



Peninsula Metropolitan Park District

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

REGULAR MEETING AGENDA: Monday, May 20, 2019, 6:15pm

Sehmel Homestead Park Volunteer Vern Pavilion (10123 78th Ave NW, Gig Harbor, WA 98332)

Call to Order ____:____

Commissioner Roll Call:

	Present	Excused	Comment
Maryellen (Missy) Hill			
Amanda Babich			
Todd Iverson			
Kurt Grimmer			
Steve Nixon			

ITEM 1 Approval of Agenda

ITEM 2 Citizen Comments (three minute time limit)

ITEM 3 Presentations

3.a Executive Director Report (pages 4-5)

3.b Financial Report (pages 6-10)

3.c President's Report

Proclamation: PenMet Parks' 15th Anniversary (pages 11)

ITEM 4 Consent Agenda

4.a Approval of Meeting Minutes

5-6-19 Study Session (pages 12), 5-6-19 Regular (pages 13-14)

4.b Approval of Vouchers

▪ \$340,550.28 ♦ Reference numbers: V2019188- V2019213 (pages 15-16)

4.c Approval of Consent Agenda

ITEM 5 New Business

5.a Senior Program (pages 17-18)

5.b PEG Grant Proposal: Travis Hand, Bat Houses (pages 19-25)

ITEM 6 Comments by Board/Subcommittee Reports

6.a Community Center

6.b Marketing

6.c Fundraising

ITEM 7 Next Board Meetings: Mon. June 3, 2019 (Open House) and June 3, 2019 (Regular)

ITEM 8 Executive Session: To consider the acquisition of real estate RCW42.30.110(1)(b)

ITEM 9 Adjournment ____:____

AGENDA POLICY

- No comments or discussion will be allowed on consent items.
- Public comment will be allowed on each Regular Agenda Action Item. Each speaker will be limited to a three (3) minute time limit and may only speak once with a total of 15 minutes per side. Comments will be included as part of the official record of the meeting.
- Citizen Comments: Citizens are afforded an opportunity at each regular and special meeting of the Board of Park Commissioners to offer their comments to the Board. Citizens are limited to a three (3) minute time limit and may only speak once during the Citizen Comment period at each meeting. Comments will be included as part of the official record of the meeting.
- Individuals requesting an item to be placed on the agenda must submit a request by 12 noon on the Tuesday preceding the Monday meeting date.
- Individuals wishing to submit materials or written testimony to the Board at the meeting must provide ten (10) copies at least 15 minutes prior to the start of the meeting.

Mon 5/20	5/15	5:00p	Study Session	Discussion: TBD
Mon 5/20	5/15	6:15p	Regular Meeting	<p>Presentation: Proclamation 15th Anniversary (Pres) Discussion: Planning Advisory Committee update CRC Discussion: Senior Program Discussion/Approval PEG Grant: Travis Hand, Bat Houses (tent)</p> <p><u>Consent:</u> Minutes: 5/6 (study session and regular) Vouchers: 188-213</p> <p>Executive Session: none</p>
June 2019				
Mon 6/3	5/29	5:00p	Study Session	Discussion: Community Recreation Center Open House
Mon 6/3	5/29	6:15p	Regular Meeting	<p>Presentation: none Discussion: Community Center Update and further discussion Discussion: Organizational Assessment report Discussion: New meeting schedule for City Hall location Discussion/Approval: Certification of Match RCO-YAF SHP Lights</p> <p><u>Consent:</u> Minutes: 5/20 Vouchers:</p> <p>Executive Session: none</p>
Mon 6/17	6/12	5:00p	Study Session	Discussion: Community Recreation Center Open House
Mon 6/17	6/12	6:15p	Regular Meeting	<p>Presentation: none Discussion: <u>Consent:</u> Minutes: 6/3 Vouchers: Executive Session: none</p>
July 2019				
Mon 7/1	6/26	5:00p	Study Session	Discussion: 2020 New Budget Process Presentation
Mon 7/1	6/26	6:15p	Regular Meeting	<p>Presentation: none Discussion: Community Center Update and further discussion</p> <ul style="list-style-type: none"> - Operating Costs report - Financial options <p><u>Consent:</u> Minutes: 6/17 Vouchers: Executive Session: none</p>



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DEPARTMENT STAFF REPORT: May 1-15, 2019

EXECUTIVE

- Attended Planning Advisory Committee Meeting on Wednesday May 8. The meeting went well and the project has been approved to move forward with a few conditions. The main issues are buffers, parking, dome aesthetic and height.
- Meeting with PSD Superintendent last two Thursdays. We discussed a possible interlocal agreement. We also discussed a possible land exchange.
- Budget process update–Elaine and I are reorganizing the budget process and documents. We will do an update on this and the general budget process at a study session in June.
- Senior Task Force meetings continue and solutions are evolving.
- Met with Executive Director and Deputy Director from Tacoma Metropolitan Park District.
- Presented the Community Recreation Center Project to the Rotary for funding consideration in the future.

Marketing

- Parks and Recreation Guide delivered Friday, May 14th; 4.6K copies directly mailed to 98335, 98333, 98332.
- Website in beta testing with staff.
- Party in the Park posters and rack cards delivered, banners placed at parks.
- Launched “Finders Keepers” campaign, w/ 2 for 1 zoo passes hidden at different parks. Well received by community, posting photos of happy finders. Quote “What a great idea!”
- Senior Task Force Panel was attended by Chuck Cuzzetto, Kurt Grimmer, Missy Hill. PenMet agreed to aid in moving of Senior Center items in partnership with the Greater Gig Harbor Foundation.
- Chuck Cuzzetto and Michael Schick gave presentation to City Parks Commission RE: CRC.
- Google Reviews: @Peterandcigdem: May 12th “Great playground for little kids with paved walkways and plenty of benches.” @Kristie Hilley: May 8th “Always a fun time at the park and activities put on by PenMet Parks are always enjoyable... this instance happened to be for Easter :)”

Budget Preparation Calendar for Budget Year 2020

May 2019: Finance Department delivers budget documents and assists staff with budget preparation

June 5, 2019: Leadership staff review budget goals, accomplishments and performance objectives.

June 17, 2019: Board of Commissioners budget study session.

August 15, 2019: Executive Director reviews staff budget request and revenue projections.

September 16, 2019: Preliminary budget draft to Board of Commissioners for review. (Presentation w/leadership staff)

October 21, 2019: Final budget draft to Board of Commissioners for review & CIP plan. (Notice of Public Hearing published in Peninsula Gateway)

November 4, 2019: First Public Hearing and Levy Rate Approved

November 17, 2019: Second Public Hearing and Budget Adoption

SPECIAL PROJECTS

- Allan Warren of Pierce Conservation District submitted ESRP and the NOAA applications to address bulkhead issues at Tacoma DeMolay Sandspit Nature Preserve. The total ask was \$283,364.40 with a better than 1:1 match ratio. We should find out by June 30 if we’re selected for funding.
- The Washington State Budget that was passed included \$12M of funding in the YAF Fund for the SHP Turf Lights. We are funded pending approval of Certification of Match.

- Progressing on memorial bench for Al Weaver who passed January 26, 2019 at age 80 following complications resulting from a fall while playing pickleball. Discussion of Memorials and Donations Policy to continue.
- Discussing coordination of Sawyer Recertification with Gig Harbor Fire, Josh Bissenas. Crew will cut issue trees and clear brush as part of training.
- Conducted final walkthrough of Hales Pass with Arletta Montessori.
- Attended second meeting of Cushman Trail Phase 5 group to identify route options for the trail heading north from Borgen Blvd.

PEG Grants in progress

- Eagle Scout projects for Bat houses at Hales Pass (for approval 5/20)
- Rotary Bark Park trail map and signs (had meeting)
- Narrows fencing (deferred to next project)
- Three scouts currently discussing projects

Volunteers

- Working with community service people at Narrows in the coming weeks.
- Worked with Narrows Race Team of the GHYC Junior Sail Program and Director Joan Storkman, to improve Peninsula Gardens entrances and fence lines by removing blackberries, scotch broom, tall grass, etc. Looks great and good reciprocity for boat storage.

MAINTENANCE & FACILITIES

- Irrigation start up at Rosedale and SHP
- Narrows Park: road clearing
- Created trails to four retention ponds at SHP
- Narrows Park: caretaker home septic repair

RECREATION

- The Friendship Club for teens and adults with disabilities at the Boys and Girls Club is still running on Thursdays mornings through the end of June. The turnout continues to be good with about 12-16 participants attending.
- Denise has put together a summer Adaptive Recreation program for teens and adults with disabilities. The program is called Fit and Fun will run for six weeks on Wednesdays on the lawn at Sehmel. On four Tuesday evenings in the summer, there will be social activities for this group in the Pavilion. Denise has four student interns from the Occupational Therapy Assistant program at Bates coming to volunteer in the program.
- Mike and Chuck met with Beth from Tacoma/Gig Harbor Swim Club about the possibility of working together in the future in a variety of ways.
- Summer Camps are starting to fill up and we have had to add additional camps because the original ones have filled up so quickly.
- Mike continues to meet with Roger Sargent on building a business plan and other work moving forward for the Recreation Department.
- Kelly and Mike are meeting with Gig Harbor HS ASB about possible volunteers, job opportunities and teen programs.
- Mike is continuing to meet with Lighthouse School to add opportunities for their kids within our sports programs and camps.
- Terrence and Mike met with Joe Jacobs and Glenn (softball umpire) about the Adult Coed Softball League and how to improve on years past.
- We had 300 attendees for our annual Mother Son Dance on Saturday, May 11. Guests enjoyed music, glowsticks, prizes and a dessert table.



Peninsula Metropolitan Park District

INCOME STATEMENT 2019

January - April, 2019

	ACTUAL	TOTAL		
		BUDGET	OVER BUDGET	% OF BUDGET
Income				
3100000 TAX REVENUE				
3111000 Real and Personal Property Tax	2,984,420.63	3,083,627.15	-99,206.52	96.78 %
3131700 Sales Tax	132,174.46	115,540.00	16,634.46	114.40 %
3172000 Leasehold Excise Tax	1,445.63	2,600.00	-1,154.37	55.60 %
3173000 REET Excise Tax	85,000.00		85,000.00	
Total 3100000 TAX REVENUE	3,203,040.72	3,201,767.15	1,273.57	100.04 %
3400000 CHARGES FOR SERVICES				
3472000 Facility Rental Fee	20,439.93	27,463.55	-7,023.62	74.43 %
Total 3400000 CHARGES FOR SERVICES	20,439.93	27,463.55	-7,023.62	74.43 %
3610000 INTEREST AND OTHER EARNINGS				
3611100 Investment Interest	81,820.63	16,000.00	65,820.63	511.38 %
Total 3610000 INTEREST AND OTHER EARNINGS	81,820.63	16,000.00	65,820.63	511.38 %
3620000 RENTS, LEASES AND CONCESSIONS				
3625001 Long Term Golf Course Lease	15,238.32	11,590.00	3,648.32	131.48 %
3626001 Housing Rentals/Leases	20,455.27	17,652.00	2,803.27	115.88 %
Total 3620000 RENTS, LEASES AND CONCESSIONS	35,693.59	29,242.00	6,451.59	122.06 %
3670000 PRIVATE SOURCE CONTRIBUTIONS				
3671900 Private Donations - Other	4,999.95		4,999.95	
Total 3670000 PRIVATE SOURCE CONTRIBUTIONS	4,999.95		4,999.95	
3700000 CAPITAL CONTRIBUTIONS				
3747600 Cap. Cont.-Federal/State/Local				
3747663 Cap Cont-Govt Other Improv	15,000.00		15,000.00	
Total 3747600 Cap. Cont.-Federal/State/Local	15,000.00		15,000.00	
Total 3700000 CAPITAL CONTRIBUTIONS	15,000.00		15,000.00	
3890000 OTHER GF NON REVENUE	4,742.05		4,742.05	
Total Income	\$3,365,736.87	\$3,274,472.70	\$91,264.17	102.79 %
GROSS PROFIT	\$3,365,736.87	\$3,274,472.70	\$91,264.17	102.79 %
Expenses				
5110000 LEGISLATIVE				
5111010 Board / Employee Compensation	16,640.00	20,480.00	-3,840.00	81.25 %
5111020 Board Payroll Taxes	1,339.48	1,894.40	-554.92	70.71 %

	ACTUAL	TOTAL		% OF BUDGET
		BUDGET	OVER BUDGET	
5111031 Office & Operating Supplies- Leg		750.00	-750.00	
5112041 Professional Services	160.00	3,500.00	-3,340.00	4.57 %
5114043 Travel	79.77	0.00	79.77	
5114049 Memberships & Training	4,629.94		4,629.94	
5971055 Interfund Transfer	6,900.00	6,900.00	0.00	100.00 %
Total 5110000 LEGISLATIVE	29,749.19	33,524.40	-3,775.21	88.74 %
5130000 EXECUTIVE				
5131011 Wages - Regular	79,401.79	74,401.32	5,000.47	106.72 %
5131020 Benefits	32,741.38	33,875.32	-1,133.94	96.65 %
5131042 Cell Phone	763.62	277.60	486.02	275.08 %
5131044 Marketing	12,511.00	30,000.00	-17,489.00	41.70 %
5132041 Executive-Professional Services	5,000.00	0.00	5,000.00	
5134043 Executive - Travel	993.13	1,200.00	-206.87	82.76 %
5134049 Memberships & Training	2,995.85	4,445.00	-1,449.15	67.40 %
5152041 Legal - Professional Services		10,000.00	-10,000.00	
5162041 Personnel-Professional Services	376.50	1,708.00	-1,331.50	22.04 %
5761031 Office and Operating Supplies	1,748.31	2,168.00	-419.69	80.64 %
5761041 Prof. Serv -Computer & Security	6,430.25	6,332.00	98.25	101.55 %
5761043 Administration - Travel		250.00	-250.00	
5761044 Printing/Advertising	660.05	2,250.00	-1,589.95	29.34 %
5761045 Operating Rentals and Leases	1,262.35	684.00	578.35	184.55 %
5761046 Insurance - General Liability	564.00	0.00	564.00	
5761049 Miscellaneous / Events	1,451.25	0.00	1,451.25	
5768953 Other Oper. Exps-External Taxes	5,530.44	5,000.00	530.44	110.61 %
5977665 Transfer - Capital Fund	4,026,114.68	4,026,114.68	0.00	100.00 %
6103601 Computer Hardware	710.61	1,225.00	-514.39	58.01 %
6103602 Computer Software	6,076.91	2,150.00	3,926.91	282.65 %
6104201 Postage	366.00	440.00	-74.00	83.18 %
6104204 Internet	1,153.76	2,468.00	-1,314.24	46.75 %
Total 5130000 EXECUTIVE	4,186,851.88	4,204,988.92	-18,137.04	99.57 %
5140000 FINANCIAL AND RECORDS SERVICES				
5141011 Wages - Regular	35,691.40	37,756.00	-2,064.60	94.53 %
5141020 Personnel Benefits	15,369.38	15,740.00	-370.62	97.65 %
5142000 Financial Services	200.00	200.00	0.00	100.00 %
5142341 Professional Services	4,172.75	3,780.00	392.75	110.39 %
5142342 Cell Phone	120.00	120.00	0.00	100.00 %
5142349 Bank Charges	123.40	196.00	-72.60	62.96 %
5144043 Travel		50.00	-50.00	
Total 5140000 FINANCIAL AND RECORDS SERVICES	55,676.93	57,842.00	-2,165.07	96.26 %
5710000 PARTICIPANT RECREATION				
5711011 Wages - Administration	10,796.37	27,496.32	-16,699.95	39.26 %
5711020 Benefits - Administration	4,864.48	10,849.32	-5,984.84	44.84 %

	ACTUAL	TOTAL		% OF BUDGET
		BUDGET	OVER BUDGET	
5711043 Conferences	2,574.34	0.00	2,574.34	
5712042 Communication - Phones	770.03	672.00	98.03	114.59 %
5972055 Transfer- Rec. Revolving Fund	135,108.25	135,108.25	0.00	100.00 %
Total 5710000 PARTICIPANT RECREATION	154,113.47	174,125.89	-20,012.42	88.51 %
5760000 PARK FACILITIES				
5768010 Wages - Regular	42,037.37	44,106.32	-2,068.95	95.31 %
5768020 Personnel Benefits	15,406.07	17,263.68	-1,857.61	89.24 %
5768031 Supplies		1,000.00	-1,000.00	
5768035 Small Equipment		200.00	-200.00	
5768042 Communication	184.50	400.00	-215.50	46.13 %
5768043 Travel	672.13	592.80	79.33	113.38 %
5768044 Printing		600.00	-600.00	
5768049 Miscellaneous		25,000.00	-25,000.00	
Total 5760000 PARK FACILITIES	58,300.07	89,162.80	-30,862.73	65.39 %
5768500 PARKS & GROUNDS MAINTENANCE				
5768511 Wages - Regular	106,936.12	126,472.44	-19,536.32	84.55 %
5768520 Benefits	50,016.19	54,013.64	-3,997.45	92.60 %
5768531 Operating Supplies	21,313.17	26,666.68	-5,353.51	79.92 %
5768532 Fuel	4,127.85	5,000.00	-872.15	82.56 %
5768534 Concessions Expense	55.00		55.00	
5768535 Small Tools & Minor Equipment	2,586.22	7,333.32	-4,747.10	35.27 %
5768540 Extraordinary Park Repairs	1,069.20		1,069.20	
5768541 Professional Services	11,731.94	10,000.00	1,731.94	117.32 %
5768542 Communication - Phones	6,158.17	6,666.68	-508.51	92.37 %
5768543 Travel	80.00	300.00	-220.00	26.67 %
5768544 Printing & Advertising		1,000.00	-1,000.00	
5768545 Operating Rentals & Leases	970.47	2,250.00	-1,279.53	43.13 %
5768546 Surface Water/Noxious Weed Tax	3,224.26	3,426.11	-201.85	94.11 %
5768547 Utility Services	17,037.07	26,666.68	-9,629.61	63.89 %
5768548 Repairs & Maintenance	641.85	3,000.00	-2,358.15	21.40 %
5768549 Memberships & Training		1,000.00	-1,000.00	
Total 5768500 PARKS & GROUNDS MAINTENANCE	225,947.51	273,795.55	-47,848.04	82.52 %
Total Expenses	\$4,710,639.05	\$4,833,439.56	\$ -122,800.51	97.46 %
NET OPERATING INCOME	\$ -1,344,902.18	\$ -1,558,966.86	\$214,064.68	86.27 %
NET INCOME	\$ -1,344,902.18	\$ -1,558,966.86	\$214,064.68	86.27 %

Explanation Financial Statement Line Items 2019 April

- #5112041 Legislative – Professional Services – Commissioner Iverson \$1,500 Ecoquest Camp, Commissioner Babich \$5,000 Women’s Wellness Event, Commissioner Grimmer \$5,000 Women’s Wellness Event & \$400 Adult Egg Hunt
- #5114043 Legislative – Travel – Meeting Meals \$79.77
- #5114049 Legislative – Professional Services – Cedar River Group \$4,629.94
- #5131011 Executive – Wages – Executive Director Vacation Payout \$5,000.47
- #5131042 Executive Cell Phone - Verizon \$486.02
- #5132041 Executive – Professional Services – Demarche Consulting Group \$5,000.00
- #5761041 Executive – Professional Computer Services – Nicholas Huff Follow Up Invoices \$98.25
- #5761045 Executive – Rentals – Copier Buy Out Payment \$578.35 (Refund was received Wells Fargo)
- #5761046 Executive – Insurance – Auto Damage \$564.00
- #5761049 Executive – Events – Chamber of Commerce Awards Table & Pals Permits \$1,451.25
- #5768953 Executive – Taxes – Department of Revenue Taxes on Rentals - \$530.44
- #6103602 Executive – Computer Software – Office 365 (Timing Issue with Budget) \$3,926.91
- #5142341 Financial – Professional Services – ADP HR Pro Software \$392.75
- #5712042 Recreation Conferences– Michael Schick Revenue School & WRPA (Timing Issue) \$2,574.34
- #5712042 Recreation Phones – Verizon \$98.03
- #5768043 Facilities – Travel – Guenther Mileage Reimbursement \$79.33
- #5768534 Maintenance – Health Department Permit \$55.00
- #5768540 Maintenance Snow Removal \$1,069.20
- #5768541 Maintenance Professional Services - Lock Repairs, Faucet Repairs, Fire Service Calls, Skid Steer



Project	Year Started	CIP Fund 1/1/2019	2019 Capital Projects			Notes
			2019 Budgeted Transfers In	Donations and Fund Transfers	Capital Fund Expenses	
Park Improvement Program	2006	\$6,836,758.20	\$3,576,114.68	\$0.00	\$0.00	\$10,412,872.88
Peninsula Enhancement Grant Program (PEG)	2007	\$25,000.00	\$0.00	\$0.00	\$1,514.35	\$23,485.65
Community Recreation Center	2017	\$750,868.70	\$0.00	\$0.00	\$288,806.39	\$462,062.31
Lighting Project - Sehmel Homestead Park	2019	\$0.00	\$400,000.00	\$0.00	\$0.00	\$400,000.00
Service Options	2014	\$0.00	\$50,000.00	\$0.00	\$2,503.28	\$47,496.72
Hales Pass - Pest Repair	2018	\$16,986.25	\$0.00	\$0.00	\$0.00	\$16,986.25
Sunrise Beach Building Fund	2019	\$0.00	\$0.00	\$8,500.00	\$4,200.00	\$4,300.00
	2015	\$100,905.00	\$0.00	\$0.00	\$0.00	\$100,905.00
Total Capital Funds		\$7,730,518.15	\$4,026,114.68	\$8,500.00	\$297,024.02	\$11,468,108.81

The actual cash for these 2019 capital fund transfers will come in during the months of April and October.



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PROCLAMATION

Recognizing Peninsula Metropolitan Park District's 15-year Anniversary

A PROCLAMATION OF THE BOARD OF THE COMMISSIONERS OF
THE PENINSULA METROPOLITAN PARK DISTRICT, GIG HARBOR,
RECOGNIZING PENINSULA METROPOLITAN PARK DISTRICT'S 15
YEARS OF ENHANCING THE QUALITY OF LIFE ON THE GIG HARBOR
PENINSULA BY PROVIDING PARK AND RECREATIONAL
OPPORTUNITIES FOR ALL OF ITS CITIZENS.

WHEREAS, the Peninsula Metropolitan Park District (PenMet Parks) has been dedicated to improving the quality of life for residents of the Greater Gig Harbor Area for 15 years; and

WHEREAS, the Peninsula Metropolitan Park District (PenMet Parks) supports the betterment of health and wellness in the Greater Gig Harbor Area through events hosted at local parks, improving the lives of youth, adults and seniors. Striving for the promotion of community development, positive role models, intercultural understanding and cooperation, opportunities for fellowship, personal growth, professional development, community service and support of community organizations; and

WHEREAS, the Peninsula Metropolitan Park District (PenMet Parks) started its service in Gig Harbor, Washington, USA, in May of 2004, therefore, be it

RESOLVED by the Peninsula Metropolitan Park District (PenMet Parks), that it hereby recognizes the outstanding contribution of 15 years of service in parks and recreation and to the enhancement of the quality of life for all residents and visitors to the Greater Gig Harbor Community.

Approved by the Peninsula Metropolitan Park District Board of Commissioners
this 20th Day of May, 2019.

President

Clerk
Peninsula Metropolitan Park District Commission

Attest



Peninsula Metropolitan Park District

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STUDY SESSION MINUTES

Monday, May 6, 2019, 5:00pm

Sehmel Homestead Park Volunteer Vern Pavilion (10123 78th Ave NW, Gig Harbor, WA 98332)

Call to Order: The meeting was called to order by Commissioner Hill at 6:16pm.

Commissioners Present:

Maryellen (Missy) Hill
Amanda Babich
Steve Nixon
Kurt Grimmer
Todd Iverson (excused absence)

Citizens:

none

Staff:

Glenn Akramoff
Michael Schick
Jessica Smiley

ITEM 1 Approval of Agenda: Commissioner Grimmer made a motion to approve the agenda, Commissioner Babich seconded; the motion was approved with a 4-0 vote.

ITEM 2.a Staff Report: Executive Director Search

Glenn Akramoff presented the purpose and goals for this study session to determine the process and details for the upcoming Executive Director search.

ITEM 3.a Board Discussion: Executive Director Search

Board members engaged in a discussion about the Executive Director search. The Commission discussed criteria for the role, timeline of the process, interview details, benefit package, and the details in the job description.

ITEM 4 Adjournment

Commissioner Hill adjourned the meeting at 6:06pm.

APPROVED BY THE BOARD ON: _____

President

Submitted by: *Jessica Smiley* ☺

Clerk



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REGULAR MEETING MINUTES

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Sehmel Homestead Park Volunteer Vern Pavilion (10123 78th Ave NW, Gig Harbor, WA 98332)

Call to Order: The meeting was called to order by Commissioner Hill at 6:16pm.

Commissioners Present:

Maryellen (Missy) Hill
Amanda Babich
Steve Nixon
Kurt Grimmer
Todd Iverson

Citizens:

Heath Heikkila

Staff:

Glenn Akramoff
Michael Schick
Jessica Smiley

REGULAR MEETING AGENDA:

ITEM 1 Approval of Agenda

Commissioner Hill motioned for an change to the Agenda, to switch 3.a with 3.b for schedule needs. Commissioner Grimmer made a motion to approve the agenda as amended, seconded by Commissioner Nixon. Amended Agenda was approved with a 5-0 vote.

ITEM 2 Citizen Comments

Heath Heikkila, local citizen and board member of Harbor Soccer Club, spoke in support for adding field lighting to the Sehmel Homestead Park turf field and offered assistance.

ITEM 3 Presentations

3.a Harbor WildWatch

Lindsey Stover, Executive Director of Harbor WildWatch, presented about the walking tours with PenMet Parks in 2018 and the proposed plan for 2019. A handout was given to Commissioners.

3.b Executive Director Report

Glenn Akramoff brought attention to the staff report in the agenda, spoke about the lighting project at Sehmel Homestead and the long range agenda calendar. Michael Schick introduced new staff members Terrence Jamison and Joe Jacobs.

3.c President's Report

Commissioner Hill discussed the upcoming strategic planning session for Commissioners scheduled for eight hours on October 12, 2019.

3.d Financial Report

Elaine Sorensen presented the current variances in the budget.

ITEM 4 Consent Agenda

4.a Approval of Meeting Minutes: 4-8-19 Study Session, 4-8-19 Regular

4.b Approval of Vouchers: ■ \$239,861.69 ♦ Reference numbers: V2019123- V2019157
■ \$6,370.44 ♦ Reference numbers: V2019158- V2019160

4.c Approval of Consent Agenda

Commissioner Grimmer made a motion to approve the consent agenda. Commissioner Nixon seconded the motion. After no discussion, the motion passed 5-0.

ITEM 5 New Business

**5.a Architecture & Engineering services for the Community
Recreation Center project with Snodgrass Freeman & Associates**

Glenn Akramoff presented agreement with Snodgrass Freeman & Associates for Phase 1 of the Community Recreation Center project. After a brief conversation, Commissioner Grimmer made a motion to approve the agreement for Architecture & Engineering services for the Community Recreation Center project with Snodgrass Freeman & Associates. Commissioner Nixon seconded the motion, and after no further discussion the motion passed 5-0.

ITEM 6 Comments by Board/Subcommittee Reports

Commissioner Nixon commented on excellent trails conditions at McCormick following Parks Appreciation Day and will be absent for 6/3 meeting.

Commissioner Grimmer requested to allocate legislative funds for Harbor WildWatch, staff given direction to create an MOU for 2019.

Commissioner Iverson requested to add funds for marketing of the HWW programs.

Commissioner Nixon requested that staff add to the 2020 budget: Harbor WildWatch, KGHP and Key Pen Parks Horseshoe Lake partnership funding requests.

7.a Community Center (Nixon/Babich): upcoming meeting 5/13

7.b Marketing (Grimmer): met on 4/29, momentum is strong for marketing efforts

7.c Fundraising (Hill): no report, meeting scheduling in progress

ITEM 8 Next Board Meeting: Monday, May 20, 2019: Regular

ITEM 9 Executive Session: none

ITEM 10 Adjournment

Commissioner Hill adjourned the meeting at 7:05pm.

APPROVED BY THE BOARD ON: _____

President

Submitted by: *Jessica Smiley* ☺

Clerk



Finance Department
District Payment Transmittal

District Name: Metro Park District-Peninsula

PAYMENT LISTING

Trans Date	District Ref #	Payee Printed Name	Amount
5/6/19	V2019-188	HEALTH CARE AUTHORITY	\$19,897.03
5/6/19	V2019-189	Peninsula Metropolitan Park District	\$52,431.65
5/6/19	V2019-190	U.S. Bank Corporate Payment System	\$26,877.65
5/6/19	V2019-191	DEPARTMENT OF REVENUE	\$1,039.67
5/6/19	V2019-192	Snodgrass Freeman Associates	\$189,119.27
5/6/19	V2019-193	Cheryl LaPlant	\$250.00
5/6/19	V2019-194	DEPARTMENT OF RETIREMENT SYSTEMS	\$15,150.35
5/6/19	V2019-195	Demarche Consulting Group, Inc	\$20,000.00
5/6/19	V2019-196	DPI Print	\$1,117.01
5/6/19	V2019-197	Cascade Recreation Inc.	\$474.76
5/6/19	V2019-198	ACE HARDWARE	\$121.48
5/6/19	V2019-199	Rodda Paint Co.	\$4,929.44
5/6/19	V2019-200	WESTBAY AUTO PARTS	\$242.43
5/6/19	V2019-201	HEMLEYS SEPTIC SERVICE	\$815.00
5/6/19	V2019-202	United Rentals	\$71.43
5/6/19	V2019-203	Tacoma Winsupply	\$320.92
5/6/19	V2019-204	PURDY TOPSOIL & GRAVEL	\$322.26
5/6/19	V2019-205	HOME DEPOT	\$1,546.03
5/6/19	V2019-206	Pacific Office Automation Headquarters	\$1,492.00
5/6/19	V2019-207	ENDURIS	\$140.00
5/6/19	V2019-208	Queen Bee Health + Wellness LLC	\$2,100.00
5/6/19	V2019-209	Custom Shirt Shop	\$1,349.15
5/6/19	V2019-210	Strohs Water Company Inc.	\$186.38
5/6/19	V2019-211	PACIFIC OFFICE AUTOMATION	\$36.53
5/6/19	V2019-212	Aubrey Preston	\$160.00
5/6/19	V2019-213	Gig Harbor Kiwanis Club	\$359.84
Payment Count: 26		Total Amount:	<u>\$340,550.28</u>

Payment Count: 26
Payment Total: \$340,550.28

CERTIFICATION

I, the undersigned do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered or labor performed as described herein, and that the claim is a just, due and unpaid obligation, and that I am authorized to authenticate and certify to said claim.

<u>Motto</u> Authorized District Official Signature	<u>5-6-19</u> Date	_____ Authorized District Official Signature	_____ Date
<u>[Signature]</u> Authorized District Official Signature	<u>5/16/19</u> Date	_____ Authorized District Official Signature	_____ Date
_____ Authorized District Official Signature	_____ Date	_____ Authorized District Official Signature	_____ Date
_____ Authorized District Official Signature	_____ Date	_____ Authorized District Official Signature	_____ Date

INSTRUCTIONS FOR USE:
Submit signed Transmittal To Pierce County Finance Department
FAX: 253-798-6699 EMAIL: PCACCOUNTSPAYABLE@co.pierce.wa.us

PC Finance Department Use Only
Authorization Received on _____
Batch Verified by _____



Peninsula Metropolitan Park District

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

www.penmetparks.org

DISTRICT COMMISSION MEMO

To: Peninsula Metropolitan Park District Board of Commissioners

From: Glenn Akramoff, Interim Executive Director

Date: May 20, 2019

Subject: Senior Program

Background/Analysis

As the Boys and Girls Club is closing on June 21, 2019 due to the sale of the property, the Senior Program is in jeopardy. A Task Force was formed with the regional organizations to address creative solutions. PenMet Park District has been a part of the conversation from the beginning and recently was asked by the Senior Club for help. The District involvement in senior programs and serving the senior population of the greater Gig Harbor area is appropriate as per the PenMet Parks Comprehensive Plan. It was also referenced in the levy lid lift campaign of 2018.

Recently, the Senior Club formed a Board and now is under the organizational umbrella of the Gig Harbor Foundation. That board is focused on forming as an organization and seeking opportunities for funding to meet the short term need to keep the program running. This group has secured at least one temporary site in which to operate the programs. At this time there is no secured funding or staffing to operate the program. In early April, senior program representatives presented the program elements and needs to the PenMet Board of Commissioners. They request that the PenMet Parks District consider supporting their effort to keep the program running in the short and long term.

PenMet Parks has resources to support both short term and long-term solutions. The District is focused on being a good regional partner and to have a role in the process. The District has a long history of filling gaps in recreational service when asked by the greater Gig Harbor Community. This is another opportunity to consider in keeping with that history.

Short Term Needs

- Funding to maintain current programming
- Staff to run the day to day functions of the program
- Funding for the staff position
- Funding for the cost of temporary facilities

Long Term Needs

- Funding to maintain and increase programming to meet the Community need
- Permanent staffing to run the day to day functions of the program
- Funding for the staff position
- Funding for the cost of purchase/lease/construction and operations of permanent facility



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Timeline and Funding

The Boys and Girls Club will close on June 21st. The move to a temporary site is tentatively scheduled for June 24th. The next task force meeting is scheduled for May 29th. The goal is to allow for the program to have little or no interruption of service for those who utilize it regularly. The short-term funding will come from the PenMet general fund for 2019.

Recommendation

It is recommended that the Commission discuss options and give the Interim Executive Director direction and authority to continue negotiations with the newly formed Senior Program Board and the Greater Gig Harbor Foundation on supporting the program. This guidance should include a maximum expenditure for temporary operations and siting.

It is also recommended that a Memo of Understanding (MOU) be developed in partnership with Task Force to clarify all the partners' roles and create objectives for a long-term solution. This should include a standing committee of regional partners. PenMet parks will focus on the long-term support, viability and site selection for the program.

Policy Implications/Support

1. Consider short term funding support
2. Consider short term staffing support
3. Participate in the regional group that evolves from the Senior Task Force
4. Consider offering District sites for consideration as mid and long-term solutions
5. Consider providing long term resources toward programing

Staff Contact

Should you have any questions or comments please contact Glenn Akramoff at the earliest opportunity should additional research be required to provide answers at the meeting: 253-858-3408 or via e-mail at gakramoff@penmetparks.org.



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DISTRICT COMMISSION MEMO

To: District Commission
From: Eric Guenther, Planning & Special Projects Manager
Date: May 20, 2019
Subject: **Resolution 2019-005, the Travis Hand and Boy Scouts' PEG application for Constructing Bat Houses**

Recommendation

Staff recommends that the Commission review Resolution 2019-005 and Travis Hand's application for constructing bat houses.

Policy Implications/Support

1. The Board included the Park Enhancement Grant (PEG) Program in Capital Improvement Program as part of the adopted 2019 Annual Budget.
2. The Board approved the PEG Grant Process and Procedures at the May 21, 2007 Commission Meeting.
3. The Commissioners reviewed the application during the period of May 16-20, 2019.

Background/Analysis

Staff received and reviewed the following PEG application with additional details attached:

- Up to \$300 – Travis Hand, Boy Scouts of America, construction of bat houses.

The PEG program for 2019 currently contains \$8,500 available for matching grants after reductions for approved grants. There is sufficient funding in the PEG program to fund this application.

This project will:

- Construct approximately five bat houses to be installed at Hales Pass, along the trail, and at the Montessori School location on Myers Lane.

The balance remaining in the 2019 PEG grant program should the Board approve these projects will be \$8,200.

The PEG Program involves reimbursement grants, whereby grantees acquire materials and then submit receipts to the District for reimbursement along with documentation of match. Provisions in the grant program allow for PenMet purchasing authority to be used for acquiring materials that meet the specifications of the grant application. These purchases also require documentation of grant match.

Should you have any questions or comments please contact me at the earliest opportunity should additional research be required to provide answers at the meeting: 253-858-3400x1222 or via e-mail at eguenther@Penmetparks.org.



Park Enhancement Grant Program



APPLICATION / REIMBURSEMENT REQUEST

Applicant Contact Information	
Project Name: Bat Houses	Date: 5/15/19
Organization: Boy Scouts of America Troop 212	
Contact Person: Travis Hand	
Mailing Address: 1815 Clorindi Circle NW 98335	
Email Address: travishand02@gmail.com	
Day Phone: 253-432-0371	Eve Phone:
Cell Phone:	

Project Description	Total
Briefly Describe Project and Distinct Elements of Project	Project Cost
Overview: (The Boy Scouts) will construct 4-5 bat houses to be hung in two separate locations, two-three at Hale's passage and 2 at the new Montessori location.	-----
Donated Materials, Services, Labor, Cash (Total 5.4): NA	
Purchased Materials, Equipment, Rentals (Total 5.5): Expenditures: \$ <u>261.84</u> less Cash Donations: \$ <u>NA</u>	261.84
(Total 5.6) Project Total:	261.84
(Up to 50% of Project Total; Cannot exceed Donation Value (5.4), or Purchased Portion (5.5) of Project Total) Grant Funds Requested:	261.84
(For reimbursement submissions only, provide details in Question 5) ☠ 50% or ⚡ 100% Reimbursement Requested:	100%

Year	Grant Program History (List past grant program applications and/or grants received)	Project Total	Amount Requested	Amount Received
	NA			

Grant Payee Information (List organization or person grant check should be paid to)	
Grant Check Payee: Travis Hand	
Mailing Address: 1815 Clorindi Circle NW 98335	
Email Address: travishand02@gmail.com	
Day Phone: 253-432-0371	Eve Phone: 253-432-0371
Cell Phone: 253-432-0371	

Please respond to the following questions or attach your responses to this application form (if necessary).

Project Name: Bat Houses Project Total: _____

1. Project(s) Information

- a. Describe the project fully, and explain what this project will accomplish for the community (This will be the basis of the narrative for Final Report and subsequent media releases).
 1. This project is designed to create a set of bat houses for two different locations, one at Hale's Pass Park and one at the new Montessori preschool. A group of boy scouts and I will cut the pieces and assemble most of the bat houses at my house, and the final bat house will be in easy to assemble pieces for demonstration purposes. After the bat houses are completely assembled and painted accordingly, we will hang them up on the trees for the bats to make their home. The bat houses themselves don't do much except give a home for the bats, however the bats almost completely remove pesky insects, and some bats can even help pollinate plants.
- b. What is the location and ownership of the site? (owner must give final approval of completed project)

Hale's Pass Park, 3507 RAY NASH DR NW and Montessori School, Myers Lane.
- c. Who will be responsible for the project management and any sub-elements of the project?

I will manage the project, and all sub-elements as well (this project is fairly small so there is a very limited amount of sub-elements).
- d. Contact the appropriate permitting agency (City or County) to determine project requirements for: (provide documentation from the agency, especially if the answer is "none" or "N/A")

Permitting?
none

Engineering?
There will be no engineering.
- e. What will you require from PenMet Parks to start and complete the project?

Nothing, aside from this grant to purchase supplies necessary, such as paint and plywood.
- f. Does the project meet ADA requirements? (explain all answers, especially if "no" or "N/A")

NA
- g. Will there be any public access or use restrictions?

NA
- h. How will community volunteers participate and how were they involved in the selection of this project?

This project is an Eagle Scout Project, so likely only the Boy Scouts and possibly parents of said scouts will participate. Also, the preschoolers at the Montessori school are welcome to help.
- i. List other organizations involved in the project.

The Boy Scouts of America & Montessori School staff

2. Ongoing Maintenance

- a. What are the on-going maintenance requirements of this project?

The next maintenance will mostly be a replacement of the bat houses, because it is very difficult to replace a single component without altering the bat's connection to it; in other words building new bat houses is the logical option when they are no longer viable for the bats. However if the paint wears thin then it might be suitable to replace that aspect.
- b. Who will perform the maintenance, and what will be your on-going contribution to this maintenance?

When there is maintenance needed, I will do my best to help clean them up.

3. Other Issues

- a. Provide a location map, site map, and any other pertinent drawings for the project. (Include "As Built" drawings with Final Report)
The bat houses will be hung in locations decided when we arrive to set them up at the sight.
- b. Provide documentation of property owner pre-approval.
Confirmed by Mr. Guenther
- c. Provide documentation that significant user groups have been consulted.
Confirmed by Mr. Guenther
- d. Are there any other conditional funds involved in this project such as state or federal grant funds?
none
- e. For recreation projects, describe the on-going plan for this recreation activity and provide a budget projection for at least 3 years?
 - i. This project is not recreational.

4. Workplan

List in chronological order the major, but specific, steps or key activities you will take to complete your project. Next to the activity, identify who will be responsible, and list the date (month/year) you estimate it will be completed.

Activity	Responsible Person/Group	Completion Date
I will purchase the materials required to build the bat houses with the grant.	BSA	June 20th
Boy Scouts meet at my house to begin construction of bat houses.	BSA	June 20th
Boy Scouts will then carpool over to one of the two sites and begin to set up the bat houses.	BSA	June 20th
After completion of the first site, we will head over to the second site to finish setting them up.	BSA	June 20th
The bat houses will be finished and available for the bats.	BSA	June 20th

5. Project Budget

II Description of Item	Ω Source for Cost (Vendor)	Ωa Quantity	Ωb Unit Cost	Ω Donated Cash & Labor	Ω* Your Cash Expended	Ω Total Cost (Ω+Ω)
Sanded Plywood (FSC Certified) (Common: 15/32 in. x 4 ft. x 8 ft.; Actual: 0.451 in. x 48 in. x 96 in.) (\$67.10).	Home Depot	2 boards	12.94	NA	NA	25.88
Boxes of #14 x 2-1/2 Phillips screws	Home Depot	2 boxes	8.38	NA	NA	16.76
1 qt. Water-Based Black Walnut Infrared Reflective Wood Stain	Home Depot	2 buckets	17.47	NA	NA	34.94
1 gal. #780F-6 Dark Granite Semi-Gloss Enamel Alkyd Interior/Exterior Paint	Home Depot	1 bucket	35.98	NA	NA	35.98
1 gal. High Performance Protective Enamel Gloss Black Oil-Based Interior/Exterior Paint	Home Depot	2 buckets	28.98	NA	NA	57.96
Lifetime Ultra 10.1 oz. Clear Acrylic Latex Caulk	Home Depot	4 tubes	3,27	NA	NA	13.08
1 in. x 3 in. x 8 ft. Select Kiln-Dried Square Edge Whitewood Board(10.11)	Home Depot	1 board	10.11	NA	NA	10.11
**Cash Donations :	NA	NA	NA	NA	NA	NA
						261.84
TOTALS:						
50% of Project Total						
*Grant Amount Requested:	Least of Col. 4 or 5 or 50% Col. 6					100% of column 6
Previous Reimbursement						NA
Reimbursement Amount Requested: <u> N </u> 50% or <u> Y </u> 100%						

* Grant request cannot exceed Column 4 or Column 5 total or 50% of Column 6 total.

** Record donated cash as a positive donation in column 4 and a negative (used to purchase materials) in column 5. Include cash donation amount in project total, column 6. See example below.

6. Donation Pledged/Secured Form (please photocopy if additional space is needed).

The individuals, businesses, or organizations listed below commit to donate the following items to the Community Matching Grant Project.

Type of work or materials	Person or Group	Waiver Signed	Date	# of Hours (\$26.72/hr)	\$ Value
NA ->					

Total value of match secured this page (should match column 5.4) \$ 0

The signatory declares that the information provided in this application is accurate and complete to the best of their ability, that s/he is the representative of the applicant organization and will assure that any funds received as a result of this application are used only for the purposes set forth herein; that a majority of the members of the organization support this project.

Signature of Project Coordinator

Date



Peninsula Metropolitan Park District

RESOLUTION NO. R2019-005

A RESOLUTION OF PENMET PARKS TO AWARD 2019 PEG GRANT

WHEREAS, the Peninsula Metropolitan Park District (PenMet Parks) manages and operates public park facilities with goals to:

- Provide park and recreation opportunities for our constituents through partnerships,
- Develop and maintain high quality facilities,
- Prudently manage District funds by maximizing the use of tax revenues by using other resources such as...volunteers; and

WHEREAS, the Board included the Park Enhancement Grant (PEG) Program in the Capital Improvement Program as part of the adopted 2019 Annual Budget; and

WHEREAS, the PEG Program Process and Procedures were approved by the Board in May, 2007; NOW, THEREFORE BE IT

RESOLVED by the Board of Park Commissioners of the Peninsula Metropolitan Park District (PenMet Parks) to award a 2019 PEG Grant to:

- Travis Hand and Boy Scout Troop #212, to fund the construction of bat houses for Hales Pass Park and a pre-school site in an amount not to exceed \$300.

The foregoing resolution was adopted at a regular meeting of the Board of Park Commissioners of the Peninsula Metropolitan Park District held on May 20, 2019.

President

Clerk
Peninsula Metropolitan Park District Commission

Attest

Resolution R2019-005