



Peninsula Metropolitan Park District

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

REGULAR MEETING AGENDA

May 18, 2021, 6:00 PM

ATTENTION: Park Board meetings are being held online via Zoom under Governor Inslee's public health proclamations regarding the COVID-19 virus. Members of the public are encouraged to join the study session and/or regular meeting by using the Meeting ID 849 7383 5472 Password: PenMet0518, or call in at +1 253-215-8782 Password: 1263117262. Meeting agendas can be accessed online at PenMetParks.org. Comments submitted via email will be read into the record during the meeting; the deadline to submit comments is 5 pm on May 17, 2021.

<https://us02web.zoom.us/j/84973835472?pwd=bGZTUkZMdUxcWJUeWZOT0JMN3NyQT09>

Call to Order

Commissioner Roll Call:

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

ITEM 1 Approval of Agenda

ITEM 2 Citizen Comments

Due to current circumstances surrounding the COVID-19 Pandemic, we will be accepting citizen comments via email at admin@penmetparks.org up until 5:00 pm on May 17, 2021. Comments will be read and recorded in the meeting.

ITEM 3 Presentations

- 3a. Executive Director's Report
- 3b. [Monthly Finance Report](#)
- 3c. [2021 6-Year CIP Presentation](#)
- 3d. Employee Spotlight Award
- 3e. President's Report

ITEM 4 Consent Agenda

- 4a. [Approval of Minutes](#)
[05/04/21 Study Session and Regular Meeting](#)
- 4b. [Approval of Vouchers](#)
[\\$119,834.17 Reference Number: 210402001-210402006](#)
[\\$95,811.14 Reference Number: 210403001-210402025](#)



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[\\$75,054.37 Reference Number: 210501001-210501011](#)

[\\$139,604.78 Reference Number: 210502001-210501017](#)

ITEM 5 Unfinished Business: None

ITEM 6 New Business

6a. [Resolution R2021-011 Agent To Receive Claims For Damages \(RCW 4.96.020\)](#)

ITEM 7 Project Manager Update

7a. CRC Marketing Committee

ITEM 8 Comments by Board

ITEM 9 Next Board Meetings

Tuesday, June 1, 2021 (Study and Regular) Study Session at 4:00 and Regular Meeting at 6:00 pm at PenMet's CRC location.

ITEM 10 Adjournment

AGENDA POLICY

No comments or discussion will be allowed on consent items.

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 Monday preceding the Tuesday 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.

***Special Note: Due to current circumstances, we will be accepting citizen comments via email at ssnuffin@penmetparks.org up until 5:00 pm the Monday prior to PenMet Parks Regular Meetings. Comments will be read and recorded in the meeting.**



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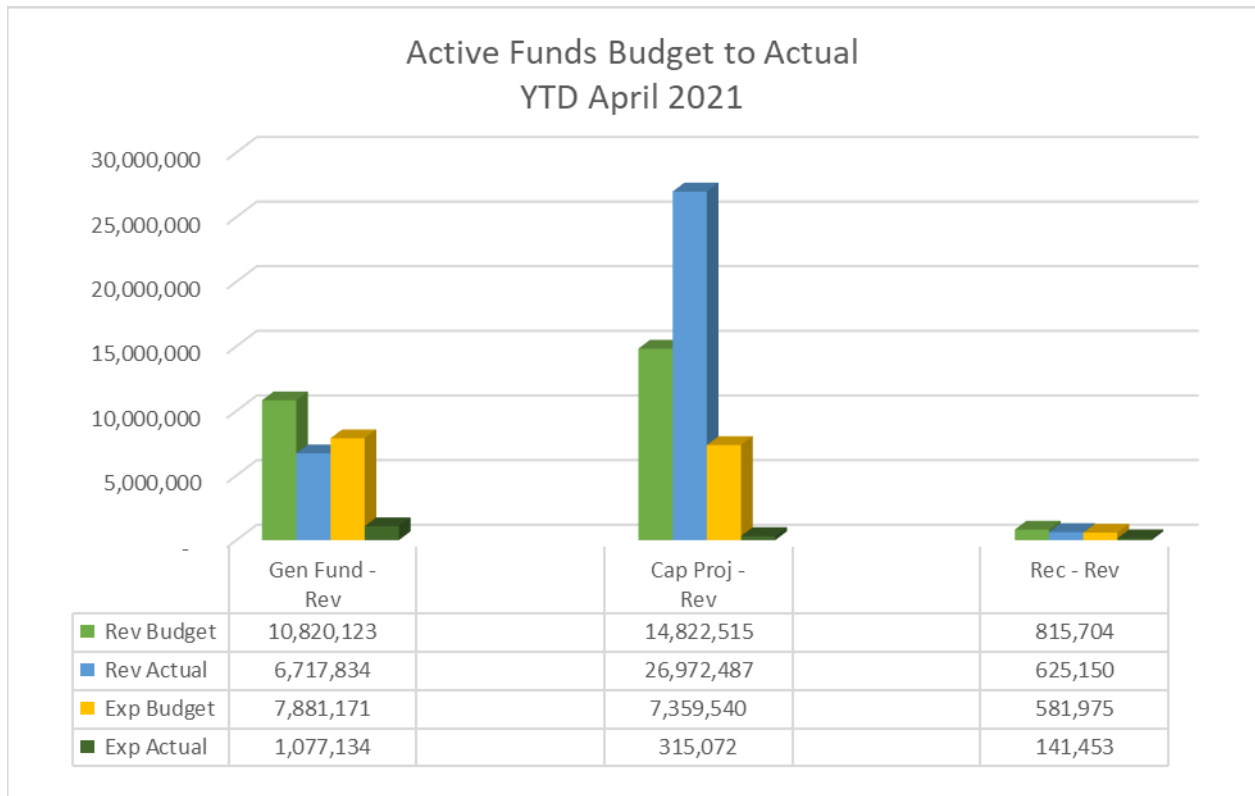
DISTRICT COMMISSION MEMO

To: Board of Park Commissioners
From: Louise Tieman, Interim Finance & HR Manager
Date: May 18, 2021
Subject: April 2021 Finance Report

Background/Analysis

Attached are the January – April 2021 Financial Reports which provide current year budget to actual comparison of revenues and expenditures. Overall, PenMet Parks is running on target with collection of revenue and with expenses.

Summary Chart





Peninsula Metropolitan Park District

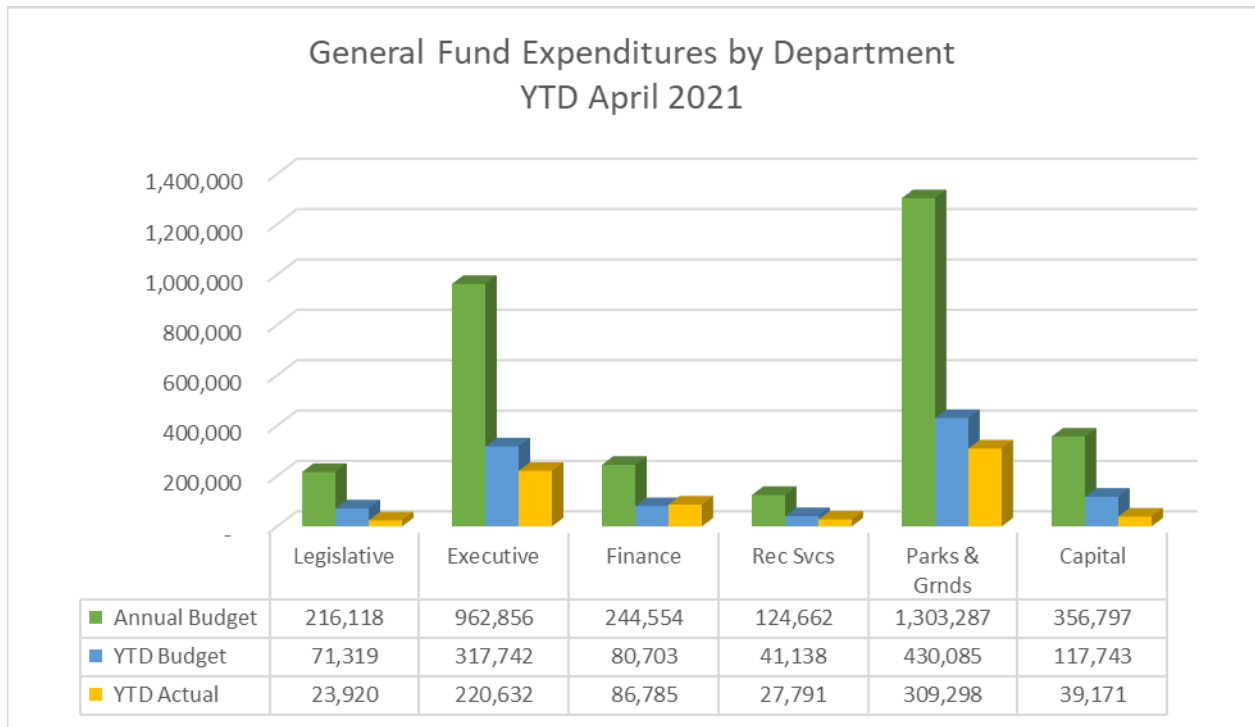
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General Fund:

The General Fund is the principal operating fund of the District. The fund benefits from the 2020 carryover and has collected revenues consistent with historic 4-month operations. The largest source of revenue in the fund is from property tax collection, the proceeds of which began arriving, and totaled \$2,879,699 in April. Investment interest is slightly lagging due to low interest rates of .0102% but has still returned \$4,010 YTD. All other sources of General Fund revenue are on target for the period.

The chart below illustrates that General Fund expenditures are lower than budgeted in all departments. General Fund expenses by line item are on target with planned expenditures with very few accounts exceeding the average 33% of budget expected through April:

- Computer software has utilized 47% of budget due to annual license fees.
- Membership and training has utilized 88% of budget due to annual subscriptions.
- Professional Services has utilized 41% of budget due to utilization of legal services for contracts, easements, and other matters.
- Parks & Grounds has utilized more than 33% of budget in 4 accounts that are attributable to seasonal spending patterns:
 - Fertilizer
 - Lights
 - Small tools and minor equipment
 - Natural gas





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Capital Projects Fund:

The Capital Fund received the proceeds of the Community Recreation Center bond issue in the amount of \$16,000,000. The funds have been transferred to the Washington State Investment Pool to maximize interest income to the District. Funds will be transferred back on an as-needed basis to pay for approved construction costs as the CRC progresses.

The Capital Projects fund has expended approved amounts totaling \$315,072.

Recreation Fund:

The Recreation Fund continued to bring in registration revenue for Spring Break camps, spring sports and summer programs. Wages ticked up slightly to reflect staffing the Spring Break camps but are in line with budget expectations.

All other Funds:

The other funds utilized by the District had no or minimal activity, which is as expected during this period.

Fund Name	Budget	Status
Debt Service	541,600	No activity
Debt Contingency	600,000	No activity
Equipment Replacement	362,789	No activity
Fiduciary	-	\$ 5,262
Restricted Endowment	144,965	No activity
Unrestricted Endowment	277,000	\$ 501

Investment Activity:

PenMet Parks utilizes the cash management services of the Pierce County Finance Department to maximize the rate of return on idle cash while incurring the least amount of risk. The County invests in the Washington State Investment Pool, a secured and fully liquid investment vehicle. As of April, the investment report is as follows:

General funds pool:	\$10,000,613
Endowment funds pool:	<u>420,649</u>
Ending April balance:	\$10,421,261
Interest earned (.012%)	871.80
Investment fees:	(43.59)

2021 BUDGET POSITION

Item 3b.

Peninsula Metropolitan Park District

Time: 13:15:18 Date: 05/13/2021

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001 General Expense Fund Months: 01 To: 04

	Amt Budgeted	Revenues	Remaining	
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001 Carryover

308 91 00 001 Unassigned Beginning Balance	2,938,951.91	2,938,951.91	0.00	0.0%
001 Carryover	2,938,951.91	2,938,951.91	0.00	0.0%

002 Revenue

311 10 00 001 Real and Personal Property Tax	7,306,786.00	3,548,580.91	3,758,205.09	51.4%
313 17 00 000 Sales Tax	377,000.00	150,894.35	226,105.65	60.0%
317 20 00 000 Leasehold Excise Tax	1,500.00	368.25	1,131.75	75.5%
317 30 00 000 REET Excise Tax	0.00	0.00	0.00	100.0%
317 40 00 000 Private Harvest Tax	0.00	0.00	0.00	100.0%
347 20 00 000 Facility Rental Fee	72,500.00	35,588.92	36,911.08	50.9%
361 11 00 001 Investment Interest	18,000.00	4,010.02	13,989.98	77.7%
362 30 01 000 Parking Space Lease	0.00	0.00	0.00	100.0%
362 50 01 000 Long Term Golf Course Lease	57,000.00	21,100.11	35,899.89	63.0%
362 60 01 000 Housing Rentals/Leases	48,385.08	16,128.24	32,256.84	66.7%
362 70 01 000 Concessions Lease Facilities	0.00	60.00	(60.00)	0.0%
002 Revenue	7,881,171.08	3,776,730.80	4,104,440.28	52.1%

003 NonRevenue

389 00 00 000 Other General Fund Revenue	0.00	2,151.58	(2,151.58)	0.0%
395 10 61 000 Sale of Land	0.00	0.00	0.00	100.0%
395 10 62 000 Sale of Buildings & Structures	0.00	0.00	0.00	100.0%
395 10 63 000 Sale of Other Improvements	0.00	0.00	0.00	100.0%
395 10 64 000 Sale of Machinery & Equipment	0.00	0.00	0.00	100.0%
003 NonRevenue	0.00	2,151.58	(2,151.58)	0.0%

Fund Revenues:	10,820,122.99	6,717,834.29	4,102,288.70	37.9%
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	Amt Budgeted	Expenditures	Remaining	
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010 Legislative

511 10 10 000 Compensation	61,440.00	21,376.00	40,064.00	65.2%
511 10 20 000 Benefits	5,652.00	2,543.88	3,108.12	55.0%
511 10 31 000 Office & Operating Supplies	650.00	0.00	650.00	100.0%
511 10 44 000 Printing and Advertising	375.00	0.00	375.00	100.0%
511 20 41 000 Professional Services	80,000.00	0.00	80,000.00	100.0%
511 40 43 000 Travel	4,312.05	0.00	4,312.05	100.0%
511 40 49 000 Memberships & Training	2,128.00	0.00	2,128.00	100.0%
511 50 45 000 Rentals	5,500.00	0.00	5,500.00	100.0%
511 70 41 000 Elections	56,061.00	0.00	56,061.00	100.0%
010 Legislative	216,118.05	23,919.88	192,198.17	88.9%

020 Debt Service

592 84 00 000 Bond Issue Costs	0.00	0.00	0.00	100.0%
592 89 00 000 Bond Service Costs	300.00	0.00	300.00	100.0%
020 Debt Service	300.00	0.00	300.00	100.0%

2021 BUDGET POSITION

Item 3b.

Peninsula Metropolitan Park District

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001 General Expense Fund Months: 01 To: 04

Expenditures	Amt Budgeted	Expenditures	Remaining
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030 Executive

513 10 10 000	Salaries - Exec	130,000.00	40,414.70	89,585.30	68.9%
513 10 11 000	Wages - Regular	129,887.00	42,828.61	87,058.39	67.0%
513 10 20 000	Benefits	111,340.00	29,489.46	81,850.54	73.5%
513 10 44 000	Marketing	3,425.94	217.55	3,208.39	93.6%
513 10 44 001	Supplies	13,250.00	134.98	13,115.02	99.0%
513 10 44 002	Printing	53,528.00	10,797.04	42,730.96	79.8%
513 10 44 003	Professional Services	29,500.00	4,298.64	25,201.36	85.4%
513 10 45 000	Office Lease	112,305.00	28,076.25	84,228.75	75.0%
513 10 49 000	Dues & Training	8,810.00	2,840.85	5,969.15	67.8%
513 20 41 000	Executive-Professional Services	63,700.00	26,326.10	37,373.90	58.7%
513 40 43 000	Executive - Travel	9,740.00	800.00	8,940.00	91.8%
515 20 41 000	Legal - Professional Services	60,000.00	0.00	60,000.00	100.0%
576 10 31 000	Office and Operating Supplies	7,000.00	1,562.01	5,437.99	77.7%
576 10 35 000	Minor Equipment	0.00	0.00	0.00	100.0%
576 10 41 000	Professional Services - Computers	37,696.00	8,599.18	29,096.82	77.2%
576 10 43 000	Administration - Travel	500.00	0.00	500.00	100.0%
576 10 45 000	Operating Rentals and Leases	10,000.00	1,467.39	8,532.61	85.3%
576 10 46 000	Insurance - General Liability	81,000.00	207.00	80,793.00	99.7%
576 10 49 000	Miscellaneous / Events	2,500.00	90.17	2,409.83	96.4%
576 20 31 000	Postage	1,300.00	468.45	831.55	64.0%
576 20 36 001	Computer Hardware	12,000.00	250.44	11,749.56	97.9%
576 20 36 002	Computer Software	15,000.00	7,000.43	7,999.57	53.3%
576 20 41 001	Telephone	37,800.00	6,357.48	31,442.52	83.2%
576 20 41 002	Internet	20,000.00	5,895.66	14,104.34	70.5%
576 89 41 000	Taxes	0.00	0.00	0.00	100.0%
589 30 41 000	Sales Tax Rentals	12,573.86	2,509.46	10,064.40	80.0%

030 Executive	962,855.80	220,631.85	742,223.95	77.1%
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040 Budget & Finance

514 10 11 000	Wages - Regular	150,735.00	63,210.27	87,524.73	58.1%
514 10 20 000	Personnel Benefits	54,341.00	17,318.47	37,022.53	68.1%
514 10 31 000	Supplies	1,149.00	429.87	719.13	62.6%
514 20 00 000	Financial Services	600.00	148.37	451.63	75.3%
514 23 36 000	Computers - Springbrook	4,824.00	990.00	3,834.00	79.5%
514 23 41 000	Professional Services	31,610.00	4,062.39	27,547.61	87.1%
514 23 49 000	Bank Charges	600.00	107.34	492.66	82.1%
514 40 43 000	Travel	105.00	0.00	105.00	100.0%
514 40 49 000	Memberships & Training	590.00	517.92	72.08	12.2%

040 Budget & Finance	244,554.00	86,784.63	157,769.37	64.5%
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050 Recreational Services

571 10 11 000	Wages - Administration	79,146.00	25,244.16	53,901.84	68.1%
571 10 20 000	Benefits - Administration	41,176.00	2,438.00	38,738.00	94.1%
571 10 43 000	Conferences	4,340.05	109.00	4,231.05	97.5%

050 Recreational Services	124,662.05	27,791.16	96,870.89	77.7%
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060 Parks & Grounds

576 85 11 000	Wages - Regular	641,063.00	159,461.51	481,601.49	75.1%
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2021 BUDGET POSITION

Item 3b.

Peninsula Metropolitan Park District

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001 General Expense Fund

Months: 01 To: 04

Expenditures	Amt Budgeted	Expenditures	Remaining	
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060 Parks & Grounds

576 85 20 000 Benefits	321,923.50	70,736.71	251,186.79	78.0%
576 85 31 000 Operating Supplies	0.00	9,242.10	(9,242.10)	0.0%
576 85 31 001 Toilet Paper/Paper Towels	3,122.00	1,090.49	2,031.51	65.1%
576 85 31 002 Soap/Cleaning Products	1,561.00	508.82	1,052.18	67.4%
576 85 31 003 Signs	5,000.00	648.95	4,351.05	87.0%
576 85 31 004 Garbage Bags	4,950.00	897.41	4,052.59	81.9%
576 85 31 005 Dog Bags	15,350.00	2,000.00	13,350.00	87.0%
576 85 31 006 Fertilizer	2,700.00	1,510.60	1,189.40	44.1%
576 85 31 007 COVID/Medical	7,177.00	91.58	7,085.42	98.7%
576 85 31 008 Plumbing/Heating	8,000.00	49.70	7,950.30	99.4%
576 85 31 009 Pesticide	3,100.00	6.07	3,093.93	99.8%
576 85 31 010 Rubber	3,300.00	0.00	3,300.00	100.0%
576 85 31 011 Sand/Seed	8,700.00	478.19	8,221.81	94.5%
576 85 31 012 Paint	13,300.00	85.36	13,214.64	99.4%
576 85 31 013 Infield Mix	6,000.00	95.99	5,904.01	98.4%
576 85 31 014 Bark	8,900.00	35.81	8,864.19	99.6%
576 85 31 015 Hardware/Fasteners	6,900.00	1,985.20	4,914.80	71.2%
576 85 31 016 Lights	6,500.00	4,650.13	1,849.87	28.5%
576 85 31 017 Gravel	6,900.00	2,324.06	4,575.94	66.3%
576 85 31 018 Uniforms	5,000.00	0.00	5,000.00	100.0%
576 85 31 019 Vehicle/Trailer	0.00	1,569.35	(1,569.35)	0.0%
576 85 31 020 Supply Oil	1,200.00	67.16	1,132.84	94.4%
576 85 32 000 Fuel	0.00	0.00	0.00	100.0%
576 85 32 001 Diesel	7,000.00	1,220.51	5,779.49	82.6%
576 85 32 002 Fuel Oil	1,000.00	0.00	1,000.00	100.0%
576 85 32 003 Gasoline	9,000.00	1,763.21	7,236.79	80.4%
576 85 32 004 Propane	500.00	33.33	466.67	93.3%
576 85 34 000 Concessions Expense	55.00	0.00	55.00	100.0%
576 85 35 000 Small Tools & Minor Equipment	12,300.00	6,356.46	5,943.54	48.3%
576 85 36 000 Computers - Shop	0.00	0.00	0.00	100.0%
576 85 40 000 Extraordinary Park Repairs	0.00	0.00	0.00	100.0%
576 85 41 000 Professional Services	0.00	0.00	0.00	100.0%
576 85 41 001 Fire Alarm Inspection	4,500.00	4,942.36	(442.36)	0.0%
576 85 41 002 Septic Inspection	10,900.00	1,826.73	9,073.27	83.2%
576 85 41 003 Backflow Assembly	900.00	0.00	900.00	100.0%
576 85 41 004 Septic Tank Pumping	10,700.00	3,028.75	7,671.25	71.7%
576 85 41 005 Asphalt Repair	5,000.00	0.00	5,000.00	100.0%
576 85 41 006 Plumbing	0.00	0.00	0.00	100.0%
576 85 41 007 Auto Services	5,000.00	134.11	4,865.89	97.3%
576 85 41 008 Locks & Deadbolts	0.00	0.00	0.00	100.0%
576 85 41 010 Sani Cans	17,330.00	4,085.00	13,245.00	76.4%
576 85 41 011 Security	10,000.00	0.00	10,000.00	100.0%
576 85 41 012 Safety Program	0.00	3,930.00	(3,930.00)	0.0%
576 85 43 000 Travel	0.00	0.00	0.00	100.0%
576 85 43 001 Bridge Tolls	1,500.00	80.00	1,420.00	94.7%
576 85 43 002 Meals	500.00	0.00	500.00	100.0%
576 85 43 003 Mileage Reimbursement	500.00	0.00	500.00	100.0%
576 85 44 000 Printing & Advertising	0.00	0.00	0.00	100.0%
576 85 45 000 Operating Rentals & Leases	0.00	0.00	0.00	100.0%
576 85 45 001 Scissor Lift	1,700.00	0.00	1,700.00	100.0%
576 85 45 002 Boom	2,000.00	0.00	2,000.00	100.0%
576 85 45 003 Demo Hammer	150.00	0.00	150.00	100.0%

2021 BUDGET POSITION

Item 3b.

Peninsula Metropolitan Park District

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001 General Expense Fund Months: 01 To: 04

Expenditures	Amt Budgeted	Expenditures	Remaining	
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060 Parks & Grounds

576 85 45 004	Excavators	4,000.00	0.00	4,000.00	100.0%
576 85 45 005	Concrete Mixer	1,650.00	0.00	1,650.00	100.0%
576 85 45 006	Copier	0.00	0.00	0.00	100.0%
576 85 45 007	Septic Excavation	0.00	0.00	0.00	100.0%
576 85 45 008	Sod Cutter and Repair	0.00	0.00	0.00	100.0%
576 85 45 009	Cleaning	1,300.00	0.00	1,300.00	100.0%
576 85 46 000	Surface Water/Noxious Weed Tax	3,700.00	704.53	2,995.47	81.0%
576 85 47 000	Utility Services	0.00	0.00	0.00	100.0%
576 85 47 001	Electric	40,800.00	12,707.53	28,092.47	68.9%
576 85 47 002	Water	10,855.00	1,882.88	8,972.12	82.7%
576 85 47 003	Recycle	0.00	0.00	0.00	100.0%
576 85 47 004	Garbage	12,700.00	4,085.55	8,614.45	67.8%
576 85 47 005	Trash - Dump Runs	4,000.00	544.00	3,456.00	86.4%
576 85 47 006	Natural Gas	3,500.00	3,038.72	461.28	13.2%
576 85 48 000	Repairs & Maintenance	0.00	0.00	0.00	100.0%
576 85 48 001	Buildings	14,000.00	735.83	13,264.17	94.7%
576 85 48 002	Equipment	6,000.00	175.67	5,824.33	97.1%
576 85 48 003	Vandalism	4,000.00	0.00	4,000.00	100.0%
576 85 48 004	Heating	0.00	0.00	0.00	100.0%
576 85 48 005	Plumbing	0.00	0.00	0.00	100.0%
576 85 48 006	Structures	5,000.00	2.48	4,997.52	100.0%
576 85 49 000	Memberships & Training	10,600.00	485.00	10,115.00	95.4%
060 Parks & Grounds		1,303,286.50	309,297.84	993,988.66	76.3%

070 Capital

576 80 10 000	Wages - Regular	196,418.00	28,414.40	168,003.60	85.5%
576 80 20 000	Benefits	83,262.00	9,334.57	73,927.43	88.8%
576 80 31 000	Supplies	5,000.00	0.00	5,000.00	100.0%
576 80 35 000	Small Equipment	1,600.00	0.00	1,600.00	100.0%
576 80 41 000	Professional Services	60,000.00	922.45	59,077.55	98.5%
576 80 43 000	Travel	3,300.00	0.00	3,300.00	100.0%
576 80 44 000	Printing	0.00	0.00	0.00	100.0%
576 80 45 000	Facility Rentals	5,000.00	0.00	5,000.00	100.0%
576 80 49 000	Memberships & Training	2,217.00	500.00	1,717.00	77.4%
070 Capital		356,797.00	39,171.42	317,625.58	89.0%

090 NonExpenditures

589 99 00 000	Payroll Clearing	0.00	111,757.15	(111,757.15)	0.0%
597 20 55 001	Transfer Out to Recreation Fund	150,847.64	150,847.64	0.00	0.0%
597 76 64 001	Transfer Out to Capital Equipment Fund	106,932.00	106,932.00	0.00	0.0%
597 76 65 001	Transfer Out to Capital Project Fund	3,868,942.10	0.00	3,868,942.10	100.0%
597 76 71 001	Transfer Out to Debt Service Fund	541,600.00	0.00	541,600.00	100.0%
598 11 41 000	Intergovt Payment	0.00	0.00	0.00	100.0%
598 22 41 000	Intergovt Pmt - Fire Protect	4,275.94	0.00	4,275.94	100.0%
090 NonExpenditures		4,672,597.68	369,536.79	4,303,060.89	92.1%

Fund Expenditures:	7,881,171.08	1,077,133.57	6,804,037.51	86.3%
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2021 BUDGET POSITION

Item 3b.

Peninsula Metropolitan Park District

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001 General Expense Fund

Months: 01 To: 04

Fund Excess/(Deficit):	2,938,951.91	5,640,700.72
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2021 BUDGET POSITION

Item 3b.

Peninsula Metropolitan Park District

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201 Debt Service Fund Months: 01 To: 04

	Amt Budgeted	Revenues	Remaining
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001 Carryover

308 51 00 201 Assigned Beginning Balance	0.00	0.00	0.00 100.0%
001 Carryover	0.00	0.00	0.00 100.0%

003 NonRevenue

391 11 00 201 General Obligation Bond Proceed	0.00	0.00	0.00 100.0%
392 00 00 201 Premium on Bonds Sold	0.00	0.00	0.00 100.0%
393 00 00 201 Proceeds of Refunding LT Debt	0.00	0.00	0.00 100.0%
397 76 71 201 Transfer In from General Fund	541,600.00	0.00	541,600.00 100.0%
003 NonRevenue	541,600.00	0.00	541,600.00 100.0%

Fund Revenues:	541,600.00	0.00	541,600.00 100.0%
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	Amt Budgeted	Expenditures	Remaining
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020 Debt Service

591 71 00 201 G.O. Bond Principle Payment	425,000.00	0.00	425,000.00 100.0%
592 80 82 201 Bond Discount	0.00	0.00	0.00 100.0%
592 83 00 201 Interest Long Term G.O. Bonds	116,600.00	0.00	116,600.00 100.0%
592 83 76 201 Interest LT Debt-Line of Credit	0.00	0.00	0.00 100.0%
020 Debt Service	541,600.00	0.00	541,600.00 100.0%

Fund Expenditures:	541,600.00	0.00	541,600.00 100.0%
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Fund Excess/(Deficit):	0.00	0.00	
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2021 BUDGET POSITION

Item 3b.

Peninsula Metropolitan Park District

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202 Debt Contingency Fund Months: 01 To: 04

	Amt Budgeted	Revenues	Remaining	
001 Carryover				
308 51 00 202 Assigned Beginning Balance	600,000.00	600,000.00	0.00	0.0%
001 Carryover	600,000.00	600,000.00	0.00	0.0%
Fund Revenues:	600,000.00	600,000.00	0.00	0.0%
Fund Excess/(Deficit):	600,000.00	600,000.00		

2021 BUDGET POSITION

Item 3b.

Peninsula Metropolitan Park District

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300 Capital Projects Months: 01 To: 04

	Amt Budgeted	Revenues	Remaining	
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001 Carryover

308 51 00 300 Assigned Beginning Balance	10,953,572.60	10,953,572.60	0.00	0.0%
001 Carryover	10,953,572.60	10,953,572.60	0.00	0.0%

300 Capital Projects

389 00 00 300 Other Capital Revenue	0.00	18,914.28	(18,914.28)	0.0%
391 10 00 000 CRC 2021 A & B LTGO Bonds	0.00	16,000,000.00	(16,000,000.00)	0.0%
397 76 65 300 Transfer In from General Fund	3,868,942.10	0.00	3,868,942.10	100.0%
300 Capital Projects	3,868,942.10	16,018,914.28	(12,149,972.18)	0.0%

Fund Revenues:	14,822,514.70	26,972,486.88	(12,149,972.18)	0.0%
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	Amt Budgeted	Expenditures	Remaining	
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300 Capital Projects

594 76 31 300 Capital Exp. - Supplies	0.00	0.00	0.00	100.0%
594 76 36 300 Capital Exp. - Computers	0.00	0.00	0.00	100.0%
594 76 41 300 Capital Exp. - Prof Services	2,927,302.00	306,871.99	2,620,430.01	89.5%
594 76 44 300 Capital Exp. - Printing	0.00	0.00	0.00	100.0%
594 76 45 300 Capital Exp. - Rentals & Leases	0.00	8,000.31	(8,000.31)	0.0%
594 76 46 300 Capital Exp. - External Taxes	0.00	0.00	0.00	100.0%
594 76 61 300 Capital Exp. - Land & Land Imp.	0.00	200.00	(200.00)	0.0%
594 76 62 300 Capital Exp - Structures	1,111,472.00	0.00	1,111,472.00	100.0%
594 76 63 300 Cap Exp -Fields/Bridges/Signs	0.00	0.00	0.00	100.0%
594 76 65 300 Capital Exp.- Construction	3,320,766.00	0.00	3,320,766.00	100.0%
594 76 66 300 Capital Exp. - Lease/Purchase	0.00	0.00	0.00	100.0%
300 Capital Projects	7,359,540.00	315,072.30	7,044,467.70	95.7%

Fund Expenditures:	7,359,540.00	315,072.30	7,044,467.70	95.7%
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Fund Excess/(Deficit):	7,462,974.70	26,657,414.58		
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2021 BUDGET POSITION

Item 3b.

Peninsula Metropolitan Park District

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365 Equipment Replacement Fund Months: 01 To: 04

	Amt Budgeted	Revenues	Remaining	
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001 Carryover

308 51 00 365 Assigned Beginning Balance	0.00	0.00	0.00	100.0%
308 51 01 365 Assigned Beginning Balance	398,754.00	398,754.00	0.00	0.0%
001 Carryover	398,754.00	398,754.00	0.00	0.0%

003 NonRevenue

397 76 64 365 Transfer In from General Fund	106,932.00	106,932.00	0.00	0.0%
003 NonRevenue	106,932.00	106,932.00	0.00	0.0%

Fund Revenues:	505,686.00	505,686.00	0.00	0.0%
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	Amt Budgeted	Expenditures	Remaining	
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300 Capital Projects

594 76 35 300 Capital Exp. - Equipment	104,099.00	0.00	104,099.00	100.0%
594 76 36 365 Capital Exp. - Replacement Computers	38,798.00	0.00	38,798.00	100.0%
300 Capital Projects	142,897.00	0.00	142,897.00	100.0%

Fund Expenditures:	142,897.00	0.00	142,897.00	100.0%
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Fund Excess/(Deficit):	362,789.00	505,686.00		
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2021 BUDGET POSITION

Item 3b.

Peninsula Metropolitan Park District

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550 Recreation Fund Months: 01 To: 04

	Amt Budgeted	Revenues	Remaining	
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001 Carryover

308 51 00 550 Assigned Beginning Balance	248,255.91	248,255.91	0.00	0.0%
001 Carryover	248,255.91	248,255.91	0.00	0.0%

002 Revenue

347 30 00 550 Recreation Rental Fee	0.00	0.00	0.00	100.0%
347 40 00 550 Event Admission Fee	0.00	0.00	0.00	100.0%
347 60 00 550 Recreation Program Fees	393,200.00	217,406.69	175,793.31	44.7%
347 90 00 550 Other Fees and Charges	18,100.00	8,439.80	9,660.20	53.4%
361 11 55 550 Interest Earned - Recreation	0.00	0.00	0.00	100.0%
367 00 00 550 Donations	0.00	200.00	(200.00)	0.0%
367 00 00 551 Scholarships	0.00	0.00	0.00	100.0%
367 00 00 552 Sponsorship	5,300.00	0.00	5,300.00	100.0%
369 90 00 550 Other Recreation Revenue	0.00	0.00	0.00	100.0%
002 Revenue	416,600.00	226,046.49	190,553.51	45.7%

003 NonRevenue

397 20 55 550 Transfer In from General Fund	150,847.64	150,847.64	0.00	0.0%
003 NonRevenue	150,847.64	150,847.64	0.00	0.0%

Fund Revenues:	815,703.55	625,150.04	190,553.51	23.4%
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	Amt Budgeted	Expenditures	Remaining	
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550 Recreation Revolving

571 20 11 550 Wages - Recreation Program	236,923.00	61,605.85	175,317.15	74.0%
571 20 20 550 Benefits - Recreation Program	76,745.00	20,895.93	55,849.07	72.8%
571 20 31 550 Office & Operating Supplies	58,256.00	9,443.78	48,812.22	83.8%
571 20 35 550 Minor Equipment	2,438.00	0.00	2,438.00	100.0%
571 20 41 550 Sports & Professional Fees	129,020.00	35,659.70	93,360.30	72.4%
571 20 42 550 Communication - Phones	0.00	0.00	0.00	100.0%
571 20 43 550 Travel	1,600.00	109.73	1,490.27	93.1%
571 20 44 550 Printing & Advertising	500.00	0.00	500.00	100.0%
571 20 45 550 Rentals	27,850.00	1,800.00	26,050.00	93.5%
571 20 46 550 Sales & Use Taxes	5,806.00	2,420.55	3,385.45	58.3%
571 20 47 550 Utilities	0.00	0.00	0.00	100.0%
571 20 49 550 Memberships & Training	714.00	28.04	685.96	96.1%
571 40 49 550 Special Events	42,123.00	9,489.16	32,633.84	77.5%
550 Recreation Revolving	581,975.00	141,452.74	440,522.26	75.7%

Fund Expenditures:	581,975.00	141,452.74	440,522.26	75.7%
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Fund Excess/(Deficit):	233,728.55	483,697.30		
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2021 BUDGET POSITION

Item 3b.

Peninsula Metropolitan Park District

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630 Fiduciary Fund Months: 01 To: 04

	Amt Budgeted	Revenues	Remaining	
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001 Carryover

308 31 00 630 Restricted Beginning Balance	0.00	9,141.72	(9,141.72)	0.0%
001 Carryover	0.00	9,141.72	(9,141.72)	0.0%

002 Revenue

389 30 53 630 State Leasehold Receipts	0.00	4,929.03	(4,929.03)	0.0%
389 40 00 630 Deposits Received	0.00	0.00	0.00	100.0%
002 Revenue	0.00	4,929.03	(4,929.03)	0.0%

Fund Revenues:	0.00	14,070.75	(14,070.75)	0.0%
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	Amt Budgeted	Expenditures	Remaining	
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090 NonExpenditures

589 30 41 630 State Leasehold Disbursed	0.00	8,808.52	(8,808.52)	0.0%
589 40 00 000 Deposits Disbursed	0.00	0.00	0.00	100.0%
090 NonExpenditures	0.00	8,808.52	(8,808.52)	0.0%

Fund Expenditures:	0.00	8,808.52	(8,808.52)	0.0%
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Fund Excess/(Deficit):	0.00	5,262.23		
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2021 BUDGET POSITION

Item 3b.

Peninsula Metropolitan Park District

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701 Unrestricted Endowment Fund Months: 01 To: 04

Revenues	Amt Budgeted	Revenues	Remaining	
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001 Carryover

308 51 00 701 Assigned Beginning Balance	276,373.82	276,373.82	0.00	0.0%
001 Carryover	276,373.82	276,373.82	0.00	0.0%

002 Revenue

361 11 00 701 Interest Revenue	660.00	131.34	528.66	80.1%
002 Revenue	660.00	131.34	528.66	80.1%

Fund Revenues:	277,033.82	276,505.16	528.66	0.2%
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Expenditures	Amt Budgeted	Expenditures	Remaining	
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080 Endowment

514 25 00 000 Investment Fees - Endowment	34.00	6.69	27.31	80.3%
080 Endowment	34.00	6.69	27.31	80.3%

Fund Expenditures:	34.00	6.69	27.31	80.3%
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Fund Excess/(Deficit):	276,999.82	276,498.47		
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2021 BUDGET POSITION

Item 3b.

Peninsula Metropolitan Park District

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750 Restricted Endowment Fund Months: 01 To: 04

Revenues	Amt Budgeted	Revenues	Remaining	
001 Carryover				
308 31 00 750 Restricted Beginning Balance	144,965.00	144,965.00	0.00	0.0%
001 Carryover	144,965.00	144,965.00	0.00	0.0%
002 Revenue				
361 11 00 750 Interest Revenue	0.00	0.00	0.00	100.0%
002 Revenue	0.00	0.00	0.00	100.0%
Fund Revenues:	144,965.00	144,965.00	0.00	0.0%
Fund Excess/(Deficit):	144,965.00	144,965.00		

2021 BUDGET POSITION TOTALS

Item 3b.

Peninsula Metropolitan Park District

Months: 01 To: 04

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Fund	Revenue Budgeted	Received		Expense Budgeted	Spent	
001 General Expense Fund	10,820,122.99	6,717,834.29	37.9%	7,881,171.08	1,077,133.57	86%
201 Debt Service Fund	541,600.00	0.00	100.0%	541,600.00	0.00	100%
202 Debt Contingency Fund	600,000.00	600,000.00	0.0%	0.00	0.00	100%
300 Capital Projects	14,822,514.70	26,972,486.88	0.0%	7,359,540.00	315,072.30	96%
365 Equipment Replacement Fund	505,686.00	505,686.00	0.0%	142,897.00	0.00	100%
550 Recreation Fund	815,703.55	625,150.04	23.4%	581,975.00	141,452.74	76%
630 Fiduciary Fund	0.00	14,070.75	0.0%	0.00	8,808.52	0%
701 Unrestricted Endowment Fund	277,033.82	276,505.16	0.2%	34.00	6.69	80%
750 Restricted Endowment Fund	144,965.00	144,965.00	0.0%	0.00	0.00	100%
	28,527,626.06	35,856,698.12	0.0%	16,507,217.08	1,542,473.82	90.7%



Peninsula Metropolitan Park District

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DISTRICT COMMISSION MEMO

To: Board of Park Commissioners
From: Ally Bujacich, Executive Director
Date: May 18, 2021
Subject: **2021 Capital Improvement Plan**

Background/Analysis

The Board of Park Commissioners passed Resolution R2020-026 adopting the annual budget for calendar year 2021 on December 1, 2020. The approved 2021 budget allocates \$3,868,942 for the capital project program. The attached 6-year Capital Improvement Plan (CIP) identifies the capital projects that are contemplated in the 2021 approved capital program budget.

2021 projects and funding are also summarized below:

Project	2021 budgeted expenditures
Hale Pass School House	\$ 1,191,796
Community Recreation Center	\$ 5,125,778
SHP Turf Replacement	\$ 987,466
PEG grants	\$ 4,500
Service options	\$ 50,000
Total 2021 budgeted capital expenditures	\$ 7,359,540
Capital funding, including \$16 million bond	
Beginning capital balance	\$ 10,953,573
LTGO bond	\$ 16,000,000
2021 approved capital program budget	\$ 3,868,942
Less 2021 CIP expenditures	(\$ 7,359,540)
Anticipated ending balance*	\$ 23,462,975

*The ending balance of \$23,462,975 is anticipated to be carried forward for future capital project expenditures, including the Community Recreation Center and capital projects identified in future CIPs. The ending balance includes the \$16 million LTGO bond. The 2022 CIP will be

discussed during the June Board retreat. After the 2022 CIP is developed, the Board may consider formally adopting the 2022 CIP as part of the 2022 budget process.

Recommendation

Staff recommends 2021 capital projects are implemented in accordance with the attached 2021 CIP, which supports the approved 2021 budget.

Policy Implications/Support

1. The District has adopted goals including:
 - Developing and Maintaining High Quality Facilities: To build and maintain high quality facilities consistent with community planning.
 - District Funds: To maximize the use of tax revenues by using other resources such as grants, user fees, volunteers, and appropriate professional resources.

Please contact me at (253) 858-3408 or via email at abujacich@penmetparks.org if you have any questions or concerns.

2021 Six-Year CIP

Item 3c.

<u>Project</u>	<u>Notes</u>	<u>Year Acquired</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2021-26 Total</u>
Hale Pass School House	Electrical, plumbing, ADA, parking	2005	\$ 1,191,796						\$ 1,191,796
Community Recreation Center	Indoor recreation facility	2019	\$ 5,125,778	\$ 23,650,116	\$ 4,667				\$ 28,780,561
SHP Turf Replacement	Replace turf installed in 2010 and evaluate drainage.	2010	\$ 987,466						\$ 987,466
PEG Grants	To be determined via application process	n/a	\$ 4,500						\$ 4,500
Service Options	To be determined	n/a	\$ 50,000						\$ 50,000
Peninsula Gardens MP	Peninsula Gardens master plan	2011		\$ 100,000					\$ 100,000
HP Shelter Roof	Replace HP shelter and breezeway roofs	2010		\$ 60,000					\$ 60,000
Narrows West CP	Narrows West acq conceptual plan	n/a		\$ 20,000					\$ 20,000
Rosedale Hand-Launch	Hand launch and parking	n/a			\$ 800,000				\$ 800,000
Narrows Park West Acq.	Narrows West acquisition costs	n/a			\$ 100,000				\$ 100,000
Peninsula Gardens Dev	As determined by MP process	2011			\$ 3,000,000				\$ 3,000,000
Harbor Family Park MP	Harbor Family Park master plan	2007			\$ 130,000				\$ 130,000
Hale Pass MP	HP Park master plan	2010			\$ 50,000				\$ 50,000
DeMolay MP	DeMolay master plan	2010			\$ 50,000				\$ 50,000
SHP - Rotary BP Trail CP	SHP-RBP conceptual plan	2019			\$ 50,000				\$ 50,000
Sehmel HP - Rotary BP Trail	SHP-RBP trail construction	2019				\$ 500,000			\$ 500,000
DeMolay Park Permit	Submit application for PC Park Permit	2010				\$ 250,000			\$ 250,000
Rosedale Hall Design	Design Building Renovation	2015					\$ 100,000		\$ 100,000
Rotary Bark Park Permit	Submit application for PC Park Permit	2019					\$ 250,000		\$ 250,000
Hale Pass Dev	Outdoor	2010						\$ 3,000,000	\$ 3,000,000
Rosedale Hall	Renovate building	2015						\$ 2,000,000	\$ 2,000,000
	Park Improvement Program beginning balance		\$ 10,953,573	\$ 23,462,975					
	2021 budgeted amount		\$ 3,868,942						
	CIP Totals		\$ 7,359,540	\$ 23,830,116	\$ 4,184,667	\$ 750,000	\$ 350,000	\$ 5,000,000	\$ 41,474,323
	LTGO bond		\$ 16,000,000						
	Anticipated ending balance (including bond)		\$ 23,462,975						



Peninsula Metropolitan Park District

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STUDY SESSION MINUTES

May 04, 2021, 5:00 PM

ATTENTION: Park Board meetings are being held online via Zoom under Governor Inslee's public health proclamations regarding the COVID-19 virus. Members of the public are encouraged to join the study session and/or regular meeting by using the Meeting ID 863 4074 1672 Password: PenMet0504, or call in at +1 253-215-8782 Password: 9605915793. Meeting agendas can be accessed online at PenMetParks.org. Comments submitted via email will be read into the record during the meeting; the deadline to submit comments is 5 pm on May 3, 2021.

<https://us02web.zoom.us/j/86340741672?pwd=RWtlSkdzOTUxTVVOTkY2M3k1YnkwQT09>

Call to Order: The meeting was called to order by President Babich at 5:00 pm

Commissioners Present:

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

Staff:

Ally Bujacich
 Chuck Cuzzetto
 Eric Guenther
 Stacie Snuffin
 Matthew Kerns
 Lousie Tieman
 Ron Martinez
 Kelly Darling

Attendees:

Kerry Webster
 James Braden
 Jon, Evergreen
 Chris Hallan
 Scott Chaffee

ITEM 1 Approval of Agenda

Commissioner Grimmer made a motion to approve the agenda, seconded by Commissioner Nixon. The agenda was approved with a 5-0 vote.

ITEM 2 Board Discussion

2a. Narrows West Property Acquisition Update

Executive Director Ally Bujacich invited Planning and Special Projects Manager Eric Guenther to provide an overview and update on the Narrows West Property Acquisition.

Guenther gave an overview of property facts and conditions, the Asarco Plume remediation, and project history. Guenther noted that the Pierce County Conservations Future group would be touring the property on May 15, 2021, with him.

Guenther listed potential future uses of the property and presented a map of a preliminary conceptual plan. Guenther referenced some of the local community groups and community members who are in support of the Narrows West Property Acquisition. Guenther gave planning references



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from the PROS plan, presented an acquisition budget, gave grant status and potential next steps after receiving board feedback. Bujacich also spoke about the next steps for property acquisition and opened discussion to the Board. Commissioners and staff had a discussion. Commissioners requested they receive more information about soil contamination and ensure that fundraising for the project does not compete with the CRC capital campaign.

Bujacich commented that she would get back to the Board regarding moving forward with the 2021 6-year CIP plan. The Board gave feedback to move forward with grant applications for the Narrows West Property Acquisition and finalizing the 2021 6-year CIP Plan.

ITEM 3 Adjournment: President Babich adjourned the meeting at 6:11 pm

APPROVED BY THE BOARD ON: _____

President

Clerk

Submitted By: Stacie Snuffin



Peninsula Metropolitan Park District

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REGULAR MEETING MINUTES

May 04, 2021, 6:00 PM

ATTENTION: Park Board meetings are being held online via Zoom under Governor Inslee's public health proclamations regarding the COVID-19 virus. Members of the public are encouraged to join the study session and/or regular meeting by using the Meeting ID 863 4074 1672 Password: PenMet0504, or call in at +1 253-215-8782 Password: 9605915793. Meeting agendas can be accessed online at PenMetParks.org. Comments submitted via email will be read into the record during the meeting; the deadline to submit comments is 5 pm on May 3, 2021.

<https://us02web.zoom.us/j/86340741672?pwd=RWtlSkdzOTUxTVVOTkY2M3k1YnkwQT09>

Call to Order: The meeting was called to order by President Babich at 6:12 pm

Commissioners Present:

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

Staff:

Ally Bujacich
 Chuck Cuzzetto
 Eric Guenther
 Stacie Snuffin
 Matthew Kerns
 Louise Tieman

Attendees:

Roxanne Miles
 Kelly Darling
 Ron Martinez

ITEM 1 Approval of Agenda

Commissioner Grimmer made a motion to approve the agenda, seconded by Commissioner Kingsbury. The agenda was approved with a 5-0 vote.

ITEM 2 Citizen Comments: None

ITEM 3 Presentations

3a. Executive Director's Report

Executive Director Ally Bujacich reported that four staff members attended the WRPA Conference. Bujacich shared positive feedback from a constituent for the Teen Dodge Ball event and gave an update on camp registration.

Bujacich informed the Board that there would be a temporary pause on accepting donations and memorials while the policy is being reviewed and updated.

Bujacich reported that Pierce County would be doing some road work that would impact the traffic going to the Sunrise Beach property.



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Bujacich gave an update that the recent pop-up blood drive partnership with Bloodworks was a success and that there will be additional pop-ups scheduled in the near future.

Bujacich announced that the Spring/Summer guide is out for print and expected to be mailed the following week.

3b. Kids Need Play(KNP) - Pierce County Presentation

Bujacich invited Pierce County Parks Director Roxanne Miles and PenMet's Interim Recreation Manager Matthew Kerns to present the Kids Need to Play! (KNP!) program. Miles shared that the County Council received notification that some American Rescue Plan Act(ARPA) funding is coming to the county for providing families discounted rates for programming and that PenMet will be receiving some of that funding. Miles gave a brief explanation of how the discount works with registration, refunding registration that has already occurred, and reimbursement to the district of those funds.

Kerns reported that PenMet would be incorporating the ARPA funds by giving a 70% discount across the board for all summer camps and that PenMet would be shutting down the registration software on May 27, 2021, and going live the following day with the discounted pricing. Kerns thanked Pierce County for including PenMet in the program.

Commissioners thanked Miles and Kerns for the presentation and shared their appreciation for PenMet being given the opportunity to participate in the KNP! Program.

Kerns announced that there would be a press release coming out later in the week.

3c. Investment of Bond Proceeds

HR & Finance Manager Louise Tieman provided an update on recommended investment of bond proceeds. Tieman requested feedback from the Board to move forward with depositing the bond funds into the state's long-term pool. Commissioners and Tieman had a discussion. Tieman commented that she would include the interest forecast for the CRC bonds in her monthly finance report moving forward.

Commissioner Nixon mentioned that he had reviewed PenMet's Comprehensive Financial Management Policy and that the investment portion of the policy should be reviewed and updated.

3d. Finance Report

Tieman gave a year-to-date financial report. Tieman gave an overview of a process for tracking and reimbursement for registrations using the KNP! Funds. Babich requested that the funds that PenMet receive from the program are included in the 2021 annual budget report.

3e. President's Report



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President Babich mentioned that she had been at Sehmel Homestead Park (SHP) the last couple of weekends and had received positive feedback from constituents attending the park regarding PenMet's programming. Babich reported that her child and a friend participated in Parks Appreciation Day, and she had stopped by the PenMet Summer Camp Fair that was happening at the SHP Pavilion.

Babich reported that Pierce County did a video about the KNP! program and that there is a link to it that she will share with the other commissioners via email. Babich also reported on an article that came out about parks, and she would forward it to the commissioners who would like to read it. Commissioner Kingsbury mentioned that she saw the article as well.

ITEM 4 Consent Agenda

Commissioner Kingsbury made a motion to approve the consent agenda. Seconded by Commissioner Grimmer. The consent agenda was approved with a 5-0 vote

4a. Approval of Minutes

04/20/21 Regular Meeting

4b. Approval of Vouchers

\$97,848.26 Reference Number: 210303001-210303002

ITEM 5 Unfinished Business: None

ITEM 6 New Business: None

ITEM 7 Project Manager Update

7a. Community Recreation Center Update

Bujacich reported that the project team is working through the feedback they heard at the April 20, 2021 board meeting. Bujacich said that she and Gimmestad would be working with the Operations Committee on the next steps needed to complete the schematic design and provide a schematic design that fits PenMet's budget.

7b. CRC Operations Committee

Commissioner Nixon reported that the CRC Operations Committee had met, and the focus was on schematic design and next steps.

7c. CRC Marketing Committee

Bujacich reported that the CRC Marketing Committee had met and worked on the executive summary of the Feasibility Study, a work plan for the pre-silent phase for the campaign, and have a meeting scheduled with the Greater Tacoma Community Foundation to discuss campaign gift processing.

7d. CRC Finance Committee



Peninsula Metropolitan Park District

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Commissioner Nixon reported that the CRC Finance Committee had met and discussed the bond proceeds and how to invest them.

7e. Hale Pass Update

Bujacich commented that the recommendations would be brought back to the Board at the June 1, 2021 board meeting, and Absher is working on finalizing the documentation required to submit the insurance claim for the water loss damage to get paid.

Board Comment:

Commissioner Kingsbury commented that she is proud of PenMet and thanked PenMet staff for the great job they have been doing.

Commissioner Nixon commented that he had been reviewing the Comprehensive Financial Management Policy and that he, Commissioner Hill, and Bujacich had been working on the Salary Survey Study. Nixon reported an item in the policy regarding the compensation and benefits package for District staff, and he had forwarded it to Bujacich. Nixon commented that an RFP is going out shortly for the study, and the Board is moving forward with the process.

ITEM 8 Next Board Meetings

Tuesday, May 18, 2021 (Study and Regular) Via Zoom or Teleconference Study Session at 5:00 and Regular Meeting at 6:00 pm

ITEM 9 Executive Session: None

ITEM 10 Adjournment: President Babich adjourned the meeting at 7:06 pm

APPROVED BY THE BOARD ON: _____

President

Clerk

Submitted By: Stacie Snuffin

VOUCHER APPROVALS

Peninsula Metropolitan Park District

Time: 15:50:48 Date: 04/05/2021

04/06/2021 To: 04/06/2021

Page: 1

Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo
210402001 Absher Construction	221	04/06/2021	Claims	1	23,269.50	V2021-176 - Absher Constuction - Project Mgt.
210402002 Department of Retirement Systems	222	04/06/2021	Claims	1	17,138.23	V2021-175 Dept of Retirement Systems
210402003 Department of Revenue	223	04/06/2021	Claims	1	3,166.81	V2021-173 Dept of Revenue - Leasehold Taxes Qtr 1
210402004 Health Care Authority	224	04/06/2021	Claims	1	15,228.04	V2021-174 Health Care Authority - April
210402005 Peninsula Metropolitan Park District	225	04/06/2021	Claims	1	59,029.64	V2021-177 - Payroll Replenishment
210402006 United Rentals Northwest, Inc.	226	04/06/2021	Claims	1	2,001.95	V2021-155 United Rentals (Dehumidifiers, Electric Pump)
Total Vouchers:					119,834.17	

We, the undersigned do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered or the labor performed as described herein and that the claims are a just, due and unpaid obligation against and that we are authorized to authenticate and certify to said claims, and that Warrants and/or EFTs:

4/6/21 through 4/6/21 totaling \$119,834.17 as itemized above are

approved for payment this 6th day of April, 2021.

[Signature] 4/5/21
Authorized District Official Signature

[Signature] 4/15/21
Authorized District Official Signature

[Signature]
Authorized District Official Signature

VOUCHER APPROVALS

Item 4b.

Peninsula Metropolitan Park District

Time: 14:38:07 Date: 04/23/2021

04/23/2021 To: 04/23/2021

Page: 1

Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo
210403001 Bank of America	239	04/23/2021	Claims	1	63,785.06	Payroll account replenishment April 20 payroll
210403002 Bricks 4 Kidz	240	04/23/2021	Claims	1	1,925.00	V2021-192 Spring Break STEM Camp Contractor Commission
210403003 Brown Matthew	241	04/23/2021	Claims	1	240.00	Flag Football Officials
210403004 Department of Labor & Industries	242	04/23/2021	Claims	1	5,387.05	1ST QUARTER 2021 FOR #068, 172-00
210403005 Doggie Walk Bags Inc.	243	04/23/2021	Claims	1	1,000.00	V2021-185 Doggie Walk Bags (Dispenser Bags)
210403006 Don Small & Sons Oil Disributor Co.	244	04/23/2021	Claims	1	510.64	V2021-178 Small & Sons Oil (Gasoline and Diesel)
210403007 Fun Flicks	245	04/23/2021	Claims	1	2,202.44	V2021-190 Outdoor Movie Screen Rental; V2021-193 Outdoor Movie Screen Rental
210403008 Home Depot	246	04/23/2021	Claims	1	1,132.35	V2021-182 Home Depot (Supplies)
210403009 Knowles Payton	247	04/23/2021	Claims	1	120.00	Football referee
210403010 Madeline Hunter	248	04/23/2021	Claims	1	761.60	V2021-187 Play-In-A-Day Camp Contractor Commission
210403011 Murrey's Disposal Company, Inc	249	04/23/2021	Claims	1	4,169.25	Clean-Up - Hale Pass
210403012 PCRCD	250	04/23/2021	Claims	1	326.00	V2021-180 PCRCD (Dump Run for Rosedale)
210403013 Pacific Office Automation Headquarters	251	04/23/2021	Claims	1	3,324.94	
210403014 Pape Material Handling	252	04/23/2021	Claims	1	892.15	V2021-184 Pape Machinery (Power Trim Edger)
210403015 Patriot Fire Protection	253	04/23/2021	Claims	1	957.07	V2021-183 Patriot Fire Protection (Pen Gardens Rebuilt & Retested Backflow Device)
210403016 Pierce County Budget & Finance	254	04/23/2021	Claims	1	704.53	2021 Taxes - Noxious Weed and Groundwater
210403017 Schoettle George	255	04/23/2021	Claims	1	300.00	V2021-186 George Schoettle (CPR/FA/AED Training)
210403018 Sheets Gavin	256	04/23/2021	Claims	1	180.00	Football referee
210403019 SoftwareONE	257	04/23/2021	Claims	1	4,700.56	Annual Office 365 Licenses
210403020 Sound Environmental Solutions	258	04/23/2021	Claims	1	825.00	V2021-181 Sound Environmental Solutions Inc (Safety Program)
210403021 Swank Motion Pictures	259	04/23/2021	Claims	1	900.00	V2021-189 Wonder Woman 1984 Movie Rights; V2021-191 Movie Rights for Movies in the Park
210403022 Uline	260	04/23/2021	Claims	1	608.53	V2021-188 Stanchions for Events
210403023 Western Equipment Distributors	261	04/23/2021	Claims	1	378.97	V2021-179 Western Equipment (Transmitter-Remote for Blower)
210403024 Wheelus Brian	262	04/23/2021	Claims	1	240.00	Flag Football Official
210403025 Wyatt Trevor	263	04/23/2021	Claims	1	240.00	Flag Football Official
Total Vouchers:					95,811.14	

VOUCHER APPROVALS

Item 4b.

Peninsula Metropolitan Park District

Time: 14:38:07 Date: 04/23/2021

04/23/2021 To: 04/23/2021

Page: 2

Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo
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We, the undersigned do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered or the labor performed as described herein and that the claims are a just, due and unpaid obligation against and that we are authorized to authenticate and certify to said claims, and that Warrants and/or EFTs:

4/1/2021 through 4/23/2021 totaling 95,811.64 as itemized above are

approved for payment this 23rd day of April, 2021.


Authorized District Official Signature


Authorized District Official Signature


Authorized District Official Signature

VOUCHER APPROVALS

Item 4b.

Peninsula Metropolitan Park District

Time: 12:56:43 Date: 05/04/2021

05/04/2021 To: 05/04/2021

Page: 1

Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo
210501001 Amazon Capital Services ✓	264	05/04/2021	Claims	1	806.12	V2021-195 Recreation Program Supplies
210501002 Barbara Henderson ✓	265	05/04/2021	Claims	1	315.00	V2021-194 Garden Mosaic Art Class Contractor Commission
210501003 Department of Revenue ✓	266	05/04/2021	Claims	1	2,491.43	April B&O Tax 2021
210501004 Harbor Gymnastics ✓	267	05/04/2021	Claims	1	12,308.97	V2021-197 Spring Gymnastics Contractor Commission
210501005 Health Care Authority ✓	268	05/04/2021	Claims	1	16,679.38	Health benefits - May
210501006 Knight Safe & Lock ✓	269	05/04/2021	Claims	1	543.51	Locksmith-Fin Cabinet
210501007 Linda Kaye Brigg ✓	270	05/04/2021	Claims	1	3,176.25	Invoice #9
210501008 Madeline Hunter ✓	271	05/04/2021	Claims	1	3,893.20	V2021-196 Spring Ballet Contractor Commission
210501009 Pierce County Budget & Finance ✓	272	05/04/2021	Claims	1	2,970.99	2021 Property Tax - Madrona Golf Course
210501010 U.S. Bank ✓	273	05/04/2021	Claims	1	22,510.77	VISA April 2021
210501011 WM Inmobiliaria LLC ✓	274	05/04/2021	Claims	1	9,358.75	May rent
Total Vouchers:					75,054.37	

We, the undersigned do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered or the labor performed as described herein and that the claims are a just, due and unpaid obligation against and that we are authorized to authenticate and certify to said claims, and that Warrants and/or EFTs:

5/1/21 through 5/4/21 totaling \$75,054.37 as itemized above are

approved for payment this 5th day of May, 2021.

[Signature]

 Authorized District Official Signature

[Signature]

 Authorized District Official Signature

[Signature]

 Authorized District Official Signature

VOUCHER APPROVALS

Peninsula Metropolitan Park District

Time: 11:50:18 Date: 05/11/2021

Item 4b.

05/11/2021 To: 05/11/2021

Page: 1

Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo
210502001 Brycen Toney - Reimbursement	276	05/11/2021	Claims	1	73.19	Reimbursement
210502002 CIT Bank. N. A.	277	05/11/2021	Claims	1	188.61	Copier Lease
210502003 CW Janitorial Service, LLC	278	05/11/2021	Claims	1	1,414.50	Office/CRC Janitorial for March
210502004 Department of Labor & Industries	279	05/11/2021	Claims	1	134.50	V2021-197 Dept. of Labor & Industries Boiler Section
210502005 Don Small & Sons Oil Distributor Co.	280	05/11/2021	Claims	1	694.72	V2021-201 Don Small & Sons Oil Distributor Co. (Gas and Diesel
210502006 Express Septic Tank Cleaning	281	05/11/2021	Claims	1	372.76	V2021-199 Express Septic Tank Cleaning (Inspection at Tacoma DeMolay Sandspit)
210502007 Fireshield	282	05/11/2021	Claims	1	840.00	V2021-198 Fireshield (Annual Inspections and 5 backflow tests)
210502008 Hemley's Handy Kans	283	05/11/2021	Claims	1	815.00	V2021-200 Hemley's Sepctic Tank Cleaning (All Parks)
210502009 Kelly Darling	284	05/11/2021	Claims	1	157.07	Reimbursement
210502010 Pacific Office Automation	285	05/11/2021	Claims	1	314.52	Copier Lease
210502011 Pacific Office Automation Headquarters	286	05/11/2021	Claims	1	18.72	Chg for extra copies
210502012 Peninsula Metropolitan Park District	287	05/11/2021	Claims	1	127,280.49	May 5 Payroll Replenishment; April 20 payroll replenishment
210502013 Sarco Supply	288	05/11/2021	Claims	1	1,005.22	V2021-204 Sarco Supply (Misc. Supplies)
210502014 Snapology	289	05/11/2021	Claims	1	3,831.80	V2021-201 Spring Break STEM Camp Contractor Commission
210502015 Strohs Water Company	290	05/11/2021	Claims	1	225.38	V2021-196 Strohs Water Company Inc (Peninsula Garden Caretaker site)
210502016 United Rentals North America	291	05/11/2021	Claims	1	2,001.95	Replacement Check for #1586678 Voided
210502017 Zee Medical Service	292	05/11/2021	Claims	1	236.35	V2021-203 Zee Medical Service (Re-supply for Admin and Maintenance locations)
Total Vouchers:					139,604.78	

VOUCHER APPROVALS

Peninsula Metropolitan Park District

Time: 11:50:18 Date: 05/11/2021

Item 4b.

05/11/2021 To: 05/11/2021

Page: 2

Voucher Claimant	Trans	Date	Type	Acct #	Amount	Memo
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We, the undersigned do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered or the labor performed as described herein and that the claims are a just, due and unpaid obligation against and that we are authorized to authenticate and certify to said claims, and that Warrants and/or EFTs:

210502001 through 210502017 totaling \$139,604.78 as itemized above are

approved for payment this 11th day of May, 2021.


Authorized District Official Signature


Authorized District Official Signature


Authorized District Official Signature



Peninsula Metropolitan Park District

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DISTRICT COMMISSION MEMO

To: Board of Park Commissioners

From: Ally Bujacich, Executive Director

Date: May 18, 2021

Subject: **Designate Agent to Receive Claims for Damages**

Background/Analysis

RCW 4.96.020 states in part:

The governing body of each local governmental entity shall appoint an agent to receive any claim for damages made under this chapter. The identity of the agent and the address where he or she may be reached during the normal business hours of the local governmental entity are public records and shall be recorded with the auditor of the county in which the entity is located. All claims for damages against a local governmental entity, or against any local governmental entity's officers, employees, or volunteers, acting in such capacity, shall be presented to the agent within the applicable period of limitations within which an action must be commenced. A claim is deemed presented when the claim form is delivered in person or is received by the agent by regular mail, registered mail, or certified mail, with return receipt requested, to the agent or other person designated to accept delivery at the agent's office. The failure of a local governmental entity to comply with the requirements of this section precludes that local governmental entity from raising a defense under this chapter.

If adopted, Resolution R2021-011 will satisfy the statutory requirement by designating the Executive Director, Ally Bujacich, as the agent to receive claims for damages and will be recorded with the Pierce County Auditor.

Recommendation

Staff requests that the Board approve Resolution R2021-011, which appoints the Executive Director, Ally Bujacich, as the agent to receive claims for damages.

Policy Implications/Support

1. Board Policy P10-101, adopted by Resolution R2019-013, states the Board of Park Commissioners is charged with establishing the policy direction for PenMet Parks under Washington State law.

Motion

I move to approve Resolution R2021-011 appointing the agent to receive claims for damages in accordance with RCW 4.96.020.

Should you have any questions or comments, please contact me at (253) 858-3408 or via email at abujacich@penmetparks.org.



Peninsula Metropolitan Park District

RESOLUTION NO. R2021-011

A RESOLUTION OF PENMET PARKS APPOINTING AGENT TO RECEIVE CLAIMS FOR DAMAGES (RCW 4.96.020)

WHEREAS, pursuant to the provisions of RCW 4.96.020, the governing body of each local governmental entity shall appoint an agent to receive any claim for damages made under Chapter 4.96 RCW; and

WHEREAS, the identity of the agent and the address where he or she may be reached during the normal business hours of the local governmental entity are public records and shall be recorded with the auditor of the county in which the entity is located; and

WHEREAS, all claims for damages against a local governmental entity, or against any local governmental entity's officers, employees, or volunteers, acting in such capacity, shall be presented to the agent within the applicable period of limitations within which an action must be commenced; and

WHEREAS, the failure of a local governmental entity to comply with the requirements of this section precludes that local governmental entity from raising a defense under Chapter 4.96 RCW; NOW THEREFORE BE IT

RESOLVED that the Board of Park Commissioners of the Peninsula Metropolitan Park District (PenMet Parks) appoints the below listed agent to receive any claims for damages made under Chapter 4.96 RCW:

Agent Appointed:	Ally Bujacich, Executive Director
Office Address:	5717 Wollochet Drive NW Gig Harbor, WA 98335
Business Hours:	Monday – Friday; 8 a.m. – 5:00 p.m.

AND, that the Clerk of the Board of Park Commissioners records this document with the Pierce County Auditor.

The foregoing resolution was passed and adopted at a regular meeting of the Board of Park Commissioners of the Peninsula Metropolitan Park District held on May 18, 2021.

President

Clerk
Peninsula Metropolitan Park District Commission

Attest