

- ✓ Amend ActiveNet so that applicants pay the 25% program fee at the time of registration and add the individual registration cap (\$400/person) to ensure that participants cannot exceed the individual maximum award without receiving a Hardship Exception.

# Thank You

Questions?



# Peninsula Metropolitan Park District

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

## SPECIAL MEETING - BOARD RETREAT SITE TOUR MINUTES

**April 28, 2023, 4:00 PM**

Wollochet Bay Estuary Park: 4508 Wollochet Dr, Gig Harbor, WA 98335

**Call to Order: 4:00 PM**

### Commissioner Roll Call:

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

**Quorum, Yes**

### ITEM 1 Board Retreat Site Tour

- 1a. Location 1: Wollochet Bay Estuary Park
- 1b. Location 2: Madrona Links Golf Course
- 1c. Location 3: Narrows Beach Park

### ITEM 2 Next Board Meetings

**April 29, 2023 Board Retreat at 8:00 AM at the Arletta Schoolhouse at Hales Pass Park - 3507 Ray Nash Drive NW, Gig Harbor, WA 98335.**

**May 2, 2023 Study Session at 5:00 pm and Regular Meeting at 6:00 pm at the Arletta Schoolhouse at Hales Pass Park - 3507 Ray Nash Drive NW, Gig Harbor, WA 98335**

### ITEM 3 Adjournment: 6:06 PM

## BOARD OF PARK COMMISSIONERS MEETING PROCEDURES

The Board of Park Commissioners encourages the public to attend its Board meetings. All persons who attend Board meetings must comply with Board Policy P10-106 providing for the Rules of Decorum at Board Meetings. This Policy is to preserve order and decorum and discourage conduct that disrupts, disturbs, or otherwise impedes the orderly conduct of Board meetings. A copy of the policy is available at each meeting and at [www.penmetparks.org](http://www.penmetparks.org).

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

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

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



# Peninsula Metropolitan Park District

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

---

Attest: Ally Bujacich

Submitted by: Robyn Readwin, Board Secretary





# Peninsula Metropolitan Park District

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

## SPECIAL MEETING - BOARD RETREAT AGENDA

**April 29, 2023, 8:00 AM**

Arletta Schoolhouse at Hales Pass Park - 3507 Ray Nash Drive NW, Gig Harbor, WA 98335

**Call to Order: 8:10 AM**

### Commissioner Roll Call:

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

Quorum, yes

### ITEM 1 Board Retreat

- Progress report on current year goals and objectives
- Strategic Plan progress update
- Commissioner roles and responsibilities annual check-in
- Identify and prioritize 2024 goals and objectives
- Future planning: 20-year anniversary and long-range visioning

### ITEM 2 Closed Session

- 2a. Closed meeting pursuant to RCW 42.30.140(4)  
Entered at 9:30 am and ended at 10:03 am

### ITEM 3 Next Board Meetings

**May 2, 2023 Study Session at 5:00 pm and Regular Meeting at 6:00 pm at the Arletta Schoolhouse at Hales Pass Park - 3507 Ray Nash Drive NW, Gig Harbor, WA 98335**

### ITEM 4 Adjournment: 3:58 PM

## BOARD OF PARK COMMISSIONERS MEETING PROCEDURES

The Board of Park Commissioners encourages the public to attend its Board meetings. All persons who attend Board meetings must comply with Board Policy P10-106 providing for the Rules of Decorum at Board Meetings. This Policy is to preserve order and decorum and discourage conduct that disrupts, disturbs, or otherwise impedes the orderly conduct of Board meetings. A copy of the policy is available at each meeting and at [www.penmetparks.org](http://www.penmetparks.org).



# Peninsula Metropolitan Park District

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

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

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

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

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

Submitted by: Robyn Readwin, Board Secretary



# Peninsula Metropolitan Park District

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

## STUDY SESSION MINUTES

May 02, 2023, 5:00 PM

Arletta Schoolhouse at Hales Pass Park - 3507 Ray Nash Drive NW, Gig Harbor, WA 98335

### Call to Order Time: 5:00 PM

#### Commissioner Roll Call:

	Present	Excused	Comment
President Nixon	x		
Commissioner Hill	x		
Commissioner Babich	x		
Commissioner Grimmer	x		
Commissioner Kingsbury	x		

Quorum, Yes

#### ITEM 1 Board Discussion

##### 1a. Facility Use Discussion

PowerPoint Presentation by Director of Administrative Services, Zemorah Murray.

Board Comment and Questions: Included questions on facility rental guidelines and the survey responses. Discussion for the next field and court summit and board suggestion to schedule for June and start with the largest users and focus outreach on calls to invite.

Discussion on school district use and quality standards, maintenance, and investment.

Discussion on Tennis Courts and Pickle Ball lines. Only a few pickleball players use Arletta since Pickle Ball lines use tennis nets. Staff will follow up on rotating lining. Find out about public access for PSD tennis court use/availability. Also discussed blocks of time for specific usage vs. reservations.

Board Questions on Washington Water Trails use and overnight camping clarification and revenue.

#### ITEM 2 Adjournment Time: 6:00 PM

## BOARD OF PARK COMMISSIONERS MEETING PROCEDURES

The Board of Park Commissioners encourages the public to attend its Board meetings. All persons who attend Board meetings must comply with Board Policy P10-106 providing for the Rules of Decorum at Board Meetings. This Policy



# Peninsula Metropolitan Park District

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

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](http://www.penmetparks.org).

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

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

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

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

Submitted by: Robyn Readwin, Board Secretary



# 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 MINUTES

**May 02, 2023, 6:00 PM**

Arletta Schoolhouse at Hales Pass Park - 3507 Ray Nash Drive NW, Gig Harbor, WA 98335

Call to Order Time: 6:07 PM

### Commissioner Roll Call:

	Present	Excused	Comment
President Nixon	x		
Commissioner Hill	x		
Commissioner Babich	x		
Commissioner Grimmer	x		
Commissioner Kingsbury	x		

Quorum, Yes

### ITEM 1 President's Report

- 4/28 Went to Sehmel for the retirement of Marco Malich's number at the PHS baseball game
- 4/28 Site Tour
- 4/29 Board Retreat
- Capital Campaign Contacts

### ITEM 2 Executive Director's Report

- Introduction of Special Events Coordinator, Ryan Sparks
- Introduction of Senior Recreation Coordinator, Edie Morgan
- Positive feedback on youth baseball
- Positive response to teen recreation
- May 12 & 13 Family Dances, each have two sessions. Beach party theme and sponsored by Ocean5. Preregistration required.
- PROS Open House, May 17<sup>th</sup> at 4-5:30 at Arletta Schoolhouse
  - The Social PinPoint Website is now open, encouraging the public to visit this and provide community input.
- WA State appropriated 1 million dollars for CRC.
  - Thanks to Representative Caldier, Representative Hutchins, and Senator Randall.
  - We will invite all to the Phase I ribbon cutting and Phase II ribbon cutting.

### ITEM 3 Special Presentations

#### 3a. Spring Egg Hunt Event Report

PowerPoint Presentation by Recreation Coordinator, Brycen Toney



# Peninsula Metropolitan Park District

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

**Board Comments:** Commendable and proud of the staff for 91% survey response for very friendly staff! **Board Comment:** Appreciate recycling-kudos for cost savings and for implementing the request made last year.

## 3b. March 2023 Financial Report

PowerPoint Presentation by Director of Finance, Stephanie Buhrman

## ITEM 4 Board Committee Reports

### 4a. Park Services Committee

- Community Recreation Center updates
  - Phase II is awaiting sign off. The next meeting with the County is next Monday
- Rosedale Hall renovation project updates
- BerryDunn interviews
- DeMolay project update
- Parks Appreciation Day
- 2023 CIP update

### 4b. Finance Committee- Has not met since last meeting

### 4c. Administrative Services Committee- Has not met since last meeting

### 4d. Recreation Services Committee

- Introduction of new staff: Ryan Sparks, Special Events Coordinator & Edie Morgan, Recreation Coordinator – Seniors (part-time)
- Athletics & Fitness
  - Baseball season is underway.
  - Exploring a partnership with Redline Athletics.
- Community Recreation
  - Teen Beach “Bonfire” event scheduled for 4/28 at Sunrise Beach (24 teens signed up)
  - Walking club has been popular this spring may add dates for summer.
- Seniors
  - Senior Socials continue 1st & 3rd Fridays. New watercolor painting class begins May 2nd.
  - Looking for a new SAIL fitness class instructor.
- Specialized Recreation – the Harbor Social Club (bi-monthly activity) will be moving to Arletta in July & August.
- Special Events –
  - Spring Egg Hunt had 660+ participants
  - Family Dances are coming up on May 12 & 13 at Ocean5
  - Family Fun Fest & Bike Bash planning is underway for the June 24th event.
  - Concerts in the Park & Movies in the Park schedules are being finalized.
  - General discussion regarding volunteer opportunities for District programs and events.



# Peninsula Metropolitan Park District

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

4e. **Campaign Committee-** Has not met since last meeting

4f. **External Committees-** None

## ITEM 5 Public Comments:

- Bill Sehmel
- Betty Lilienthal

## ITEM 6 Minutes

### 6a. **Approval of the April 18, 2023 Regular Meeting Minutes**

Commissioner moved to adopt the minutes as presented;  
 Commissioner seconded;  
 Roll call vote. Approved Unanimously. Motion Carried.

## ITEM 7 Consent Agenda

### 7a. **Resolution C2023-006: Approval of the April Vouchers**

Commissioner moved to adopt the April Voucher as presented;  
 Commissioner seconded;  
 Roll call vote. Approved Unanimously. Motion Carried.

## ITEM 8 Unfinished Business

### 8a. **Resolution RR2023-007: Accept the Fees and Services Assessment Study - Second Reading**

Resolution RR2023-007 was moved and seconded at the April 18th 2023 Regular Meeting. There is a motion on the table.

Further presentation by Director of Recreation Services Tracy Gallaway: Resolution RR2023-007 that was heard in the first reading incorrectly stated the Fiscal Year 21 Budget as \$8,128.859, which affected the budget numbers subsequent figures 1, 2, and 3 and included minor grammatical scrivener's errors. We request the Board consider amending the resolution to the version before you with the corrected Fiscal Year 21 Budget of \$3,212,849 and the corrected scrivener's errors.

Commissioner Move to Amend Resolution RR2023-007.  
 Commissioner Second to Amend Resolution RR2023-007.  
 Board discussion.

Roll call Vote to approve amended Resolution RR2023-007 with the corrected Fiscal Year 21 Budget of \$3,212,849 and the corrected scrivener's errors:

Roll call vote. Approved Unanimously. Motion Carried.

No further Staff Discussion regarding the Second Reading of RR2023-007.  
 Board Discussion: None  
 Roll call vote. Approved Unanimously. Motion Carried.

## ITEM 9 New Business

### 9.1 **Purchasing Resolutions Requiring One Reading for Adoption: None**



# Peninsula Metropolitan Park District

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

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

**9.3 Two Reading Resolutions Requiring Two Readings for Adoption:**

**9.3a Resolution RR2023-008: Adopt Policy P10-107: Advisory  
Committee Policy (First Reading)**

Commissioner so moved;  
Commissioner: Second.  
Memo Overview by Executive Director Ally Bujacich  
Board discussion: None  
Second Reading will be at the May 16, 2023 Regular Meeting.

**ITEM 10 Comments by Board**

Reiterate appreciation to Executive Director Ally Bujacich for the state appropriation of 1 Million dollars for CRC and thanks to Representative Hutchins, Representative Caldier, and Senator Randall and the legislature.

**ITEM 11 Next Board Meetings**

May 16, 2023 Study Session at 5:00 pm and Regular Meeting at 6:00 pm at the Arletta Schoolhouse at Hales Pass Park - 3507 Ray Nash Drive NW, Gig Harbor, WA 98335

**ITEM 12 Adjournment 7:13 PM**

## BOARD OF PARK COMMISSIONERS MEETING PROCEDURES

---

The Board of Park Commissioners encourages the public to attend its Board meetings. All persons who attend Board meetings must comply with Board Policy P10-106 providing for the Rules of Decorum at Board Meetings. This Policy is to preserve order and decorum and discourage conduct that disrupts, disturbs, or otherwise impedes the orderly conduct of Board meetings. A copy of the policy is available at each meeting and at [www.penmetparks.org](http://www.penmetparks.org).

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

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

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

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

Submitted by: Robyn Readwin, Board Secretary





## DISTRICT COMMISSION MEMO

**To:** Board of Park Commissioners

**Through:** Ally Bujacich, Executive Director

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

**Date:** May 16, 2023

**Subject:** **Resolution C2023-007 Authorizing the Application for Pierce County Conservations Futures Grant**

### Background/Analysis

The Peninsula Metropolitan Board of Park Commissioners have identified two parcels, together comprising 3.57 acres, adjacent to the Tacoma DeMolay Sandspit Nature Preserve owned by PenMet Parks. The acquisition of these Island Blvd. Properties would serve as an extension of the public park land and support identified District goals.

### Funding

Pierce County is currently accepting applications for the Conservations Futures Grant Program with an application deadline of May 24, 2023. PenMet Parks desires to participate in this grant program to the greatest extent possible as a means of supplementing the funds necessary to purchase the Island Blvd. Properties.

### Policy Implications/Support

1. The acquisition of the Island Blvd properties is supported by the following 2023 goals and objectives: Elevate the Community Experience.
2. The potential acquisition supports several priorities identified in the District's 2018 Comprehensive Parks, Recreation and Open Space Plan, including:
  - Balance public access and amenities with critical waterfront ecosystem needs to protect critical wildlife, habitat, and environmental functions.
  - Preserve wildlife habitat, habitat corridors, protect water quality, and retain and manage forested areas. Incorporate natural areas and unique ecological features into the park and open space system to maintain biodiversity, protect threatened species, conserve significant natural resources, and retain migration corridors that are unique and important to local wildlife.



- Promote and enhance opportunities to educate park system users on the value of the natural open space environments and the overall ecological systems that interconnect our community.
- Preserve open space and protect the diverse local environments, including the marine environment.
- Improve access to the waterfront.
- Strategically expand park access in areas of need.

### **Staff Recommendation**

Staff recommends the Board pass Resolution C2023-007 authorizing the Executive Director to prepare and submit such forms and information as is required to make application to the Pierce County Conservation Futures Grant Program for funding the purchase of the Island Blvd. Properties.

### **Staff Contact**

If you have any questions or comments, please contact Denis Ryan, Director of ParkServices at (253) 649-5254 or via e-mail at [dryan@penmetparks.org](mailto:dryan@penmetparks.org).

### **Attachments:**

Exhibit A: C2023-007



# Peninsula Metropolitan Park District

## RESOLUTION C2023-007

### AUTHORIZING APPLICATION FOR PIERCE COUNTY CONSERVATION FUTURES GRANT

Project Name: DeMolay – Island Blvd Properties

WHEREAS, the Peninsula Metropolitan Park District Board of Park Commissioners have identified two parcels, together comprising 3.57 acres, which are referred to as the Island Blvd. Properties, as property it would like to purchase; and

WHEREAS, the Island Blvd. Properties are located directly adjacent to the DeMolay Sandspit Nature Preserve owned by PenMet Parks and the acquisition of the Island Blvd. Properties will serve as an extension to the existing public parkland; and

WHEREAS, the Island Blvd. Properties contain marine shorelines and other similar conservation values as the DeMolay Sandspit Nature Preserve; and

WHEREAS, Pierce County is accepting applications for the Conservation Futures Grant Program; and

WHEREAS, PenMet Parks desires to participate in this grant program to the greatest extent possible as a means of supplementing the funds necessary to purchase the Island Blvd. Properties;

NOW THEREFORE BE IT

RESOLVED, by the Board of Park Commissioners of the Peninsula Metropolitan Park District that the Executive Director is authorized to prepare and submit such forms and information as is required to make application to the Pierce County Conservation Futures Grant Program for funding the purchase of the Island Blvd. Properties.

The foregoing resolution was adopted at a regular meeting of the Board of Park Commissioners of the Peninsula Metropolitan Park District held on May 16, 2023.

\_\_\_\_\_  
President

\_\_\_\_\_  
Clerk

\_\_\_\_\_  
Attest



## DISTRICT COMMISSION MEMO

**To:** Board of Park Commissioners

**From:** Ally Bujacich, Executive Director

**Date:** May 16, 2023

**Subject:** **Second Reading of Resolution RR2023-008 Adopting Policy P10-107: Advisory Committee Policy**

### **Background/Analysis**

The Board of Park Commissioners passed Resolution R2022-003 on July 5, 2022 adopting the goals and objectives for 2023. One of the adopted objectives is to enhance communication with the community, including developing advisory committees to advise the Board and staff on matters of importance to the community.

Proposed Policy P10-107: Advisory Committee Policy establishes general procedures applicable to all regular and ad hoc advisory committees. If adopted by the Board, the provisions of this proposed policy shall govern all regular and ad hoc advisory committees unless otherwise specifically provided by resolution of the Board or as may be required by state law.

The proposed policy was discussed with the Board during the February 21, 2023 study session. Legal counsel has reviewed the attached amended policy.

### **Policy Implications/Support**

1. The Board passed Resolution R2022-003 adopting goals and objectives including:
  - Enhance communication with the community, including developing advisory committees to advise the Board and staff on matters of importance to the community.

### **Recommendation**

Staff recommends the Board pass Resolution RR2023-008 adopting Policy P10-107: Advisory Committee Policy at its second reading on May 16, 2023.



### **Committee Recommendation**

This action was reviewed by the Administrative Services Committee at its March 22, 2023 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 Ally Bujacich at (253) 858-3400 or via e-mail at [executivedirector@penmetparks.org](mailto:executivedirector@penmetparks.org).

### **Attachments**

Exhibit A: Resolution RR2023-008 Adopting Policy P10-107: Advisory Committee Policy



# Peninsula Metropolitan Park District

## RESOLUTION NO. RR2023-008

### ADOPTING POLICY P10-107: ADVISORY COMMITTEE POLICY

WHEREAS, Policy P10-107: Advisory Committee Policy (the “Policy”) establishes the general procedures applicable to all regular and ad hoc advisory committees; and

WHEREAS, the provisions of the Policy shall govern all regular and ad hoc advisory committees unless otherwise specifically provided by resolution of the Board of Park Commissioners or as may be required by state law; and

WHEREAS, advisory committees exist for the primary purpose of gathering information and presenting options and recommendations for legislative consideration to the Board; and

WHEREAS, advisory committees do not possess independent official responsibility nor independent authority beyond that provided by resolution of the Board or as expressly provided by law; and

WHEREAS, the Board of Park Commissioners wishes to adopt the Policy to ensure it continues to protect the public interest and ensure public trust;

NOW THEREFORE BE IT

RESOLVED by the Board of Park Commissioners that PenMet Parks adopts Policy P10-107: Advisory Committee Policy 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 May 16, 2023.

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

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

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



## DISTRICT COMMISSION MEMO

**To:** Board of Park Commissioners

**Through:** Ally Bujacich, Executive Director

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

**Date:** May 16, 2023

**Subject:** **Resolution R2023-003: Colvos Heights Homeowners Association Request for Easement**

### Background

Colvos Heights Homeowners Association (CHOA) requested an easement from PenMet Parks for a proposed stormwater outfall system. The easement would be 15' (feet) wide and approximately 290'(feet) long located adjacent to the south property line of the Maplewood park property, an area identified as a historic landslide area according to the Pierce County Geographical Information Systems (GIS) Mapping. To approve an easement, by law there must be unanimous Park Board approval. CHOA has requested the Park Board formally consider their request.

### Policy

CHOA submitted the stormwater system design to staff to review in relation to the requested easement. Per Board Policy No. P10-101, staff reviews the information and request for an easement with regard to the following factors:

1. The information relating to the easement or license is complete and complies with all applicable laws and regulations. The requestor is responsible for providing all materials and information that PenMet Parks deems necessary for such a review.
2. The easement or license does not materially or detrimentally affect the use of the property for current or potential future park and recreation purposes
3. The easement or license specifies the compensation to PenMet Parks so there is no gifting of public funds.



4. The easement or license provides a demonstrated benefit to PenMet Parks and is in PenMet Parks' best interest.

As part of the due diligence of evaluating the four listed criteria, PenMet Parks staff reviewed the design drawings, engineering, and geotechnical analysis. Staff also reviewed industry standards for the proposed construction approach, consulted with the District's insurance carrier, made multiple site visits to the Maplewood property including accessing the beach frontage and researched the original property acquisition and covenants regarding use of the property. Staff requested additional information from CHOA and its consultants, including information regarding the risk to the park slopes and the benefit to PenMet Parks and obtained a value for the easement based on an appraisal. The appraised value of the easement is \$2,700.

After careful review, staff have determined that the proposed stormwater system will create considerable risk to the stability of the sloped area in the park and that the appraised value of \$2,700 and other consideration is not a sufficient public benefit in light of those risks. Therefore, staff does not recommend to the Board that the easement be approved. The following is an outline for why staff reached this conclusion.

## Discussion

### Stormwater Easement Location, Clearing and Tree Removal

To accommodate construction of the stormwater system, some clearing within the requested easement area will need to be performed. The report provided by CHOA states "Some limbing of trees and shrubs may be required but, overall, vegetation disturbance will be minimal given the installation strategy and concern for slope stability." This ignores the danger posed by the numerous trees within and adjacent to the requested easement area. If any of those trees were to fall on the above ground transport pipe, it would likely cause significant damage to the pipe and release significant volumes of water at the point of impact. Consequently, those trees would likely need to be removed, which include large fir, maple, and alder. Although the trees could be left where they fall, that would leave an unsightly condition and would not encourage slope stability. Removal of the trees would require dragging the trees either across the bank or down the bank, both of which would damage the natural habitat, bank, and its stability. If the trees were allowed to fall to the beach, the trees would need to then be removed from the water side which has limited access.

### Easement Topography

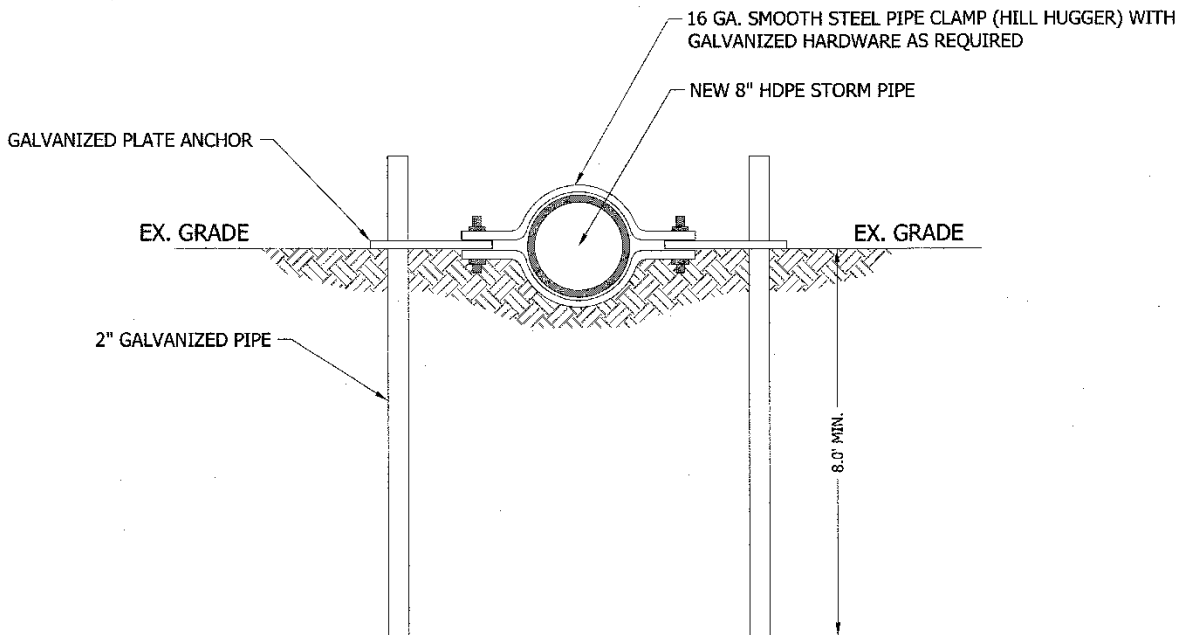
The topography in the requested easement area is very steep - dropping 195' vertical feet over approximately 260' horizontal feet (from the top of the easement down to the



dispersion tee at the end of the system). In addition to the tree removal, the stability of the slope would be compromised by the proposed clearing and installation work performed on the slope. Although CHOA’s plans include the implementation of mitigation efforts during construction, those efforts relate to erosion control and do not eliminate the risk of compromising the integrity of the slope.

**Stormwater System Design / Installation**

The proposed stormwater line will be a 12” plastic pipe (HDPE – high density polyethylene). Within the requested easement, the pipe will be above ground and anchored at seven (7) locations (or not more than 50 linear feet apart) using a galvanized plate to hold the HDPE pipe and 2” galvanized pipe, one on each side of the plate, driven into the slope. The design for these anchors is depicted below.



**NOTES**

1. ANCHOR TUBING TO BE INSTALLED WITH 90-POUND JACK HAMMER OR SIMILAR MEATHOD THAT WILL ENSURE A MINIMUM EMBEDMENT OF 8' BELOW THE SLOPE SURFACE
2. HILL HUGGER ANCHORS AS SUPPLIED BY HD FOWLER CO. OR APPROVED EQUAL

**7 OVER BANK PIPE SLOPE ANCHOR**  
NOT TO SCALE



Each 2" anchor pipe will be jack hammered at least 8' into the slope using a jackhammer or similar method. The work occurring on the slope, coupled with the vibration caused by hammering the anchor pipes into the slope, create additional risk to the stability of the slope.

It is important to note that the diagram above was part of the stamped engineered plans provided to PenMet Parks and it indicates the proposed HDPE transport pipe to be 8", not 12". The text and other drawings within the plans also specify an 8" pipe, not 12". We have referenced a 12" pipe because we know that Pierce County is requiring the transport pipe to be 12". It is unknown if this increase in size from 8" to 12" requires additional anchoring, deeper or larger anchors or other considerations for installation. To the extent they do, the impact to the slope and risk to the stability of the slope would be greater.

In reviewing other code provisions relating to design, the Washington State Department of Transportation Design Manual, 8-8 Pipe Anchors, provides that pipe anchor installation is rare and usually occurs when a pipe or half pipe is replaced above ground on a very steep (15 to 20 percent grade) or highly erosive slope. But in those cases, the transport pipe diameter is relatively small (10" or smaller) where the diameter proposed here is 12". The City of Tacoma's Standard Specifications for "Maximum Pipe Slopes, Velocities and Anchor Requirements" states above ground pipe anchoring is not allowed in a land slide area. See Table 3 – 19. The easement area is designated a landslide area.

### Geotechnical Analysis

Earth Solutions NW LLC (ESNW) provided a shoreline erosion hazard geotechnical letter related to the proposed stormwater system on November 1, 2019 that was updated on February 2, 2023. In that letter, ESNW concluded that "constructing a stormwater conveyance pipe across the top of a steep slope area at Lot 10 of the Colvos Heights residential plat and along the surface of the slope to ultimately discharge near the base is acceptable from a geotechnical standpoint." However, this analysis seems to only conclude that the existing slope is sufficiently stable to support the stormwater system, but does not analyze the risk to the stability of the slope as a result of the construction activity nor the impact on the slope if the stormwater system fails. Moreover, there are a number of apparent slides north of the requested easement and within the park that were not addressed in the analysis, suggesting there may be slope stability issues.

### Impact of System Failure

The impact to the park if the stormwater system were to fail was not analyzed (nor is there an explanation as to how CHOA would prevent a system failure or monitor for a system



failure). A failure of the system would likely cause considerable, irreparable damage to the park.

Pursuant to the information provided in Contour Engineering's February 6, 2023 letter, the peak run-off for a 100-year storm directed into CHOA's proposed stormwater system is estimated to be up to 2.47 cubic feet per second (more than 18 gallons per second). The average stormwater volumes for the system was not specified. However, assuming the average was only 20% of a 100-year storm, that would be 3.6 gallons per second or 216 gallons per minute. If the stormwater line were to fail for any reason, which could include material degradation, seismic activity, a tree strike, or lack of maintenance, it would discharge stormwater directly onto the bank and those water volumes would likely cause significant erosion and likely a significant slide. Moreover, because the system would be located on a slope with limited physical and visual access (and from the description will be in an earth tone color and partially concealed by other vegetation), a failure could remain undetected for some time further exacerbating the damage.

If the stormwater system causes a slide, at best the resulting slopes could be stabilized, at considerable cost, but the original slopes could not be restored. This does not account for the lost use of property adjacent to the slide area or personal injury or property damage that may result from a slide.

### Insurance

If the stormwater system were to fail, CHOA would be responsible for the cost of stabilizing the slope and for any damages (but as discussed above restoration of the slope would not be possible). Those costs would likely be in excess of \$1,000,000. Assuming CHOA could procure insurance to cover such a loss, PenMet Parks would be required to confirm the insurance covered the appropriate perils and was always in place, which would be an added administrative cost to the District. In the event the insurance did not cover the loss or damage, CHOA has no assets to otherwise pay ultimately leaving PenMet Parks to bear the burden of those costs.

### Property Constraints

As a condition of the original property transfer from the Washington State Department of Natural Resources, the "[park] lands are conveyed to [PenMet Parks] to hold as long as they are used for the public purposes of fish and wildlife habitat, open space, or recreation, or any combination thereof. If such lands cease to be used for such purposes, the land shall be reconveyed to Grantor". There is risk that granting an easement would violate the terms of the acquisition agreement with the State of Washington.

As a condition of approval, Pierce County staff have recommended that "no bulkhead be allowed at the location of the outfall, other than measures to dissipate the energy of the



water as it comes out the end of the pipe (to help prevent erosion/scouring of the beach).” This restriction could impact future park development.

### Benefit to PenMet Parks

If the PenMet Parks Board of Park Commissioners approves the easement and the stormwater system is constructed, the only public benefit PenMet Parks will receive is payment of the easement’s appraised value, \$2,700. The stormwater system itself does not capture any stormwater originating in the park or otherwise flowing into the park and will not improve the stability of the existing park slopes. This is confirmed by ESNW who has opined that “The proposed stormwater conveyance system is not intended to improve stability of the existing properties, nor, to the best of our knowledge, do local codes require improvement.”

We understand that the system is over-sized for CHOA’s expected stormwater volumes which in theory would allow PenMet Parks to connect to the system. This is too speculative to be considered a benefit. PenMet Parks currently has no plans to develop the park in a way that would require a stormwater system. But even if there were such plans, CHOA’s proposed system would need to be located near the new park improvements, the volume of stormwater from PenMet Parks’ new improvements must be within the remaining capacity of CHOA’s system (and such additional capacity as may be required by code) and the applicable building codes must allow such a connection. It is highly unlikely all of those conditions would ever be met. Additionally, after discussing this with Pierce County Staff, it appears they will require PenMet Parks to design and install its own system should that become necessary in the future.

Previously, Board consideration of Resolution R2023-03 was scheduled for April 4, 2023, regular meeting. At the request of CHOA, this item was removed from the agenda and staff provided additional time to CHOA to provide specific information regarding the concerns raised by staff regarding the proposed stormwater system. CHOA provided additional information, but not the revised construction drawings. Similarly, statements made by CHOA’s consultants were conclusory and without a supporting explanation. As a result, the staff recommendation has not changed.

### Staff Recommendation

Staff recommends the Board do not pass Resolution R2023-003 Approving the Colvos Heights Homeowners Association (CHOA) Request for Easement.



**Staff Contact**

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

**Attachments:**

Exhibit A: Resolution R2023-03



# Peninsula Metropolitan Park District

## RESOLUTION R2023-03

### GRANTING THE COLVOS HEIGHTS HOMEOWNERS ASSOCIATION REQUEST FOR EASEMENT

WHEREAS, Colvos Heights Homeowners Association (CHOA) has requested an easement through the PenMet Parks Maplewood Property for their proposed stormwater system; and

WHEREAS, the Board of Park Commissioners passed Resolution RR2022-009 adopting Board Policy No. P10-101 related to the approval or denial of easements; and

WHEREAS, PenMet Parks staff has evaluated the proposed stormwater system in accordance with Policy No. P10-101; and

WHEREAS, PenMet Parks has determined that the proposed stormwater system will create considerable risk to the stability of the sloped area in the park and that the appraised value and other consideration is not a sufficient public benefit in light of those risks to warrant granting the easement; and

WHEREAS, CHOA has requested Board action on the easement request;

NOW THEREFORE BE IT

RESOLVED, by the Board of Park Commissioners of the Peninsula Metropolitan Park District that the Colvos Heights Homeowners Association (CHOA) requested easement through the PenMet Parks Maplewood Property for their proposed stormwater system is granted.

The foregoing resolution was adopted at a regular meeting of the Board of Park Commissioners of the Peninsula Metropolitan Park District held on May 16, 2023.

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

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

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



## DISTRICT COMMISSION MEMO

**To:** Board of Park Commissioners

**From:** Ally Bujacich, Executive Director

**Date:** May 16, 2023

**Subject:** **Resolution R2023-004 Adopting the 2024 Goals and Objectives**

### Background/Analysis

The annual Board retreat was held on April 29, 2023. One of the primary purposes of the retreat was to prioritize strategic goals and objectives for 2024 in advance of the development and adoption of the 2024 annual operating and capital budgets.

Board Policy P10-101 provides that PenMet Parks is accountable to its citizens for use of public dollars, and must use its limited financial resources wisely to ensure adequate funding to support the services, facilities, and infrastructure needed to meet the community's current and future needs. Clear prioritization of the District's goals and objectives is essential to effectively and consistently assigning resources needed to implement policy direction.

The goals established during the Board retreat advance the District's five-year Strategic Plan that was adopted on January 3, 2023 and the Fees and Services Assessment that was adopted on May 2, 2023, policy direction, and other District priorities.

2024 goals include:

1. Strategically engage partners to augment the District's ability to offer services for our community.
2. Utilize and promote PenMet Parks' unique natural resources.
3. Position PenMet Parks to be a leader in building community through parks and recreation.
4. Provide a balanced portfolio of services among parks, facilities, and programs that is responsive to community need.
5. Advance the strategic marketing and community outreach plan to build awareness and trust in the community.
6. Define core services and programs in support of the District's mission.
7. Develop a collaborative approach to budget development and financial decision-making.



8. Align program offerings with the inventory of assets and analysis of facility utilization.
9. Advance the development of a charitable foundation to support PenMet Parks.
10. Advance asset management and maintenance management systems to deliver efficient services.
11. Encourage staff development and accountability.
12. Define and advance the ideal organizational culture.
13. Create a roadmap to implement the parks, recreation, and open space plan.

From time to time the Executive Director may recommend adjustments to the goals and objectives based on internal or external factors.

### **Policy Implications/Support**

1. The District has adopted the policies contained in the Peninsula Metropolitan Park District Policy Manual.
2. The Board passed Resolution RR2022-012 adopting the Strategic Plan.
3. The Board passed Resolution RR2023-007 adopting the Fees and Services Assessment.

### **Staff Recommendation**

Staff recommends the Board pass Resolution R2023-004 adopting the 2024 goals and objectives.

### **Staff Contact**

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

### **Attachments:**

Exhibit A: Resolution R2023-004





# Peninsula Metropolitan Park District

## RESOLUTION NO. R2023-004

### ADOPTING THE 2024 GOALS AND OBJECTIVES

WHEREAS, 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 priority goals and objectives within available resources to advance the mission and goals; and

WHEREAS, the Board of Park Commissioners participated in a Board retreat on April 29, 2023, during which the priority goals and objectives were established;

NOW THEREFORE BE IT

RESOLVED, by the Board of Park Commissioners that PenMet Parks adopts the 2024 goals and objectives 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 May 16, 2023.

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

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

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

## R2023-004 Exhibit A

## 2024 goals

- |                                  |  |
|----------------------------------|--|
| Delight and engage the community | <ol style="list-style-type: none"> <li>1. Strategically engage partners to augment the District's ability to offer services for our community.</li> <li>2. Utilize and promote PenMet Parks' unique natural resources.</li> <li>3. Position PenMet Parks to be a leader in building community through parks and recreation.</li> <li>4. Provide a balanced portfolio of services among parks, facilities, and programs that is responsive to community need.</li> <li>5. Advance the strategic marketing and community outreach plan to build awareness and trust in the community.</li> </ol> |
|----------------------------------|--|

## 2024 goals (continued)

- |                                   |   |
|-----------------------------------|---|
| Balanced financial accountability | <ol style="list-style-type: none"> <li>6. Define core services and programs in support of the District's mission.</li> <li>7. Develop a collaborative approach to budget development and financial decision-making.</li> <li>8. Align program offerings with the inventory of assets and analysis of facility utilization.</li> <li>9. Advance the development of a charitable foundation to support PenMet Parks.</li> </ol> |
| Operational excellence            | <ol style="list-style-type: none"> <li>10. Advance asset management and maintenance management systems to deliver efficient services.</li> </ol>  |

## 2024 goals (continued)

Inspired and  
accountable  
District

11. Encourage staff development and accountability.
12. Define and advance the ideal organizational culture.
13. Create a roadmap to implement the parks, recreation, and open space plan.

## Goal 1: Strategically engage partners to augment the District's ability to offer services for our community

Objective	Description	Priority
1A	Leverage partnerships to efficiently deliver park and recreation services for our community	High
1B	Pursue diverse grant funding opportunities to support capital projects and District programs and services	High

**Theme:** Delight and engage the community | **Objective:** Create meaningful places

## 1A: Leverage partnerships to efficiently deliver park and recreation services for our community

- Continue to advance partnerships with community agencies, service organizations, and recreation service providers to support the District's mission and vision.
- Create processes to nurture current and future partnerships.
  - Implement annual partnership reports.
  - Establish partner satisfaction baselines by developing a survey for partners with standard questions and rankings to develop measurable, consistent, and comprehensive data.
  - Create a process to evaluate potential partnership opportunities.
- Use the services assessment tool to periodically review programs and services for collaboration opportunities.
- Seek partnership opportunities to expand services to underserved areas and populations.
- Identify budget areas for potential benefit from purchasing power.

**Theme:** Delight and engage the community | **Objective:** Create meaningful places  
**Goal:** Strategically engage partners to augment the District's ability to offer services for our community

## 1B: Pursue diverse grant funding opportunities to support capital projects and District programs and services

- **Capital:**
  - Align the 2024 6-year CIP with anticipated available grant funding to support or enhance capital projects.
  - Create a 6-year grant funding forecast based on potential grant opportunities. Prioritize grants based on strategic priorities identified in the PROS Plan.
  - Allocate appropriate staff resources to grant writing and management.
- **Programs and services**
  - Develop sponsorship and solicitation policies and procedures to support District programs and services. Potential program areas include programs for teens, seniors, specialized and adaptive recreation, and youth and adult sports.
  - Seek program grants, sponsorships, partnerships, and other sources of alternative revenues to help meet cost recovery goals, enhance programs, and/or reduce fees.

**Theme:** Delight and engage the community | **Objective:** Create meaningful places  
**Goal:** Strategically engage partners to augment the District's ability to offer services for our community

## Goal 2: Utilize and promote PenMet Parks' unique natural resources

Objective	Description	Priority
2A	Develop marketing materials and value propositions that highlight the benefits of District sites	High
2B	Complete Phase III of the facilities condition audit and develop a forest management plan	High
2C	Implement art in parks	Medium
2D	Explore connectivity and corridors between parks	Medium

**Theme:** Delight and engage the community | **Objective:** Create meaningful places

### 2A: Develop marketing materials and value propositions that highlight the benefits of District sites

- Create a broad campaign focused on PenMet Parks' abundant natural resources and opportunities for the community to engage with them.
- Communicate the steps PenMet Parks is taking to reduce consumption and our environmental footprint, conserve open space, and steward natural resources.
- Publish reports on the health of our forests and a tree inventory when Phase III of the Facilities Condition Audit is complete (Objective 2B).
- Implement educational signage for notable trees and other natural features as part of the signage master plan.

**Theme:** Delight and engage the community | **Objective:** Create meaningful places  
**Goal:** Utilize and promote PenMet Parks' unique natural resources.

## 2B: Complete Phase III of the facilities condition audit and develop a forest management plan

- Complete the third phase of the facilities condition audit:
  - *Phase I (2023): buildings, play equipment, site furnishings, pavement.*
  - *Phase II (2023): athletic fields, courts, fences.*
  - *Phase III (2024): trails, forests.*
- Use the data gathered to create a forest management plan. An actionable plan will establish the current health of our forests and document recommendations to maintain or improve it.
- Consider including a significant tree inventory which can be shared with the community and integrated with GIS mapping.
- Understanding and managing tree health will help inform inclement weather procedures.
- Develop procedures for operational activities that have an environmental footprint such as pesticide and herbicide application, energy management, trail maintenance, and forest management.

**Theme:** Delight and engage the community | **Objective:** Create meaningful places  
**Goal:** Utilize and promote PenMet Parks' unique natural resources.

## 2C: Implement art in parks

- Prioritize implementing artwork in parks and facilities.
- Allocate a portion of capital project budgets to purchasing artwork when feasible and appropriate.
- Create policies regarding community artwork in PenMet Parks' facilities. Consider impacts to park operations.
- Research the viability of both temporary and permanent exhibits and interior and exterior installations.
- Artworks will create passive and active recreation opportunities, can highlight and promote the District's unique natural resources, and attract visitors to parks to engage more community members.
- Research potential partnership opportunities.

**Theme:** Delight and engage the community | **Objective:** Create meaningful places  
**Goal:** Utilize and promote PenMet Parks' unique natural resources.

## 2D: Explore connectivity and corridors between parks

- Explore creating trail connections between parks.
- Research the viability of a connection between Sehmel Homestead Park and Rotary Bark Park (highest priority), completing the Cushman Trail connection to the Narrows Bridge, and opportunities in the eastern part of the District (Madrona/Narrows Beach/Tubby's Trail/CRC).
- Look for opportunities to create open space corridors to support habitat and other environmental goals and to expand passive recreation opportunities.
- Use outcomes from the PROS Plan to prioritize viable trail connections in the capital plan.

**Theme:** Delight and engage the community | **Objective:** Create meaningful places  
**Goal:** Utilize and promote PenMet Parks' unique natural resources.

## Goal 3: Position PenMet Parks to be a leader in building community through parks and recreation

Objective	Description	Priority
3A	Advance the Strategic Plan	High
3B	Implement outcomes from the Fees and Services Assessment	High
3C	Implement outcomes from the PROS Plan	High

**Theme:** Delight and engage the community | **Objective:** Provide innovative experiences

### 3A: Advance the Strategic Plan

- Advance the Strategic Plan as described in the Implementation Guidelines.
- Evaluate the Plan annually and recommend any changes to initiatives or to the process.
- Track results and communicate progress internally and externally. Include progress updates in the District's annual report.

**Theme:** Delight and engage the community | **Objective:** Provide innovative experiences  
**Goal:** Position PenMet Parks to be a leader in building community through parks and recreation

### 3B: Implement findings from the Fees and Services Assessment

- Develop, document, and advance a plan to strategically implement outcomes from the Fees and Services Assessment to enhance park and recreation opportunities for our community.
- In 2023, focus on short-term initiatives to advance resource allocation/cost recovery objectives and program and service delivery objectives.
- In 2023, develop a Pricing Policy to guide the development of a fair and consistent fee schedule, including criteria for accessing a non-resident surcharge and guidelines for priority registration as recommended in the Fees and Services Assessment.
- Provide periodic internal and external progress reports.

**Theme:** Delight and engage the community | **Objective:** Provide innovative experiences  
**Goal:** Position PenMet Parks to be a leader in building community through parks and recreation



## 3B: Implement findings from the Fees and Services Assessment (continued)

- Establish processes and procedures to implement and create accountability for ongoing tasks:
  - **Annually:** analyze program fill rates, program lifecycles, and cost recovery goals to manage program lifecycles. Conduct a life cycle analysis to determine if the District should develop new and more innovative programs, preposition programs that are in the decline stage, or continue with current balance of life cycle states.
  - **Annually:** Maintain awareness and understanding of industry trends and research findings to influence the growth and development of the District service portfolio.
  - **Annually:** Use the Public Sector Services Assessment as the foundation for evaluating service categories. Update the service portfolio annually.
  - **Ongoing:** Standardize and consistently issue program evaluations. Analyze data to respond to participant feedback.

**Theme:** Delight and engage the community | **Objective:** Provide innovative experiences  
**Goal:** Position PenMet Parks to be a leader in building community through parks and recreation

## 3C: Implement outcome from the PROS Plan

- Strategically implement the outcomes of the PROS Plan to enhance park and recreation opportunities for our community and in alignment with Objective 13A.
- The PROS Plan will contain a level of service assessment, a recreation program report, an operations and maintenance assessment, and capital priorities that will help guide District priorities over the next 4-6 years.
- Measure and track results and communicate progress internally and externally. Include PROS Plan progress updates in the District's annual report.

**Theme:** Delight and engage the community | **Objective:** Provide innovative experiences  
**Goal:** Position PenMet Parks to be a leader in building community through parks and recreation

## Goal 4: Provide a balanced portfolio of services that is responsive to community need

Objective	Description	Priority
4A	Develop a balanced program portfolio	High
4B	Consider adding a pre/post camp option to existing camps	High
4C	Expand art programming for all ages	
4D	Expand adult sports opportunities	High
4E	Explore transportation options to serve District programs	Medium

**Theme:** Delight and engage the community | **Objective:** PenMet Parks serves everyone in our community

### 4A: Develop a balanced program portfolio

- Create a balanced program portfolio that responds to community need:
  - Provide equitable program access to the community.
  - Address community gaps in recreation services.
  - Expand PenMet Parks' reach within available resources.
  - Advance cost recovery/resource allocation goals.
- The portfolio will be informed by outcomes from the Fees and Services Assessment and the PROS Plan regarding community need, priorities, a market analysis, program inventory and analysis, and service provision strategies for programs and services.
- Prioritize resources to move toward a balanced portfolio over time.
- Create a process to reassess the desired balanced portfolio periodically as internal and external factors change over time.

**Theme:** Delight and engage the community | **Objective:** PenMet Parks serves everyone in our community  
**Goal:** Provide a balanced portfolio of services that is responsive to community need

## 4B: Consider adding a pre/post camp option to existing camps

- A pre/post option for existing summer camps would support families in need of summer childcare.
- Use outcomes from the PROS Plan to identify the community need for this service. Follow up with market research if needed.
- Summer camps have had a consistent waitlist and the Public Sector Services Assessment recommends increasing summer camp offerings (advance market position).
- The Fees and Services Assessment recommends studying youth camps to determine whether adjustments to youth camps, such as adjusting the size or increasing the number of youth camps, would better serve the community by supporting summer day care needs.

**Theme:** Delight and engage the community | **Objective:** PenMet Parks serves everyone in our community  
**Goal:** Provide a balanced portfolio of services that is responsive to community need

## 4C: Expand art programming for all ages

- Expand visual and performing art and music programs for all ages.
- The Fees and Services Assessment found there is room for growth across all demographics, but recommended PenMet Parks diversify its portfolio by increasing opportunities for adults and seniors, and advance its market position for classes for all ages.
- Use outcomes from the PROS Plan and Fees and Services Assessment to further define the community need for art programming.
- Programming could utilize and activate indoor and outdoor facilities and integrate with art in parks (Objective 2C).
- Explore potential community partnerships.

**Theme:** Delight and engage the community | **Objective:** PenMet Parks serves everyone in our community  
**Goal:** Provide a balanced portfolio of services that is responsive to community need

## 4D: Expand adult sports opportunities

- Use outcomes from the PROS Plan and Fees and Services Assessment to define the community need for adult sports. Per the Public Sector Services Assessment, PenMet Parks should increase its offerings for adult sports leagues as demand dictates.
- The CRC will provide the potential to accommodate indoor sport leagues or drop-in sessions, which may be scheduled outside of peak demand.
- Consider pickleball, volleyball, basketball, and other sports. Use the ESRI Sports and Leisure Market Potential Report to evaluate the adult sports market potential in the region.
- The Fees and Services Assessment found there is room for growth across all demographics, but recommended PenMet Parks diversity its portfolio by increasing opportunities for adults and seniors.

**Theme:** Delight and engage the community | **Objective:** PenMet Parks serves everyone in our community  
**Goal:** Provide a balanced portfolio of services that is responsive to community need

## 4E: Explore transportation options to serve District programs

- Conduct research to determine how transportation creates barriers to participation in PenMet Parks' programs and identify solutions.
- Consider potential alternative solutions, such as the feasibility of providing more geographically diverse programming.
- Determine which program(s) and population(s) would benefit by having a transportation option.
- Define PenMet Parks' role in providing transportation services for District program participation.
- Engage community partners.

**Theme:** Delight and engage the community | **Objective:** PenMet Parks serves everyone in our community  
**Goal:** Provide a balanced portfolio of services that is responsive to community need

## Goal 5: Advance the strategic marketing and community outreach plan to build awareness and trust in the community

Objective	Description	Priority
5A	Enhance communication with the community	High

**Theme:** Delight and engage the community | **Objective:** PenMet Parks serves everyone in our community

### 5A: Enhance communication with the community

- Continue to raise the bar on internal and external communication to build trust and broad awareness of the services offered by PenMet Parks.
- Survey and track internal and external customer satisfaction and establish baselines.
- Explore alternative communication channels to reach more people in our community, particularly underserved populations.
- Make accurate District information and history readily available to employees and the public. Provide policies, resolutions, and other public documents on the website. Create a “PenMet Parks 101” peer-to-peer training series to ensure employees are equipped with consistent and accurate District information.
- Provide communication skills training.
- Celebrate successes and submit projects, people, and the District for awards as appropriate.

**Theme:** Delight and engage the community | **Objective:** PenMet Parks serves everyone in our community  
**Goal:** Enhance communication with the community to build awareness and trust

## Goal 6: Define core services and programs in support of the District's mission

Objective	Description	Priority
6A	Define core services and programs in support of the District's mission and seek efficiencies	High

**Theme:** Balanced financial accountability | **Objective:** Develop optimal level of service

### 6A: Define core services and programs in support of the District's mission and seek efficiencies

- The Fees and Services Assessment defined the District's core service areas.
- Evaluate the core service areas and implement strategies for efficient and effective delivery.
- Use the Public Sector Services Assessment to reassess programs annually.
- Core service areas:
  - Senior activities and outreach
  - Parks, trails, and open space
  - Public education and outreach
  - Stewardship programs
  - Volunteer, internship, and community service programs

**Theme:** Balanced financial accountability | **Objective:** Develop optimal level of service  
**Goal:** Define core services and programs in support of the District's mission

## Goal 7: Develop a collaborative approach to budget development and financial decision-making

Objective	Description	Priority
7A	Implement cost tracking and pricing recommendations to provide consistent and transparent pricing	High
7B	Create a dedicated financial information page on the District website	High
7C	Develop a mechanism for staff to identify potential District cost saving measures	Medium

**Theme:** Balanced financial accountability | **Objective:** Support internal and external financial transparency

### 7A: Implement cost tracking and pricing recommendations

- Use the cost recovery model, pyramid, and policy as a District training tool.
- Train staff on costs that are included in the cost of service. Create systems and procedures to ensure costs are accounted for consistently.
- Implement the pricing policy.
- Review existing policies and procedures to ensure they are integrated with the cost recovery policy.
- Continue to analyze cost recovery data during the first year and make adjustments as needed.
- Review all fees for annual adjustments to keep up with the increasing cost of providing the service.
- Continue to engage staff in budget development and discussion of annual revenue goals.

**Theme:** Balanced financial accountability | **Objective:** Support internal and external financial transparency  
**Goal:** Develop a collaborative approach to budget development and financial decision-making

## 7B: Create a dedicated financial information page on the District website

- Post financial information in a centralized, dedicated location on the District website:
  - Annual budget and budget documents.
  - Monthly financial reports.
  - Financial, pricing, and refund policies and procedures.
  - Annual budget hearing schedules.
  - Annual budget development calendar.

**Theme:** Balanced financial accountability | **Objective:** Support internal and external financial transparency  
**Goal:** Develop a collaborative approach to budget development and financial decision-making

## 7C: Develop a mechanism for staff to identify potential District cost saving measures

- Create a “tip line” on the Intranet for staff to submit cost saving ideas.
- Develop a recognition program for staff that identify and implement innovative cost saving measures while maintaining high-quality park and recreation services.
- Implement processes to identify cost savings for all District functions as part of the annual budget development process.

**Theme:** Balanced financial accountability | **Objective:** Support internal and external financial transparency  
**Goal:** Develop a collaborative approach to budget development and financial decision-making



## Goal 8: Align program offerings with available assets and analysis of facility utilization

Objective	Description	Priority
8A	Analyze PenMet Parks' recreation facility asset utilization	High
8B	Identify potential community spaces to provide programming in geographically dispersed locations	High
8C	Implement a summer playgrounds program	Medium

**Theme:** Balanced financial accountability | **Objective:** Strategically utilize assets to reach full potential

### 8A: Analyze PenMet Parks' recreation facility asset utilization

- Analyze the utilization of internal recreation facilities and determine opportunities to expand services within existing resources.
- Include indoor and outdoor PenMet Parks facilities including indoor spaces, courts, fields, shelters, trails, open spaces, playgrounds, the amphitheater, and other spaces.
- Creatively approach and implement programs to expand reach and activate underutilized spaces. Programs should advance recommendations contained in the Fees and Services Assessment and PROS Plan.
- Set target goals for asset utilization.

**Theme:** Balanced financial accountability | **Objective:** Strategically utilize assets to reach full potential  
**Goal:** Align program offerings with available assets and analysis of facility utilization

## 8B: Identify potential community spaces to provide programming in geographically dispersed locations

- Inventory potential community spaces that may be available to provide programming in geographically dispersed locations. Engage community partners and explore new partnership opportunities to advance goals.
- Seek opportunities to provide programs in underserved areas of the District including Maplewood, Fox Island, Artondale, and Purdy.
- Explore the viability of expanding programming at school sites for more convenience to youth and families, including an after school intramural sports program (school-based sports).
- Reduces barriers by providing greater access to recreation programs.

**Theme:** Balanced financial accountability | **Objective:** Strategically utilize assets to reach full potential  
**Goal:** Align program offerings with available assets and analysis of facility utilization

## 8C: Implement a summer playgrounds program

- Offer a summer playground program at multiple park sites.
- Programs have a high impact but require relatively few resources.
- Reduces barriers to participation by providing free program opportunities in a wide range of sites around the District, which may assist with mitigating transportation barriers for some participants.
- Strategically select sites to provide geographic diversity and highlight underutilized parks.

**Theme:** Balanced financial accountability | **Objective:** Strategically utilize assets to reach full potential  
**Goal:** Align program offerings with available assets and analysis of facility utilization

## Goal 9: Advance the development of a charitable foundation to support PenMet Parks

Objective	Description	Priority
9A	Continue to advance the development of a charitable organization to support PenMet Parks	High

**Theme:** Balanced financial accountability | **Objective:** Strategically utilize assets to reach full potential

### 9A: Advance the development of a charitable organization to support PenMet Parks

- Continue to take measurable steps to advance the development of a charitable foundation to support PenMet Parks in 2024.
- Build on work completed in 2023. Develop a roadmap with milestones and timeframes for implementation.
- Define more clearly how a foundation would integrate with District operations and goals and support current District stewardship programs such as the PEG Grant program, scholarship program, sponsorships, and the memorial and donation policy.

**Theme:** Balanced financial accountability | **Objective:** Strategically utilize assets to reach full potential  
**Goal:** Advance the development of a charitable organization to support PenMet Parks

## Goal 10: Advance asset management and maintenance management systems to deliver efficient services

Objective	Description	Priority
10A	Fully implement asset management and maintenance management systems to efficiently preserve assets	High
10B	Determine a cost savings approach to the District's fueling needs	High

**Theme:** Operational excellence | **Objective:** Deploy effective processes through continuous improvement

### 10A: Fully implement asset management and maintenance management systems to efficiently preserve assets

- Use Brightly, fleet, security, and facility condition audit data and software implemented in 2022 and 2023 to fully implement a centralized total asset and maintenance management system.
- Create policies and procedures to support total asset management.
- Use data and technology to inform procedures and opportunities for efficiencies.
- The desired outcome is to preserve District assets at the lowest feasible cost.
- Engage staff in developing process improvements.
- Create, monitor, and report on measurable performance metrics to gauge success and identify opportunities for continuous improvement.

**Theme:** Operational excellence | **Objective:** Deploy effective processes through continuous improvement  
**Goal:** Advance asset management and maintenance management systems to deliver efficient services

## 10B: Determine a cost savings approach to the District's fueling needs

- Research alternatives to the current fuel provider that would result in cost savings, efficiencies, and enhanced controls. Potential solutions include developing partnerships to create purchasing power, alternative providers, or on-site tanks.
- Reducing idling and efficient routing will also impact fuel consumption and cost.

**Theme:** Operational excellence | **Objective:** Deploy effective processes through continuous improvement  
**Goal:** Advance asset management and maintenance management systems to deliver efficient services

## Goal 11: Encourage staff development and accountability

Objective	Description	Priority
11A	Encourage staff development and accountability through the creation of individual career development plans	High

**Theme:** Inspired and accountable District | **Objective:** Inspire greatness among staff

## 11A: Encourage staff development and accountability through the creation of individual career development plans

- Specifically incorporate career development plans into the annual performance appraisal process and track progress. Create accountability for staff and supervisors to advance development plans each year.
- Formalize a mentorship program. Create a "PenMet Parks University" or similar training program.
- Provide leadership development training and create cross training opportunities. Provide training materials on staff intranet and bulletin boards to improve the accessibility of information.
- Implement a mechanism for employees to request training. Implement post-training report-outs.
- HR will track percentage of in-house promotions and will survey employees for satisfaction toward training.

**Theme:** Inspired and accountable District | **Objective:** Inspire greatness among staff  
**Goal:** Encourage staff development and accountability through individual career development plans

## Goal 12: Define and advance the ideal organizational culture

Objective	Description	Priority
12A	Define the ideal organizational culture and create and implement a plan to achieve the ideal	High

**Theme:** Inspired and accountable District | **Objective:** Develop a well-defined culture

## 12A: Define the ideal organizational culture and create and implement a plan to achieve the ideal

- Assess the current culture.
- Seek staff feedback on the ideal culture and opportunities to achieve it.
- Create a SWOT analysis and research cultural elements, measurements, and strategies for achievement.
- Develop a plan with strategies and milestones to achieve the ideal culture. Engage staff and promote ownership, buy-in, and accountability to contribute to the ideal District culture.
- Survey staff to measure whether the ideal culture has been achieved.

**Theme:** Inspired and accountable District | **Objective:** Develop a well-defined culture  
**Goal:** Define and advance the ideal organizational culture

## Goal 13: Create a roadmap to implement the parks, recreation, and open space plan

Objective	Description	Priority
13A	Create an implementation plan for the PROS Plan	High

**Theme:** Inspired and accountable District | **Objective:** Think and act strategically

## 13A: Create a roadmap to implement the parks, recreation, and open space plan

- Develop, document, and advance a plan to strategically implement outcomes from the PROS Plan to enhance park and recreation opportunities for our community.
- Communicate plan findings and next steps with staff and the public.
- Incorporate outcomes into staff training and annual work plans.
- Conduct an internal annual review of the Plan.
- Provide updates to the Board and staff at least annually.
- Provide periodic external progress reports.
- Include a PROS Plan progress update in the District's annual report.

**Theme:** Delight and engage the community | **Objective:** Provide innovative experiences  
**Goal:** Create a roadmap to implement the parks, recreation, and open space plan





## DISTRICT COMMISSION MEMO

**To:** Board of Park Commissioners

**From:** Zemorah Murray, Director of Administrative Services

**Through:** Ally Bujacich, Executive Director

**Date:** May 16, 2023

**Subject:** **Resolution R2023-005 Authorizing the Executive Director to Negotiate and Execute a Memorandum of Understanding with Harbor WildWatch.**

### Background/Analysis

The Board of Park Commissioners passed Resolution RR2022-012 on January 3, 2023 adopting the District's five year Strategic Plan. The plan establishes strategic themes and objectives including identifying organizations with the ability to offer services to the community that augment the District's priorities and positioning PenMet Parks to be a leader in building community through parks and recreation. The Board of Park Commissioners passed Resolution R2022-003 adopting goals and objectives for 2023, including intentionally nurturing key partnerships with strategic partners. Harbor WildWatch was identified as a potential strategic partner.

Harbor WildWatch is a local non-profit environmental education organization dedicated to inspiring stewardship for Puget Sound and the greater Salish Sea. Established in 2004, Harbor WildWatch is highly regarded regionally and internationally for its work in the Puget Sound region.

The missions of PenMet Parks and Harbor WildWatch share a focus on providing community programs and stewarding natural resources, and the two organizations have demonstrated the ability to increase the benefit to the community by working collaboratively. For example, Harbor WildWatch provides educational programs for youth, adults, and families throughout the year at Narrows Park, Tacoma DeMolay Sandspit Nature Preserve and Sunrise Beach Park. In 2023, Harbor WildWatch will offer the Salish Sea Scientists youth summer camp through PenMet Parks.

The Memorandum of Understanding (MOU) with Harbor WildWatch formalizes the collaborative efforts between PenMet Parks and Harbor WildWatch and defines the



roles and the specific responsibilities of each party. The MOU is consistent with the strategic themes identified in the Strategic Plan. The MOU is not intended to encompass all circumstances and special conditions or programs may require a separate agreement.

### **Policy Implications/Support**

1. The Board passed Resolution RR2022-012 adopting the District's Strategic Plan, which establishes strategic initiatives including identifying key partners to augment the District's ability to offer services, positioning PenMet Parks to be a leader in building community through parks and recreation, and promoting PenMet Parks' unique natural resources.
2. The Board passed Resolution R2022-003 adopting goals and objectives for 2023 including intentionally nurturing key partnerships with strategic partners. Harbor WildWatch is identified a potential strategic partner.

### **Staff Recommendation**

Staff recommends the Board pass Resolution R2023-005 authorizing the Executive Director to negotiate and execute the Memorandum of Understanding with Harbor WildWatch.

### **Committee Recommendation**

This action was reviewed by the Administrative Services Committee at its May 9, 2023 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 Zemorah Murray at (253) 858-3400 or via e-mail at [zmurray@penmetparks.org](mailto:zmurray@penmetparks.org).

### **Attachments:**

Exhibit A: Resolution R2023-005



# Peninsula Metropolitan Park District

## RESOLUTION NO. R2023-005

### **AUTHORIZING THE EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE A MEMORANDUM OF UNDERSTANDING WITH HARBOR WILDWATCH**

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

WHEREAS, the Board of Park Commissioners passed Resolution RR2022-012 adopting the District's Strategic Plan; and

WHEREAS, the Strategic Plan identifies certain strategic initiatives that include identifying key organizations with the ability to offer services to the community that augment the District's priorities ; and

WHEREAS, PenMet Parks relies on community engagement and assistance to enhance the park and recreation opportunities it provides; and

WHEREAS, Harbor WildWatch is a Washington Non-Profit corporation and registered 501(c)(3) non-profit organization that provides programs for youth, adults, and families to learn about the local marine environment and how to protect it; and

WHEREAS, Harbor WildWatch is an environmental organization dedicated to inspiring stewardship for the Salish Sea through education; and

WHEREAS, PenMet Parks and Harbor WildWatch recognize our growing community needs more park and recreation opportunities; and

WHEREAS, PenMet Parks and Harbor WildWatch further recognize that a collaborative relationship would enhance the programs and services each organization currently provides to the community through increased efficiency and by sharing resources; and

WHEREAS, a Memorandum of Understanding between PenMet Parks and Harbor WildWatch benefits the community by formalizing the collaborative efforts and establishing the respective responsibilities of the parties;

**NOW THEREFORE BE IT**

**RESOLVED**, by the Board of Park Commissioners that the Executive Director is authorized to negotiate any remaining terms and execute the Memorandum of Understanding with Harbor WildWatch in substantially the form attached as Exhibit "A".

This foregoing resolution was adopted at a regular meeting of the Board of Park Commissioners of the Peninsula Metropolitan Park District held on May 16, 2023.

\_\_\_\_\_  
President

\_\_\_\_\_  
Clerk

\_\_\_\_\_  
Attest

**MEMORANDUM OF UNDERSTANDING  
BY AND BETWEEN  
PENINSULA METROPOLITAN PARK DISTRICT  
AND  
HARBOR WILDWATCH**

This Memorandum of Understanding (MOU) is dated May 16, 2023 (for reference purposes only) and is by and between the Peninsula Metropolitan Park District, a Washington municipal corporation (PenMet Parks) and Harbor WildWatch, Washington nonprofit corporation. PenMet Parks and Harbor WildWatch are sometimes referred to collectively as the “Parties.”

**RECITALS**

WHEREAS, the mission of PenMet Parks is to enhance the quality of life by providing parks and recreation opportunities for our community; and

WHEREAS, PenMet Parks’ Strategic Plan adopted in 2023 identifies key organizations with the ability to offer services to the community that augment the District’s priorities; and

WHEREAS, PenMet Parks relies on community engagement and assistance to enhance the park and recreation opportunities it provides; and

WHEREAS, Harbor WildWatch is a 501(c)(3) non-profit organization that has been providing programs, services, and environmental education to our community since 2004; and

WHEREAS, Harbor WildWatch is an organization dedicated to environmental education and inspiring stewardship for the Salish Sea through education; and

WHEREAS, PenMet Parks and Harbor WildWatch recognize our growing community needs more park and recreation opportunities; and

WHEREAS, PenMet Parks and Harbor WildWatch further recognize that a collaborative relationship would enhance the services each organization currently provides to the community through increased efficiency and sharing of resources; and

WHEREAS, a Memorandum of Understanding between PenMet Parks and Harbor WildWatch benefits the community by formalizing the collaborative efforts and establishing the respective responsibilities of the parties.

Now, therefore, in consideration of the foregoing, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties hereby agree as follows:

**ARTICLE I**  
**PURPOSE**

PenMet Parks and Harbor WildWatch each provide services to the community. This MOU sets forth the conditions under which PenMet Parks and Harbor WildWatch will collaborate on park and recreation related opportunities for the benefit of the public, the parameters of that collaboration, and the responsibilities of each of the parties. The Parties acknowledge that not all circumstances will be covered by this MOU and in some instances a separate agreement may be required.

**ARTICLE II**  
**MUTUAL RESPONSIBILITIES**

The parties agree to:

- 2.1 Work cooperatively to ensure appropriate, efficient communication in support of the objectives of this MOU.
- 2.2 Collaborate to advance the mission of each organization to benefit the community.
- 2.3 Perform marketing and outreach to the community for co-branded programs and services using each organization’s typical platforms and resources.
- 2.4 Regularly share information about co-branded programs and services, and the successes and barriers to success with the intent to improve and support the programs and services in the future.
- 2.5 The parties will convene quarterly to discuss metrics, effectiveness of the collaborative effort and community benefit.

**ARTICLE III**  
**HARBOR WILDWATCH RESPONSIBILITIES**

Harbor WildWatch agrees to:

- 3.1 Provide qualified volunteers or staff to assist with PenMet Parks’ programming as requested by PenMet Parks. The value of that volunteer or staff time shall be consistent with the current Value of Volunteer Time for Washington State as determined by Independent Sector or such other metric as the Parties may agree.
- 3.2 Recognize PenMet Parks as a sponsor of any Harbor WildWatch program in which PenMet Parks provides supplies, facility space, property, and/or equipment to support such programs. The level of PenMet Parks’

recognition will be commensurate with the estimated dollar value of PenMet Parks' contribution .

- 3.3 Create educational and interpretive content for PenMet Parks' use at PenMet Parks' properties and through standard public communication channels as requested by PenMet Parks.
- 3.4 Abide by PenMet Parks' applicable volunteer policies and procedures when providing Harbor WildWatch volunteers or staff for any PenMet Parks' co-sponsored event.
- 3.5 Submit a quarterly report to PenMet Parks documenting Harbor WildWatch volunteer hours and the work performed during the previous quarter.
- 3.6 Always ensure that the monetary value Harbor WildWatch contributes to PenMet Parks is equal to or greater than the value received by Harbor WildWatch from PenMet Parks under this MOU.

**ARTICLE IV**  
**PENMET PARKS RESPONSIBILITIES**

PenMet Parks agrees to:

- 4.1 Provide to Harbor WildWatch suitable space within a PenMet Parks' facility or park property on mutually agreeable dates and times for Harbor WildWatch programs or trainings. Use of the facility and properties will be subject to the terms and conditions set forth in PenMet Parks' standard facility rental agreement.
- 4.2 Endeavor to support Harbor WildWatch programs and events, when reasonably possible, through the use of PenMet Parks' facility space, properties, and/or equipment, in exchange for recognition as a sponsor of the program or event. The use of PenMet Parks' facility space, property, and/or equipment shall always be at the discretion of PenMet Parks and shall not result in a reduction in the services PenMet Parks provides to the community.
- 4.3 Acknowledge Harbor WildWatch as the creator of the educational and interpretive content it provides to PenMet Parks for PenMet Parks' use.
- 4.4 If PenMet Parks determines printed or fabricated materials related to the educational or interpretive collateral created by Harbor WildWatch is desirable, PenMet Parks will provide for the printing, fabrication, installation, and maintenance of those materials.

**ARTICLE V**  
**TERM**

This MOU is effective upon mutual execution by the Parties. The provisions in this MOU shall be reviewed annually by the Parties to determine if this MOU should continue and/or be modified. This MOU can be terminated, with or without cause, by either party upon thirty (30) days advance written notice to the other party delivered to the address listed below.

**ARTICLE VI**  
**NOTICE AND CONTACT INFORMATION**

Any notice or other communication that is required or permitted to be given under this MOU shall be in writing and either delivered personally or sent by prepaid, first class U.S. mail to the following address:

Harbor WildWatch Attn: Executive Director 3207 Harborview Dr Gig Harbor, WA 98335	PenMet Parks Attn: Executive Director PO Box 425 Gig Harbor, WA 98335
--	--

**ARTICLE VII**  
**INDEMNIFICATION**

- 7.1 To the fullest extent permitted by law, Harbor WildWatch shall indemnify and hold harmless PenMet Parks, its officials, officers, agents, employees, volunteers, and representatives, from any and all claims, demands, damages, suits at law or at equity, liabilities, losses, judgments, liens, expenses, and costs caused or alleged to be caused by the negligent and/or wrongful acts, errors, and/or omissions of Harbor WildWatch, its employees, agents, representatives or volunteers relative to or in connection with Harbor WildWatch activities or services covered hereunder, except for injuries and damages caused by the sole negligence and/or wrongful conduct of PenMet Parks. In the event of recovery due to the aforementioned circumstances, Harbor WildWatch shall pay any judgment or lien arising therefrom, including any and all costs and attorney's fees as a part thereof.
- 7.2 To the fullest extent permitted by law, PenMet Parks shall indemnify and hold harmless Harbor WildWatch, its officials, officers, agents, employees, volunteers, and representatives, from any and all claims, demands, damages, suits at law or at equity, liabilities, losses, judgments, liens, expenses, and costs caused or alleged to be caused by the negligent and/or wrongful acts, errors, and/or omissions of PenMet Parks' officials, officers, agents, employees, while acting within the scope of their employment as such, relative to or in connection with PenMet Parks' activities or services covered hereunder, except for injuries and



damages caused by the sole negligence and/or wrongful conduct of Harbor WildWatch. In the event of recovery due to the aforementioned circumstances, PenMet Parks shall pay any judgment or lien arising therefrom, including any and all costs and attorney's fees as a part thereof.

7.3 Where such claims, suits, or actions result from concurrent negligence and/or wrongful acts or omissions of each party, the indemnity provisions provided herein shall be valid and enforceable only to the extent of each party's own negligence and/or wrongful acts or omissions. The Parties agree that their respective obligations under this section extend to any claim, demand, and/or cause of action brought by, or on behalf of, any of its employees or agents. For this purpose, each party by mutual negotiation, hereby waives, with respect to the other party only, any immunity that would otherwise be available against such claims under the industrial insurance provisions of Title 51 RCW. In the event that either party incurs any judgment, award, and/or cost arising therefrom, including attorneys' fees, to enforce the provisions of this section, all such fees, expenses, and costs shall be recoverable by the prevailing party. This indemnification shall survive the termination of this MOU.

**ARTICLE IIX  
INSURANCE**

Harbor WildWatch shall provide proof of a comprehensive general liability insurance policy in such amounts and in a form acceptable to PenMet Parks and naming PenMet Parks as an additional insured. PenMet Parks may require Harbor WildWatch to provide other types of insurance depending upon the programs and activities involved.

**ARTICLE IX  
MISCELLANEOUS**

9.1 No Third Party Beneficiaries / Independent Capacity. It is understood and agreed that this MOU is solely for the benefit of the Parties hereto and gives no right to any other person or entity. No partnership is formed as a result of this MOU. The employees or agents of each party who are engaged in the performance of this MOU shall continue to be employees or agents of that party and shall not be considered for any purpose to be employees or agents of the other party.

9.2 Disputes. Any dispute as to the enforcement or interpretation of this MOU will be determined by binding arbitration conducted in accordance with the laws of the State of Washington.

9.3 Severability. If any term or condition of this MOU or the application thereof to any person(s) or circumstances is held invalid, such invalidity shall not affect other terms, conditions or applications which can be given effect without the invalid term, condition or application. To this end, the terms and conditions of this MOU are declared severable.

- 9.4 Waiver. Waiver of any breach or condition of this MOU shall not be deemed a waiver of any prior or subsequent breach. No term or condition of this MOU shall be held to be waived, modified or deleted except by an instrument, in writing, signed by the Parties hereto.
- 9.5 Compliance with Laws. The Parties shall comply with all applicable State, Federal and municipal laws, ordinances, regulations and codes in the performance of their respective duties and obligations specified in this MOU.
- 9.6 Assignment. This MOU is personal to the Parties. As a result, the Parties will not assign, transfer, or otherwise dispose of any of the privileges granted under this MOU without the prior written consent of the other Party.
- 9.7 Amendment. This MOU may be amended by mutual agreement of the Parties. Such amendments shall not be binding unless they are in writing and signed by personnel authorized to bind each of the Parties.
- 9.8 Governing Law and Venue. This MOU shall be construed and interpreted in accordance with the laws of the state of Washington and the venue for the resolution of any dispute under this MOU shall be in Pierce County. This MOU will not be construed either for or against PenMet Parks or Harbor WildWatch, but will be interpreted in accordance with the general tenor of the language in an effort to reach an equitable result.
- 9.9 Entire Agreement. This MOU represents the entire agreement between the Parties and supersedes any prior oral statements, discussions or understandings between the Parties related to the subject matter herein.

<p><b>HARBOR WILDWATCH</b></p> <p>By: _____  Lindsey Stover  Its Executive Director</p> <p>Date: May 16, 2023</p>	<p><b>PENINSULA METROPOLITAN PARK DISTRICT</b></p> <p>By: _____  Ally Bujacich  Its Executive Director</p> <p>Date: May 16, 2023</p>
---	--



# Peninsula Metropolitan Park District

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

## DISTRICT COMMISSION MEMO

**To:** Board of Park Commissioners

**From:** Zemorah Murray, Director of Administrative Services  
 Jobeth Cortese, Human Resources Generalist

**Through:** Ally Bujacich, Executive Director

**Date:** May 16, 2023

**Subject:** **R2023-006 Adopting District Paid Holidays**

### Background/Analysis

The Washington State Legislature passed House Bill 1016, effective July 25, 2021, which was subsequently codified as RCW 1.16.050(1). This statute established the Nineteenth of June, recognized as “Juneteenth” or “Juneteenth Independence Day,” as a state legal holiday. This holiday memorializes when news of the Emancipation Proclamation and the end of the Civil War reached Galveston, Texas and all enslaved persons were freed.

RCW 1.16.050(1) specifies all the state “legal holidays” for employees of the state and its political subdivisions. In the context of this statute, PenMet Parks would be considered a “political subdivision of the state”.

The statute states “Nothing in this section may be construed to have the effect of adding or deleting the number of paid holidays provided for in an agreement between employees and employers of political subdivisions of the state or as established by ordinance or resolution of the local government legislative authority”.

When the Board of Commissioners adopted Resolution RR2022-002 on March 15, 2022, amending Policy P30-101: Human Resource Policy, the list of observed holidays was removed and instead included in the Employee Handbook. At that time, the list of observed holidays did not include Juneteenth and, pursuant to the statute, to add Juneteenth as an observed holiday the Board must approve it.

### Recommendation

Staff recommends the Board pass Resolution R2023-006 approving Juneteenth to the list of paid holidays as stated in Exhibit A. The list would then include all ten historically observed holidays and Juneteenth as the eleventh paid holiday.

### **Committee Recommendation**

This information was reviewed by the Administrative Services Committee at its April 11 and May 9, 2023 meetings with the recommendation to bring this action to the full Board for its approval.

### **Staff Contact**

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

### **Attachments**

- Exhibit A: List of legal holidays
- Exhibit B: Resolution R2023-006

**EXHIBIT A**  
**List of Legal Holidays**

Unless otherwise provided in applicable collective bargaining agreements, all full-time employees shall receive the following holidays off with 8 hours' compensation at their regular straight-time hourly rate of pay:

<b><u>Name of Holiday</u></b>	<b><u>Observed Date(s)</u></b>
New Year's Day	*January 1
Martin Luther King Jr. Day	Third Monday in January
Presidents' Day	Third Monday in February
Memorial Day	Last Monday in May
Juneteenth**	*June 19
Independence Day	*July 4
Labor Day	First Monday in September
Veterans' Day	*November 11
Thanksgiving Day	Fourth Thursday in November
Native American Heritage Day	Day after Thanksgiving
Christmas Day	*December 25
Floating Holidays (2 days paid)	Employee choice

\*Any holiday falling on Saturday will be celebrated and observed by the District on the preceding Friday. Any holiday falling on Sunday will be celebrated and observed by the District on the following Monday.

\*\*For represented employees, this is subject to the Collective Bargaining Agreement process in 2023.

Full-time employees shall receive 8 hours of pay for each of the holidays listed above, provided the employee is not on an authorized leave of absence without pay.



# Peninsula Metropolitan Park District

## RESOLUTION NO. R2023-006

### ADOPTING DISTRICT PAID HOLIDAYS

WHEREAS, the Washington State Legislature passed House Bill 1016, effective July 25, 2021, which was subsequently codified as RCW 1.16.050(1). This statute established the Nineteenth of June, recognized as "Juneteenth" or "Juneteenth Independence Day," as a state legal holiday. This holiday memorializes when news of the Emancipation Proclamation and the end of the Civil War reached Galveston, Texas and all enslaved persons were freed; and

WHEREAS, RCW 1.16.050(1) specifies all the state "legal holidays" for employees of the state and its political subdivisions. In the context of this statute, PenMet Parks would be considered a "political subdivision of the state"; and

WHEREAS, the statute states "Nothing in this section may be construed to have the effect of adding or deleting the number of paid holidays provided for in an agreement between employees and employers of political subdivisions of the state or as established by ordinance or resolution of the local government legislative authority"; and

WHEREAS, to recognize this important day, the Board of Commissioners desires to adopt Juneteenth as a "legal holiday" in addition to the ten paid holidays the District has historically observed;

NOW, THEREFORE, BE IT

RESOLVED, by the Board of Park Commissioners of the Peninsula Metropolitan Park District that the updated list of District paid holidays as specified on Exhibit A is adopted and is effective immediately.

The foregoing resolution was adopted at a regular meeting of the Board of Park Commissioners of the Peninsula Metropolitan Park District held on May 16, 2023.

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

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

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

Resolution R2023-006



# Peninsula Metropolitan Park District

## RESOLUTION NO. R2023-006

### EXHIBIT A List of Legal Holidays

Unless otherwise provided in applicable collective bargaining agreements, all full-time employees shall receive the following holidays off with 8 hours' compensation at their regular straight-time hourly rate of pay:

<b>Name of Holiday</b>	<b>Observed Date(s)</b>
New Year's Day	*January 1
Martin Luther King Jr. Day	Third Monday in January
Presidents' Day	Third Monday in February
Memorial Day	Last Monday in May
Juneteenth**	*June 19
Independence Day	*July 4
Labor Day	First Monday in September
Veterans' Day	*November 11
Thanksgiving Day	Fourth Thursday in November
Native American Heritage Day	Day after Thanksgiving
Christmas Day	*December 25
Floating Holidays (2 days paid)	Employee choice

\* Any holiday falling on Saturday will be celebrated and observed by the District on the preceding Friday. Any holiday falling on Sunday will be celebrated and observed by the District on the following Monday.

\*\* For represented employees, this is subject to the Collective Bargaining Agreement process in 2023.

Full-time employees shall receive 8 hours' pay for each of the holidays listed above, provided the employee is not on an authorized leave of absence without pay.