



Peninsula Metropolitan Park District

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

REGULAR MEETING AGENDA

February 01, 2022, 6:00 PM

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

Call to Order

Commissioner Roll Call:

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

ITEM 1 President's Report

ITEM 2 Executive Director's Report

ITEM 3 Special Presentations

3a. Sehmel Homestead Park Turf Replacement Project Update

ITEM 4 Board Committee Reports

4a. CIP Committee

4b. Finance and Administration Committee

4c. Recreation Services Committee

4d. Stewardship Committee

4e. External Committee Reports

ITEM 5 Public Comments:

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

ITEM 6 Minutes

6a. [Approval of Minutes of the January 18, 2022 Study Session](#)

6b. [Approval of Minutes of the January 18, 2022 Regular Meeting](#)

ITEM 7 Consent Agenda

7a. [Resolution C2022-002: Approval of Vouchers](#)



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ITEM 8 Unfinished Business

- 8a. [Resolution RR2022-001 Approving the Arletta Schoolhouse Renovation Project Budget \(second reading\)](#)

ITEM 9 New Business

- 9.1 [Purchasing Resolutions Requiring One Reading for Adoption](#)
[9.1a Resolution P2022-001 Authorizing the Executive Director to Sign the Construction Contract for the Arletta Schoolhouse Renovation](#)
- 9.2 [Single Reading Resolutions Requiring One Reading for Adoption](#)
[9.2a Resolution R2022-001 Adopting the Amended Classification and Salary Schedule for 2022](#)
- 9.3 Two Reading Resolutions Requiring Two Readings for Adoption:
None

ITEM 10 Comments by Board

ITEM 11 Next Board Meetings

February 15, 2022, Study Session at 5:00 pm and Regular Meeting at 6:00 pm at the Gig Harbor Civic Center - Council Chambers 3510 Grandview Street, Gig Harbor, WA 98335

ITEM 12 Adjournment

BOARD OF PARK COMMISSIONERS MEETING PROCEDURES

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



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STUDY SESSION MINUTES

January 18, 2022, 5:00 PM

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

Call to Order: The meeting was called to order by President Babich at 5:01 pm

Commissioner Present:

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

Staff Present:

Ally Bujacich
Aiden Krug
Matthew Kerns
Chuck Cuzzetto

ITEM 1 Board Discussion

1a. 2021 Event Recap and 2022 Event Preview

Recreation Services Manager Matthew Kerns and Special Event and Community Outreach Coordinator Chuck Cuzzetto presented an event recap for events in 2021 and a brief event preview for 2022. The Board requested to see more detailed reporting statistics for events in 2022.

1b. Commissioner Roles and Responsibilities

Executive Director Ally Bujacich started a discussion about developing strategies to intentionally engage and enrich the Board throughout the year. Due to time constraints, this topic was tabled and will be revised in a future study session meeting.

ITEM 2 Adjournment: President Babich adjourned the meeting at 5:50 pm

APPROVED BY THE BOARD ON: _____

President

Clerk

Submitted By: Aiden Krug



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REGULAR MEETING MINUTES

January 18, 2022, 6:00 PM

Gig Harbor Civic Center - Council Chamber 3510 Grandview St, Gig Harbor, WA 98335

Call to Order: The meeting was called to order by President Babich at 6:00 pm

Commissioner Present:

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

Staff Present:

Ally Bujacich
 Aiden Krug
 Matthew Kerns
 Nicole Jones-Vogel
 Denis Ryan

Public:

Jim Braden
 Rob Moore
 Peggy Power
 Glenn Hansen
 Craig McLaughlin
 Hugh McMillan
 Betty Lilienthal

ITEM 1 President's Report

President Babich informed the Board that Executive Director Bujacich and herself met with Gig Harbor's Mayor, City Administrator, and Parks Director to discuss goals and objectives for each respective organization and how PenMet and City of Gig Harbor can potentially partner on future projects and continue communication between the District and the City. Babich also mentioned Bujacich, Commissioner Kingsbury, and herself met with Senator Emily Randall to discuss the CRC Project. Babich and Bujacich also met with Pierce County Councilperson Derek Young to discuss park impact fees.

ITEM 2 Executive Director's Report

Executive Director Ally Bujacich reported staff will schedule a community meeting to provide the community an update of the CRC design. Staff has reached out to Tacoma Pierce County Health Department for a PenMet park to be a COVID-19 testing site. The conceptual design of the Re-turfing project will be reviewed in the next CIP Committee meeting and be brought to the February 1, 2022, Board Meeting. Sunrise Beach Park was closed due to a mudslide on the road that leads to the park due to heavy rain. Pierce County was able to clear the road and the park was re-opened.

ITEM 3 Special Presentations

3a. Job Order Contracting Overview



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Director of Park Services Denis Ryan gave the Board an overview of Job Order Contracting (JOC). Ryan explained the JOC process, how the District could benefit from using JOC, and examples of other entities that use the resource.

3b. Park Host Research Outcomes

Planning and Special Projects Manager Nicole Jones-Vogel presented research findings on park host programs. PenMet staff met with the Fox Island Community and Recreation Association (FICRA) to discuss findings and seek input. Jones-Vogel shared research comparing how other agencies that have park host programs at similar day-use parks compare to PenMet Parks' properties and concluded staff do not recommend reinstating the park host program.

ITEM 4 Board Committee Reports

4a. CIP Committee

Commissioner Grimmer reported the Capital Improvement Project Committee met on January 10, 2022, to discuss the CRC construction project, the Hale Pass renovation project, and the returfing of the multi-purpose turf field project.

4b. Finance and Administration Committee: None

4c. Recreation Services Committee

President Babich reported the Recreation Services Committee met on January 6, 2022, to discuss the Recreation Services RFP and review the responses. There were four submittals for the project, and PenMet staff is scheduled to interview two firms on January 19, 2022.

4d. Stewardship Committee

Commissioner Hill reported the Stewardship Committee met on January 11, 2022, to discuss the park host program research, changes to the scholarship program, and expanding the relationship with Peninsula School District.

4e. Standing Committee Reports

Commissioner Hill reported the Tacoma Narrows Airport Advisory Commission met on January 11, 2022. Officials for 2023 were elected. Commissioner Hill also reported that the Gig Harbor Chamber Government Relations is focused on a tax policy related to Gig Harbor small businesses.

ITEM 5 Public Comments:

The following citizens made public comments:

Jim Braden
 Peggy Powers
 Glenn Hansen
 Rob Moore



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Craig McLaughlin

ITEM 6 Minutes

6a. Approval of Minutes of the January 4, 2022 Study Session

6b. Approval of Minutes of the January 4, 2022 Regular Meeting

Commissioner Kingsbury made the motion to approve the minutes for January 4, 2022, study session, and January 4, 2022, regular meeting, seconded by Commissioner Nixon. The motion was approved with a 5-0 vote.

ITEM 7 Consent Agenda: None

ITEM 8 Unfinished Business: None

ITEM 9 New Business

9.1 Purchasing Resolutions Requiring One Reading for Adoption: None

9.2 Single Reading Resolutions Requiring One Reading for Adoption: None

9.3 Two Reading Resolutions Requiring Two Readings for Adoption

9.3a Resolution RR2022-01 Approving the Arletta Schoolhouse Renovation Project Budget

A motion was made by Commissioner Nixon, seconded by Commissioner Kingsbury. Planning and Special Projects Manager Nicole Jones-Vogel provided a project update and staff recommendation to approve the Arletta Schoolhouse Renovation project budget. Staff will update the community using signage, mailers, web/social media updates, and will plan a groundbreaking event.

ITEM 10 Comments by Board

Commissioner Hill recognized Hugh McMillan for being in attendance in support of seniors in the community.

ITEM 11 Next Board Meeting

February 1, 2022, Study Session at 5:00 pm and Regular Meeting at 6:00 pm at City of Gig Harbor Civic Center Council Chamber.

ITEM 12 Adjournment: President Babich adjourned the meeting at 7:19 pm

APPROVED BY THE BOARD ON: _____

President

Clerk

Submitted By: Aiden Krug



Peninsula Metropolitan Park District

RESOLUTION NO. C2022-002

APPROVING VOUCHERS FROM JANUARY 2022

WHEREAS, the Peninsula Metropolitan Park District Board of Park Commissioners approved the 2022 operating budget in Resolution R2021-032 and the 2022 capital budget in Resolution R2021-029 on November 16, 2021; and

WHEREAS, expenditures are within the current resource projections at the fund level; and

WHEREAS, the Executive Director or his or her designee has certified that the materials have been furnished, the services rendered, or the labor performed as described, and that each claim represents a just, due, and unpaid obligation against the District;

NOW THEREFORE BE IT

RESOLVED by the Board of Park Commissioners of the Peninsula Metropolitan Park District that vouchers in the amounts and for the period indicated on Attachment "A" be approved for payment.

The foregoing resolution was adopted at a regular meeting of the Board of Park Commissioners of the Peninsula Metropolitan Park District held on February 1, 2022.

President

Clerk

Attest

Attachment A to Resolution C2022-002

For the period beginning 01/01/2022 and ending 01/18/2022

Voucher #220101001 through # 220101019 (Except for #220101008 previously approved on January 4, 2022) are approved for payment in the amount of \$136,246.35.

and

For the period beginning 01/19/2022 and ending 01/24/2022

Voucher #220102001 through # 220102010 are approved for payment in the amount of \$232,201.46.



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DISTRICT COMMISSION MEMO

To: Peninsula Metropolitan Park District Board of Commissioners

Through: Ally Bujacich, Executive Director

Through: Denis Ryan, Director of Park Services

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

Date: February 1, 2022

Subject: **Second Reading of Resolution RR2022-001 Adopting the Arletta Schoolhouse Renovation Project Budget**

Update to Maximum Allowable Construction Cost and Project Budget

The bid packet for the Arletta Schoolhouse Renovation was released on December 17, 2021. A pre-bid walkthrough occurred on January 6, 2022, and an addendum to the bid was issued on January 14, 2022. The addendum included the removal of the well installation which is being completed under a separate contract in parallel with the main renovation project. Bids were due on January 20, 2022 at 1 p.m.

The District received four (4) bids for the project which were open and read at 1:30 pm on January 20, 2022. The lowest bid received was in the amount of \$998,000; the difference between the lowest bid and highest bid was approximately \$120,000. The bid scope of work includes resolving water damage to the floors and ceiling that occurred in 2021. This work is valued at \$29,500 and is anticipated to be funded outside the project budget through the pending insurance claim.

The project was designed to a Maximum Allowable Construction Cost (MACC) of \$850,000. The MACC was developed in 2020, and since then, the construction market has experienced significant escalation due to the COVID-19 pandemic. The low bid exceeded the MACC by \$148,000, including resolving the water damage, however, staff have reallocated some of the soft costs and utilized a reasonable amount of project contingency to absorb some of the increase in the construction cost. As a result, the overall recommended project budget is increased by \$50,000. The project budget summary and funding sources have been modified to reflect these market realities.

Additional funding would be allocated from the Capital Project Fund reserve (ending balance), which is budgeted to be \$1,496,700 at the end of 2022. Increasing the project budget by \$50,000 would result in a revised ending Capital Project Fund balance of \$1,446,700.

Project contingency is assigned to address several areas of project risk that staff are tracking, including:

1. The budget for the well installation assumes the siting will be similar to what was assumed in 2020. Actual siting will be based on final design and environmental factors.
2. Pierce County Landmarks and Historic Preservation Commission review is still underway, there may be added costs associated with any recommendation that result from that review and action.
3. The pending insurance claim may not cover the actual costs of restoration from the flood damage. Now that there is an estimate in hand, staff are negotiating a final settlement with Enduris.
4. Unforeseen conditions that are likely to occur during a renovation of a historic structure.

Background

Renovation of the Arletta Schoolhouse is identified as a needed park project in the adoption of the 2018 Parks, Recreation, and Open Space Plan. At the time of the initial project, the scope was focused on increasing interior and exterior accessibility and replacing aged internal systems including heating, plumbing, and electrical. In 2021 the building sustained some flooding damage which has been addressed and will be resolved with the completion of the renovation, with costs recovered through the District’s insurance carrier.

At the June 1, 2021 Board meeting, the project manager recommended scope adjustments to ensure the finished project meets community need and expectations, including upgrading the finishes in the two classrooms and other public spaces, creating dedicated storage for equipment and furniture needed for operations, improving the exterior pavilion, and adding exterior lighting. This additional scope will provide an improved user experience and address deferred maintenance needs on the building interior and exterior. The adjustments were incorporated into the contract documents for competitive bidding.

The complete project will provide an improved community asset and recreation programming space.

Funding

Upon the adoption of the *Park, Recreation, and Open Space Plan* (2018) funding began to be allocated to the Hales Pass Park Fund to address deferred maintenance and begin renovation of the schoolhouse. In 2018, the Board passed Resolution R2018-013 for ceiling repair and building trim in the amount of \$40,000. Resolution 2019-002 was passed in November 2019 for roof repair and building renovation in an amount not-to-exceed \$700,000; finally, \$650,000 was approved in Resolution R2020-018 for the Arletta Schoolhouse Renovation for a total of \$1,390,000 (See Exhibit A). PenMet Parks was awarded a \$15,000 Pierce County Planning grant, which was received in January 2019. The 2022 CIP Priority list identifies the remaining funding allocated to the project in 2022 (See Exhibit B).

Project Budget Summary	January 18, 2022	February 1, 2022	Delta
Maximum Allowable Construction Cost (MACC)	\$850,000	\$968,500	(\$118,500)
<i>Insurance-related repairs*</i>		\$29,500	
<i>Total bid amount</i>		\$998,000	
Other construction contracts	\$157,607	\$157,607	\$0
Soft costs			
Sales Tax	\$80,607	\$90,089	(\$9,482)
A&E and consultant fees, permit fees, FF&E, and other soft costs	\$310,055	\$290,056	\$19,999
Contingency	\$176,729	\$118,749	\$57,980
Total	\$1,575,000	\$1,625,000	(\$50,000)

**Work will be completed under this contract, but expenses are funded outside of this budget and thus not included in the total project budget.*

Funding Sources Summary	January 18, 2022	February 1, 2022	Delta
Capital Projects Fund Allocated (2018 – 2021)	INAL	\$1,379,477	\$0
Capital Projects Fund Allocated (2022)	\$180,523	\$230,523	(\$50,000)
Grant Funding	\$15,000	\$15,000	\$0
Total	\$1,575,000	\$1,625,000	\$50,000

Recommendation

Staff recommends that the Board approve Resolution RR2022-001 approving the Arletta Schoolhouse budget in the amount of \$1,625,000.

Policy Implications/Support

1. *PenMet Parks District Comprehensive Parks, Recreation, and Open Space Plan* (PROS, 2018) supports the proposed improvements to the park asset itself through the “Design Opportunities” identified in Chapter 5, Park System Inventory.
2. Hales Pass Park is a 3.8-acre park classified as a Neighborhood Park. The improvements proposed in this project advance the Neighborhood Park classification by adding ADA access and additional parking.
3. The Arletta Schoolhouse Renovation is supported by the following 2022 Goals and Objectives:
 - Goal 2. Implement effective administrative and operational procedures.
 - i. Objective: Create program supply and equipment storage and inventory procedures and long-term storage plan.
 - Goal 3. Effectively manage and maintain our assets to preserve existing infrastructure and provide parks and recreation opportunities for the community.
4. Resolution R2021-016 identified 2022 goals and objectives, including completing the Arletta Schoolhouse as a Critical Need (See Exhibit C).
5. The Renovation of the Arletta Schoolhouse was confirmed through the adoption of the 2022 budget through Resolution 2021-029 (See Exhibit B).

Staff Contact

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

Attachments:

- Exhibit A: Resolutions R2018-013; R2019-022; R2020-018
- Exhibit B: Resolution 2021-029
- Exhibit C: Resolution R2021-016



Peninsula Metropolitan Park District

RESOLUTION NO. R2018-013

A RESOLUTION OF PENMET PARKS TO TRANSFER FROM 2018 PARK IMPROVEMENT FUND CAPITAL BUDGET

WHEREAS, the Peninsula Metropolitan Park District (PenMet Parks) Board of Park Commissioners may by resolution amend its current year budget; and

WHEREAS, the PenMet Parks Board of Park Commissioners has identified costs related to Hales Pass for the ceiling repair, and building trim; and

WHEREAS, monies in the Park Improvement Fund have been identified as currently available to fund these costs in an amount not to exceed \$40,000; and

WHEREAS, the PenMet Parks Comprehensive Financial Management Policy requires a resolution of the Board to transfer funds between projects; NOW, THEREFORE BE IT

RESOLVED by the Board of Park Commissioners of the Peninsula Metropolitan Park District that up to \$40,000 from the Park Improvement Fund be transferred to the Hales Pass Park Fund and amend the 2018 Capital Project budget.

The foregoing resolution was adopted at a regular meeting of the Board of Park Commissioners of the Peninsula Metropolitan Park District held on September 4, 2018.

[Handwritten signature]
President

[Handwritten signature]
Clerk
Peninsula Metropolitan Park District Commission

Attest



Peninsula Metropolitan Park District

RESOLUTION NO. R2019-022

A RESOLUTION OF PENMET PARKS TO TRANSFER FROM 2019 PARK IMPROVEMENT FUND CAPITAL BUDGET

WHEREAS, the Peninsula Metropolitan Park District (PenMet Parks) Board of Park Commissioners may by resolution amend its current year budget; and

WHEREAS, the PenMet Parks Board of Park Commissioners has identified costs related to Hales Pass for the roof repair and building renovation; and

WHEREAS, monies in the Park Improvement Fund have been identified as currently available to fund these costs in an amount not to exceed \$700,000; and

WHEREAS, the PenMet Parks Comprehensive Financial Management Policy requires a resolution of the Board to transfer funds between projects; NOW, THEREFORE BE IT

RESOLVED by the Board of Park Commissioners of the Peninsula Metropolitan Park District that up to \$700,000 from the Park Improvement Fund be transferred to the Hales Pass Park Fund and amend the 2019 Capital Project budget.

The foregoing resolution was adopted at a regular meeting of the Board of Park Commissioners of the Peninsula Metropolitan Park District held on November 19, 2019.

Maryellen Hill, President

Amanda Babich, Clerk
Peninsula Metropolitan Park District Commission

Attest



Peninsula Metropolitan Park District

RESOLUTION NO. R2020-018

A RESOLUTION OF PENMET PARKS TO TRANSFER FROM 2020 PARK IMPROVEMENT FUND CAPITAL BUDGET

WHEREAS, the Peninsula Metropolitan Park District (PenMet Parks) Board of Park Commissioners may by resolution amend its current year budget; and

WHEREAS, the PenMet Parks Board of Park Commissioners has identified costs related to the renovation of the Arletta Schoolhouse at Hale Pass Park; and

WHEREAS, monies in the Park Improvement Fund have been identified as currently available to fund these costs in an amount not to exceed \$650,000; and

WHEREAS, the PenMet Parks Comprehensive Financial Management Policy requires a resolution of the Board to transfer funds between projects; NOW, THEREFORE BE IT

RESOLVED by the Board of Park Commissioners of the Peninsula Metropolitan Park District that up to \$650,000 from the Park Improvement Fund be transferred to the Hale Pass Park Fund and amend the 2020 Capital Project budget.

The foregoing resolution was adopted at a regular meeting of the Board of Park Commissioners of the Peninsula Metropolitan Park District held on July 21, 2019.

President

Clerk
Peninsula Metropolitan Park District Commission

Attest

Exhibit B



Peninsula Metropolitan Park District

RESOLUTION NO. R2021-029

ADOPTING THE 2022 ANNUAL CAPITAL BUDGET AND CAPITAL IMPROVEMENT PLAN

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

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

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

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

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

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

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

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

NOW THEREFORE BE IT

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

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

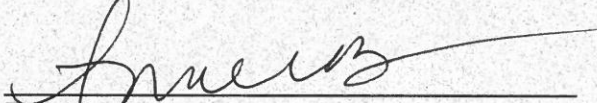
Resolution R2021-029

Exhibit B

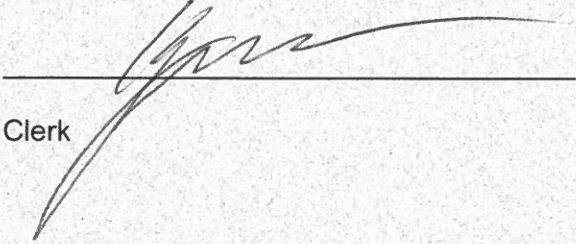
Section 2. The Secretary of the Board is directed to transmit a certified copy of the 2022 Capital Budget and 2022 Capital Improvement Plan as adopted by the Board of Park Commissioners of the Peninsula Metropolitan Park District to the State Auditor of Washington, Division of Municipal Corporations.

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

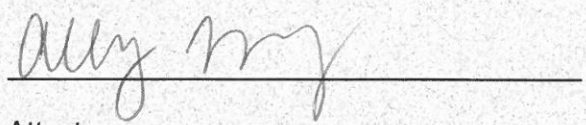
The foregoing resolution was adopted at a regular meeting of the Board of Park Commissioners of the Peninsula Metropolitan Park District held on November 16, 2021.



President



Clerk



Attest

Exhibit B

Item 8a.

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

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

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

Resolution R2021-029



Peninsula Metropolitan Park District

RESOLUTION NO. R2021-016

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

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

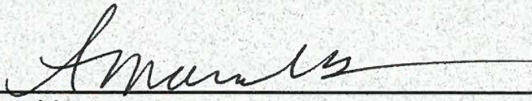
WHEREAS, Board Policy P10-101 states, in part, that PenMet Parks is accountable to its citizens for use of public dollars, and the limited financial resources of PenMet Parks must be wisely used to ensure adequate funding to support the services, public facilities, and infrastructure necessary to meet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

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

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

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

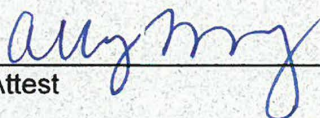
The foregoing resolution was adopted at a regular meeting of the Board of Park Commissioners of the Peninsula Metropolitan Park District held on July 20, 2021.



President



Clerk



Attest



Peninsula Metropolitan Park District

RESOLUTION NO. RR2022-001

ADOPTING THE ARLETTA SCHOOLHOUSE RENOVATION PROJECT BUDGET

WHEREAS, Peninsula Metropolitan Park District (PenMet Parks) identified renovation needs through the Parks, Recreation, and Open Space Plan (2018) for the facilities located at Hales Pass Park and subsequently procured professional services to assist with the design and simultaneous cost estimating of the project; and

WHEREAS, the Board of Park Commissioners adopted Resolution R2018-013 transferring \$40,000 to the Hales Pass Park Fund; and

WHEREAS, the Board of Park Commissioners adopted R2019-022, funding the roof repair and building renovation in an amount not to exceed \$700,000; and

WHEREAS, the Board of Park Commissioners adopted resolution R2020-018 transferring \$650,000 from the Park Improvement Fund to the Hales Pass Park Fund; and

WHEREAS, PenMet Parks began project design in early 2020 and since that time the scope of the project has been modified to include upgrades to the classroom and pavilion spaces increasing the total project cost by approximately \$185,000; and

WHEREAS, the COVID-19 pandemic has resulted in numerous and significant changes in the construction industry affecting the availability and cost of both labor and materials which affects the project design and overall cost; and

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

WHEREAS, PenMet Parks, through an Invitation to Bid process, received four (4) bids all above the Maximum Allowable Construction Costs; and

WHEREAS, PenMet Parks evaluated all bids and determined that the lowest responsive and responsible bidder submitted a bid of \$148,000 above the M.A.C.C, including resolving water damage to be covered by a pending insurance claim; and

WHEREAS, PenMet Parks analyzed the estimated project costs required to design and renovate the Arletta Schoolhouse and Pavilion to meet the community needs and concluded that the total project budget should be increased to **\$1,625,000**; and

NOW THEREFORE BE IT

RESOLVED, by the Board of Park Commissioners of the Peninsula Metropolitan Park District that the Arletta Schoolhouse Renovation Project total project budget, excluding previous roof repairs, is **\$1,625,000.**

The foregoing resolution was heard as a first reading on January 18, 2022 and adopted at a regular meeting of the Board of Park Commissioners of the Peninsula Metropolitan Park District held on February 1, 2022.

President

Clerk

Attest



Peninsula Metropolitan Park District

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

DISTRICT COMMISSION MEMO

To: Peninsula Metropolitan Park District Board of Commissioners

Through: Ally Bujacich, Executive Director

Through: Denis Ryan, Director of Park Services

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

Date: February 1, 2022

Subject: **Resolution P2022-001 Authorizing the Executive Director to Execute a Construction Contract for the Arletta Schoolhouse Renovation with Grenlar Inc., dba Grenlar Construction in the Amount of \$998,000.**

Background

The Arletta Schoolhouse renovation was identified as an important park project in the 2018 Parks, Recreation, and Open Space Plan. To date, renovations at Hales Pass Park have been focused on increasing interior and exterior accessibility and replacing aged internal systems including heating, plumbing, and electrical. In 2021, the building sustained some flooding damage, which has been addressed and will be resolved with the completion of the renovation. Those costs will be recovered through the District’s insurance carrier.

At the June 1, 2021 Board meeting, the project manager recommended adjustments to the scope of work to ensure the finished project meets community need and expectations, including upgrading the finishes in the two classrooms and other public spaces, creating dedicated storage for equipment and furniture necessary for operations, improving the exterior pavilion, and adding exterior lighting. This additional scope of work will provide an improved user experience and address deferred maintenance needs on the building interior and exterior. The adjustments were incorporated into the contract documents for competitive bidding.

The complete project will provide an improved community asset and enhanced recreation programming space.

Bid Process

The bid packet for the Arletta Schoolhouse Renovation was released on December 17, 2021, pre-bid walk through occurred on January 6, 2022, addenda to the bid was issued on January 14, 2022. The addenda included the removal of the well installation and is being completed under a separate contract in parallel with the main renovation project.

The District received four (4) bids on the project which were opened and read at 1:30 p.m. on January 20, 2022. The lowest responsive and responsible bid received was \$998,000, submitted by Grenlar Holdings Inc., dba Grenlar Construction. The difference between the lowest bid and highest bid was approximately \$120,000 dollars (See Exhibit A; Bid Form and Addenda #1).

Recommendation

Staff recommends that the Board approve Resolution P2022-001 Authorizing the Executive Director to Execute a Construction Contract for the Arletta Schoolhouse Renovation with Grenlar Inc., dba Grenlar Construction in the Amount of \$998,000.

Policy Implications/Support

1. *PenMet Parks District Comprehensive Parks, Recreation, and Open Space Plan* (PROS, 2018) supports the proposed improvements to the park asset itself through the “Design Opportunities” identified in Chapter 5, Park System Inventory.
2. Hales Pass Park is a 3.8-acre park classified as a Neighborhood Park. The improvements proposed in this project advance the Neighborhood Park classification by adding ADA access and additional parking.
3. The Arletta Schoolhouse Renovation is supported by the following 2022 Goals and Objectives:
 - Goal 2. Implement effective administrative and operational procedures.
 - i. Objective: Create program supply and equipment storage and inventory procedures and long-term storage plan.
 - Goal 3. Effectively manage and maintain our assets to preserve existing infrastructure and provide parks and recreation opportunities for the community.
4. Resolution R2021-016 identified 2022 goals and objectives, including completing the Arletta Schoolhouse as a Critical Need.

Staff Contact

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

Attachments:

- Exhibit A: Bid Form
- Exhibit B: Contract



Peninsula Metropolitan Parks District ARLETTA SCHOOLHOUSE RENOVATION

at HALE PASS

3507 Ray Nash Dr. NW
Gig Harbor, WA 98335

Project # ITB 2021.005

**00400 Bid Form
Addenda #1**

PART I

Bids Delivered To: Peninsula Metropolitan Parks District
2416 14th Ave NW
Gig Harbor, WA 98335

Bids For: Arletta Schoolhouse Renovation at Hale Pass
3507 Ray Nash Dr. NW
Gig Harbor, WA 98335

Bid Date: January 20, 2022
Bid Due Time: 1:00 PM

In response to the Advertisement for Bids for the above referenced Project, the undersigned (“Bidder”) offers to furnish all of the following required to perform the work in accordance with the contract and any addenda thereto, for the firm and fixed price set forth below: labor, material, tools, supplies, equipment, storage, transportation, supervision, services, goods and other items.

BIDDER’S COMPANY NAME:

*Grenlar Holdings Inc, dba
Grenlar Construction*

Exhibit A

LUMP SUM BASE BID:

(1) Base Bid Total \$ 998,000.⁰⁰

Cost for Performance and Payment Yes No
Bond Included in Base Bid

Base Bid Written Amount
Nine hundred ninety eight thousand

00/100 dollars

A. In the event there is more than one bid item in the Bid Form or its attachments and the entries do not agree (such as disagreement between unit prices and extended amounts or individual items and their sum), and the Owner cannot determine the intended bid amount from the bid, the contract documents, and other evidence available at bid opening, the ambiguity shall be resolved as follows:

1. Unit Prices: If the amount indicated for a unit price bid item does not equal the product of the unit price and the quantity, the unit price shall govern and the amount will be corrected accordingly.
2. Sum of Individual Items: If the total of the individual items indicated therein does not agree with the sum of the prices for the individual items, the prices on the individual items shall govern and the total for the schedule will be corrected accordingly.
3. Where the amounts are to be expressed in both words and figures, and in case of discrepancy between the two, the amount written in words shall govern.

TRENCH / EXCAVATION SAFETY PROVISIONS:

This Contract contains work, which requires trench/excavation depth in excess of four (4) feet. All costs for trench/excavation safety shall be included for adequate trench/excavation safety systems in compliance with Chapter 39.04 RCW and WAC 296-155-650. The purpose of this provision is to insure that the bidder agrees to comply with all relevant trench/excavation safety requirements of Chapter 49.17 RCW. Bidders must include the dollar amount, included in the Base Bid above, in the blank below (even if the amount is \$0.00) for the bid to be considered responsive.

Dollars \$ 2,000

BID RETENTION: The undersigned further agrees to hold said bid valid and the cost of alternates as described below for a period of **Forty (40) CALENDAR DAYS.**

ADDENDUM RECEIPT:

Receipt of the following Addenda is acknowledged:

Addendum No. 1 Date: Jan 13, 2022
Addendum No. _____ Date: _____

Exhibit A

Addendum No. 1

Date: Jan 13, 2022

Insurance Claim: As part of a PenMet Parks building damage insurance claim please identify the value of the scope of work as described here. These values listed are to be included in your base bid.

#	DESCRIPTION	VALUE
1	Removal/Disposal of Hardwood Flooring containing asbestos described in contract documents.	7,500
2	Install of GWB and Paint throughout basement per contract documents.	7,000
3	Sand & Refinishing of Existing Hardwood Floors	15,000

ALTERNATES: Costs for Alternates (if applicable) shall represent the total dollar amount as necessary to perform the work as specified in each individual alternate.

#	DESCRIPTION	ADD

The lump sum alternate price shall include full compensation for the cost of Labor, Supervision, Material, Equipment, Transportation, Overhead and Profit, and any additional costs associated with the individual alternate cost bid. Note, the alternates for all bid packages will not be chosen until the bid process is complete. The alternate costs as provided by bidders shall be valid until this time or 30 calendar days from bid date.

***PERFORMANCE AND PAYMENT BOND:**

*All Contracts shall require Payment and Performance bonds for 100% of the contracted amount, from a surety Licensed to do business in the State of Washington and in a form acceptable to Owner, including all change orders. The cost of the bond is to be included in your base bid.

***BID BOND:**

* Bid Bond – The Bid Bond will be handled as specified in Section 4, Bid Bond, as found in the Instructions to Bidders.

NOTIFICATION: If bid is accepted, the undersigned will, within seven (7) days after award of contract, execute and return the signed Contract, Payment and Performance Bond as specified, and a Certificate of Insurance with the correct amounts as specified.

Exhibit A

CONTRACTOR REGISTRATION: ALL BIDDERS MUST BE REGISTERED AT THE TIME OF BID BY THE WASHINGTON STATE DEPARTMENT OF LABOR AND INDUSTRIES IN ACCORDANCE WITH R.C.W.18.27.020.

Bidder certifies that in accordance with RCW 39.12 and RCW 49.18, workers will be paid not less than the Prevailing Wage Rates for Public Works Contracts in King/Pierce County that are in effect on the date of the bid opening, whichever is most current.

No modifications, qualifications, exclusions and/or clarifications to the scope of work may be made to the bid or bid form. Failure to comply in full with these requirements will be grounds for a bid to be declared non-responsive. PenMet Parks reserve the right to accept or reject any or all bids and to waive any informalities or non-material irregularities in the bid received, if it is in the best interest of the Project.

The undersigned acknowledges to have carefully reviewed, and/or, understands the scope of work and requirements under the Contract Documents, the Special and General Conditions, and other documents as may be identified, and the complete scope of work as required per the entirety of the Contract Documents. The undersigned further acknowledges to have been provided the opportunity to physically assess the project site, and understands and affirms the bid entered herein shall be complete and just compensation for the work described and required under the terms of the Contract Documents.

NAME OF FIRM: Grenlor Construction DATE: Jan 20, 2022
SIGNED BY: [Signature] TITLE: CEO
ADDRESS: 16904 Juanita DR NE #223 TELEPHONE: 253 330 4353
CITY/STATE/ZIP: Kenmore WA 98028 FAX: 425-523-9150
STATE OF WASHINGTON CONTRACTORS LICENSE NO. GrenLC 862KH
FEDERAL TAX IDENTIFICATION NO. 46-2821456
STATE OF WASHINGTON UBI NO. 603195155

If a Corporation, provide State of Incorporation. If a Partnership, provide full names and addresses of all parties below:

Washington, Corp

Signature of Officer of Bidding Firm [Signature]

PART 1.A

SUBCONTRACTOR WORK LISTING

(This document to be included with Part 1 at the time of bid)

Bidder's Company Name: Grenlar Holdings Inc dba Grenlar Construction

The contractor bidding the work must identify the subcontractor if intending to use a subcontractor to perform Heating / Ventilation / Air Conditioning - HVAC, Plumbing or Electrical work per the contract documents as bid. If the bidding Contractor intends to self-perform the listed work here then please identify as such. If the subcontractor intends to use a lower tier subcontractor to perform said listed work, the Bidder need not identify the sub-subcontractor, but must identify the first tier Subcontractor.

HVAC – Responsible Subcontractor: Capital

HVAC – Responsible Subcontractor: _____

Plumbing – Responsible Subcontractor: Pipe Works

Plumbing – Responsible Subcontractor: _____

Electrical – Responsible Subcontractor: Betschart

Electrical – Responsible Subcontractor: _____

Bidders Signature: [Handwritten Signature]



PART 1.B

SUBCONTRACTOR WORK LISTING

(This Document to be submitted within 48 hours of Bid Date/bid due time; may be included with Part 1 at time of bid)

**Peninsula Metropolitan Parks District
 ARLETTA SCHOOLHOUSE RENOVATION
 at HALE PASS
 3507 Ray Nash Dr. NW
 Gig Harbor, WA 98335**

Project # ITB 2021.005

**TO: Peninsula Metropolitan Parks District
 5717 Wollochet Drive NW, #3
 Gig Harbor, WA 98335
 Curt Gimmestad
 curt.gimmestad@absherco.com**

Bidder's Company Name: Grenlar Holdings Inc dba Grenlar Construction

The contractor bidding the work must identify the subcontractor if intending to use a subcontractor to perform Structural Steel installation and Re-bar Installation work per the contract documents as bid. If the bidding Contractor intends to self-perform the listed work here then please identify as such. If there is no work to be performed for one or both scopes of work please identify as N/A.

Structural Steel Install Subcontractor: _____

Re-bar Installation Subcontractor: Sascon

Bidders Signature: [Handwritten Signature]

PART II

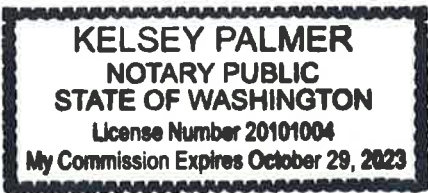
CERTIFICATION REGARDING DEBARMENT AND SUSPENSION COMPLIANCE (This document to be included with Part 1 at the time of bid)

The Bidder, Grenlar Construction, (insert name of company) certifies to the best of its knowledge and belief, that it and its principals:

- 1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;
2. Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (2) of this certification; and
4. Have not within a three-year period preceding this application/proposal had one or more public transactions (federal, state or local) terminated for cause or default.

[Handwritten Signature]
Signature and Title of Authorized Official

Subscribed and sworn to before me this 20 day of January, 2022.



[Handwritten Signature: Kelsey Palmer]
Notary Public

In and for the State of Washington

Residing in Bothell

PART III

NON-COLLUSION AFFIDAVIT

(This document to be included with Part 1 at the time of bid)

STATE OF Washington

COUNTY OF King

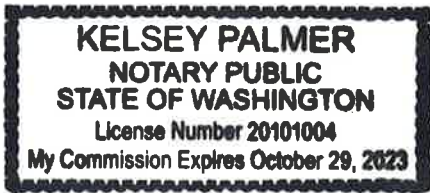
Noemi Aguilar, being first duly sworn, on his oath says that he is CEO (title),

and that the bid above submitted is a genuine and not a sham or a collusive bid, or made in the interest of or on behalf of any person not herein named; and he further states that the said bidder has not directly or indirectly induced or solicited any other bidder for the above work or supplies to put in a sham bid, or any other person or corporation to refrain from bidding; and that said bidder has not in any manner sought by collusion to secure to self advantage over any other bidder or bidders.

[Signature]

SIGN HERE

Subscribed and sworn to before me this 22 day of January, 20 22



Kelsey Palmer
Notary Public

In and for the State of Washington

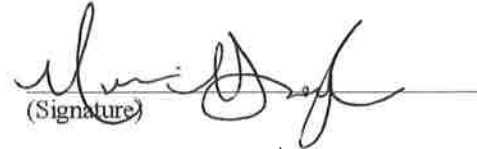
Residing in Bothell

PART IV

ENVIRONMENTAL REGULATION COMPLIANCE (This document to be included with Part 1 at the time of bid)

(To be completed by all companies)

Grenlar Construction certifies that neither it, nor any person or firm which has an interest in the above named firm has any environmental sanctions in effect and complies with the requirements of the Clean Air Act (42 U.S.C. 1857 (h)), section 508 of the Clean Water Act (33 U.S.C. 1368), Executive Order 11738, and Environmental Protection Agency regulation (40 CFR Part 15).


(Signature)

Noemi Aguilar
(Name)

CEO
(Title)

Jan 20, 2022
(Date)

PART V

CONTRACTOR’S BID BOND (This document to be included with Part 1 at the time of bid)

KNOW ALL MEN BY THESE PRESENTS:

That Grenlar Holdings, Inc. dba Grenlar Construction (Herein “Principal”) as principal, and SureTec Insurance Company (Herein “Surety”) as surety, are held firmly bound unto Absher Construction Company, in full sum of: Five Percent (5%) of the Total Amount Bid Dollars, (\$ --5%--), lawful money of the United States, for the payment of which, well and truly to be made, we bind ourselves, our heirs, executors and administrators, successors and assigns, jointly and severally, firmly by the presents.

THE CONDITIONS OF THIS OBLIGATION ARE SUCH, that whereas, the above named principal has submitted a bid for **Arletta Schoolhouse Renovation at Hale Pass Project** in accordance with section 00 0200 Instructions to Bidders inclusive of the contract documents and are desirous of accompanying said bid with a proposal bond in the penalty of five (5) percent of said bid in lieu of certified check.

NOW THEREFORE, if the said principal, upon receipt of written notice of the acceptance of such bid, shall within seven (7) days enter into a written contract with PenMet Parks upon the standard form of contract of said PenMet Parks for the completion of such contract in accordance with the terms and conditions of said bid, and will give bond with good and sufficient sureties for the faithful and proper fulfillment of such contract, then this obligation shall be null and void; otherwise to remain in full force and effect.

Signed, sealed and delivered in the presence of: Grenlar Holdings, Inc. dba Grenlar Construction
Principal
By Noemi Aguilar CEO

Signed, sealed and delivered in the presence of: SureTec Insurance Company
Surety
By Elizabeth R. Hahn, Attorney-in-Fact



JOINT LIMITED POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS: That SureTec Insurance Company, a Corporation duly organized and existing under the laws of the State of Texas and having its principal office in the County of Harris, Texas and Markel Insurance Company (the "Company"), a corporation duly organized and existing under the laws of the state of Illinois, and having its principal administrative office in Glen Allen, Virginia, does by these presents make, constitute and appoint:

Guy Armfield, John Claeys, Scott Fisher, Nicholas Fredrickson, Deanna M. French, Scott Garcia, Elizabeth R. Hahn, Roger Kaltenbach, Ronald J. Lange, Andrew P. Larsen, Susan B. Larson, Scott McGilvray, Mindee L. Rankin, Jana M. Roy, Carly C. Fehringer, Derek Sabo, Charla M. Boadle

Their true and lawful agent(s) and attorney(s)-in-fact, each in their separate capacity if more than one is named above, to make, execute, seal and deliver for and on their own behalf, individually as a surety or jointly, as co-sureties, and as their act and deed any and all bonds and other undertaking in suretyship provided, however, that the penal sum of any one such instrument executed hereunder shall not exceed the sum of:

Fifty Million and 00/100 Dollars (\$50,000,000.00)

This Power of Attorney is granted and is signed and sealed under and by the authority of the following Resolutions adopted by the Board of Directors of SureTec Insurance Company and Markel Insurance Company:

"RESOLVED, That the President, Senior Vice President, Vice President, Assistant Vice President, Secretary, Treasurer and each of them hereby is authorized to execute powers of attorney, and such authority can be executed by use of facsimile signature, which may be attested or acknowledged by any officer or attorney, of the company, qualifying the attorney or attorneys named in the given power of attorney, to execute in behalf of, and acknowledge as the act and deed of the SureTec Insurance Company and Markel Insurance Company, as the case may be, all bond undertakings and contracts of suretyship, and to affix the corporate seal thereto."

IN WITNESS WHEREOF, Markel Insurance Company and SureTec Insurance Company have caused their official seal to be hereunto affixed and these presents to be signed by their duly authorized officers on the 17th day of March, 2020.

SureTec Insurance Company

By: 
Michael C. Keimig, President



Markel Insurance Company

By: 
Robin Russo, Senior Vice President

Commonwealth of Virginia
County of Henrico SS:

On this 17th day of March, 2020 A. D., before me, a Notary Public of the Commonwealth of Virginia, in and for the County of Henrico, duly commissioned and qualified, came THE ABOVE OFFICERS OF THE COMPANIES, to me personally known to be the individuals and officers described in, who executed the preceding instrument, and they acknowledged the execution of same, and being by me duly sworn, disposed and said that they are the officers of the said companies aforesaid, and that the seals affixed to the proceeding instrument are the Corporate Seals of said Companies, and the said Corporate Seals and their signatures as officers were duly affixed and subscribed to the said instrument by the authority and direction of the said companies, and that Resolutions adopted by the Board of Directors of said Companies referred to in the preceding instrument is now in force.

IN TESTIMONY WHEREOF, I have hereunto set my hand, and affixed my Official Seal at the County of Henrico, the day and year first above written.



By: 
Donna Donavant, Notary Public
My commission expires 1/31/2023

We, the undersigned Officers of SureTec Insurance Company and Markel Insurance Company do hereby certify that the original POWER OF ATTORNEY of which the foregoing is a full, true and correct copy is still in full force and effect and has not been revoked.

IN WITNESS WHEREOF, we have hereunto set our hands, and affixed the Seals of said Companies, on the 20th day of January, 2022.

SureTec Insurance Company

By: 
M. Brent Beatty, Assistant Secretary

Markel Insurance Company

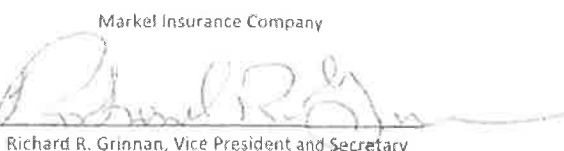
By: 
Richard R. Grinnan, Vice President and Secretary

Exhibit B

CONTRACT FOR CONSTRUCTION SERVICES (5% Retainage)

THIS AGREEMENT is made this ___ day of _____, 2022, by and between the PENINSULA METROPOLITAN PARK DISTRICT, hereinafter referred to as the "Owner" and **Grenlar Holdings Inc., dba Grenlar Construction**, hereinafter referred to as the "Contractor."

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

1. Project: Construct Arletta Schoolhouse Renovation Project, according to the approved plans and meeting all requirements and specifications at the address and legal description of the property as detailed in the bid documents.
2. Price: For the above mentioned construction services, hereinafter called the "Project", the Owner agrees to pay the Contractor an amount not to exceed the sum of **nine hundred ninety-eight thousand Dollars and 00/100 (\$998,000.00)**, exclusive of Washington State Sales Tax. Payment shall be made in accordance with and pursuant to all the terms and conditions of any Project Advertisement for Bids or Requests for Proposals and the Contract Documents attached, copies of which are hereby declared and accepted as parts of this Agreement as fully as if set forth herein. The Contractor's bid or proposal is accepted as part of this Agreement as fully as if set forth herein. The Owner shall not be liable for any increased cost or price unless an authorized, signed Change Order has been executed prior to any work being performed.
3. Indemnity: The Contractor agrees to indemnify, defend, protect and hold harmless the Owner and its agents and employees from all claims, suits, actions, liabilities, losses, demands, damages, expenses, including legal expenses, bodily injury, or property damage arising from any and all defects appearing or developing in the workmanship or material performed or furnished under this Agreement.
4. Payment Terms: Subject to the retainage, the Contractor agrees to accept as full payment hereunder the amount specified in the Price above, and the Owner agrees to make payments on the basis of a duly certified and approved estimate of the work performed during the preceding calendar month under this Contract. To secure proper performance of this Agreement, the Owner shall retain five percent (5%) of the amount of each payment until final completion and acceptance of all work covered by this Agreement. Owner will make final payment upon receipt of final approval and acceptance of the work by the Owner's Board of Park Commissioners.
5. Schedule and Liquidated Damages: Construction shall commence within ten (10) days following receipt of Owner's written Notice to Proceed. Construction shall reach substantial completion within 100 calendar days, following Contractor's receipt of Owner's written Notice to Proceed. Final completion and closeout shall be completed within 25 calendar days of substantial completion. The Owner and Contractor agree that in the event this project is not completed on time, the Owner's damages are difficult to calculate. As a result, the Owner and Contractor agree that if the project is not completed by the completion date, the Contractor shall be liable to Owner for liquidated damages in the amount of \$600.00 per calendar day.
6. Non-Assignability: The Contractor may not assign, subcontract or delegate duties under this Contract without the prior written consent of Owner.

Exhibit B

7. **Enforcement:** Any dispute as to the enforcement or interpretation of this Contract shall/may be determined by arbitration. The prevailing party in any suit or arbitration arising under this Contract shall be entitled to reasonable attorneys and expert witness fees and costs. Washington law will govern the interpretation and enforcement of this Contract. Venue shall only be in Pierce County, Washington.
8. **Integration:** The following documents, as represented in the Project Manual Dated December 16, 2021, are included as part of this written contract:
- a. General Conditions for Peninsula Metropolitan Park District Public Works Projects, Dated December 16, 2021 by PenMet Parks;
 - b. Specifications and technical specifications, dated December 16, 2021 The Driftmier Architects, PS; Drawings – Noted as Arletta Schoolhouse Renovation at Hale Pass Bid Set December 16, 2021, The Driftmier Architects, PS, Specification Divisions 00-32, See Cover Sheet A0.0 for Drawing Index;
 - c. Instructions to Bidders, dated December 16, 2021 PenMet Parks;
 - d. Invitation to Bid, dated December 16, 2021 PenMet Parks;
 - e. Bid Proposal, dated January 20, 2022 by Grenlar Holdings Inc.;
 - f. Schedule of Values Grenlar Holdings Inc.;
 - g. Addendum #1, dated January 14, 2022 PenMet Parks.

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

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

Exhibit B

13. Indemnification and Insurance. The Contractor shall indemnify and hold harmless Owner, its officials, officers, agents, employees, volunteers, and representatives, from, and shall process and defend at its sole expense, any and all claims, demands, damages, suits at law or at equity, liabilities, losses, judgments, liens, expenses, and costs to the extent arising out of or occasioned by the negligent and / or wrongful performance, acts, and/or omissions by the Consultant, its employees, agents, representatives or volunteers relative to any activity and/or services covered hereunder. In the event of recovery due to the aforementioned circumstances, the Contractor shall pay any judgment or lien arising therefrom, including any and all costs as part thereof.

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

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

Exhibit B

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

For the OWNER:

Peninsula Metropolitan Park District,
A Municipal Corporation

For the CONTRACTOR

Grenlar Holdings Inc., dba Grenlar
Construction

Ally Bujacich
Executive Director

(Signature)

Noemi Aguilar
CEO

APPROVED AS TO FORM

16904 Juanita Dr NE # 223
Kenmore, WA 98028

Attorney for the
Peninsula Metropolitan Park District

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Peninsula Metropolitan Park District

RESOLUTION NO. P2022-001

RESOLUTION P2022-001 AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE A CONSTRUCTION CONTRACT FOR THE ARLETTA SCHOOLHOUSE RENOVATION WITH GRENLAR INC., DBA GRENLAR CONSTRUCTION IN THE AMOUNT OF NINE HUNDRED NINETY-EIGHT DOLLARS (\$998,000).

WHEREAS, Peninsula Metropolitan Park District (PenMet Parks) identified the renovation of Hales Pass Park in the 2018 Parks, Recreation, and Open Space Plan and subsequently procured professional services to assist with the design and simultaneous cost estimating of the project; and

WHEREAS, PenMet Parks Board of Park Commissioners allocated funding for the Arletta Schoolhouse Renovation; and

WHEREAS, PenMet Parks approved the project budget in Resolution RR2022-001; and

WHEREAS, Purchasing Policy P40-102 establishes procedures for procuring public works and those procedures were followed in accordance with Section 13, *Competitive Bidding Purchases and Contract Awards*; and

WHEREAS, District staff issued an Invitation to Bid on December 16, 2021 (ITB 2021.005), held a pre-bid walk-through on January 6, 2022, issued an addenda on January 14, 2022, and held a public opening of the bids on January 20, 2022, and the lowest responsive and responsible bidder was Grenlar Holdings Inc., dba Grenlar Construction; NOW THEREFORE BE IT

RESOLVED, by the Board of Park Commissioners that the Executive Director is authorized to sign the construction contract with Grenlar Holdings Inc., dba Grenlar Construction for the Arletta Schoolhouse Renovation in an amount not to exceed nine hundred ninety-eight thousand dollars (\$998,000), excluding applicable Washington State Sales Tax, in substantially the form attached as Exhibit "A".

The foregoing resolution was adopted at a regular meeting of the Board of Park Commissioners of the Peninsula Metropolitan Park District held on February 1, 2022.

President

Clerk

Attest



Peninsula Metropolitan Park District

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DISTRICT COMMISSION MEMO

To: Board of Park Commissioners

Through: Ally Bujacich, Executive Director

From: Sherman Enstrom, Director of Finance and Administration

Date: February 1, 2022

Subject: **R2022-001 Adopting the Amended Annual Classification and Salary Schedule for 2022**

Background/Analysis

Policy P30-101: Human Resources Policy provides that each job title, with the exception of the Executive Director, is placed into one of the District’s classifications for salary purposes, based on factors such as job qualifications, level of responsibility, and amount of supervision. Each classification is designated a salary range shown on the classification and salary schedule, which the Board of Park Commissioners shall approve annually.

Compensation Connections was selected in June 2021 using a Request for Proposal process to complete a compensation survey and recommend updates to the 2022 classification and salary schedule. The Board passed Resolution R2021-031 adopting the 2022 classification and salary schedule on November 16, 2021.

Since then, staff have continued to evaluate current and future organizational resources required for the District to grow and adapt to meet community need. Staff also reviewed strategies to attract and retain high-quality employees. This has resulted in a proposed reclassification of several positions that are included in the 2022 budget. Each position is vacant, with the exception of the project manager consultant.

Approved 2022 Budgeted Classification	Approved 2022 FTE	Proposed 2022 Classification	Proposed 2022 FTE
Finance and Administration Coordinator	1.0	Accounting Manager	1.0
Technology Services Specialist	1.0	Information Technology Manager	1.0
Project Manager consultant	Consultant	Project Manager limited term employee	1.0
Recreation Center Supervisor	.25	Director of Recreation Services	1.0

Compensation Connections completed a market analysis for each reclassified position using the same methodology that was followed to develop the approved 2022 classification and salary schedule, using published surveys with market data aged to April 2022. A summary of the methodology used is attached as Exhibit A.

The proposed reclassifications result in an increase to the total budget for staff wages and benefits, however in 2022 the increases are offset by savings in other budgeted staff wages and benefits costs, such as vacancies as candidates are recruited to fill the positions. After 2022, the annual budget impact of the proposed reclassifications and additional .75 FTE is approximately \$187,809. The limited term project manager position will be funded from budget that is allocated for project management within projects in the Capital Project Fund.

If approved, the updated wage and classification schedule would become effective February 15, 2022.

Recommendation

Staff requests that the Board approve Resolution R2022-001 adopting the Amended Annual Classification and Salary Schedule for 2022.

Policy Implications/Support

1. Policy P40-101: Comprehensive Financial Management Policy states, in part, the District shall establish and maintain a compensation and benefit package that is competitive with the public and private sectors to attract and retain employees necessary for providing high quality services.
2. Resolution R2021-016 adopts the goal to attract and retain high-quality staff.
3. Resolution R2021-031 adopted the 2022 annual classification and salary schedule.

Should you have any questions or comments please contact Ally Bujacich at (253) 858-3400 or via email at abujacich@penmetparks.org or Sherman Enstrom at (253) 313-5087 or via email at senstrom@penmetparks.org

Attachments:

Exhibit A: Market Analysis Methodology

Exhibit A: Market Analysis Methodology

The proposed classification and salary ranges were developed using the following steps:

- Designated each position as exempt or non-exempt according to the Fair Labor Standards Act.
- Conducted a base pay compensation market study utilizing published surveys. Published survey sources utilized are summarized in the table below.
- Identified job matches in published survey data and with comparator organizations based on the content of each job description.
- The salary survey data was aged 3% per year from the survey effective date to April 2022.
- Utilized at least three market data sources to price each job, which aligns with best practice in compensation reviews.
- When researching pay data in the published surveys, the 25th, 40th, 50th (median), and 75th percentiles were identified. For the comparator organization research, the pay scales for each position were used to calculate the midpoint, which represents the 50th percentile (median). When comparing PenMet Parks’ pay scales to the market, the Consultant utilized the 50th percentile data. Most public and private sector organizations utilize the 50th percentile as their market reference point.
- Reviewed and updated the affected position on the salary grid based on the new combined market data.

Published Survey Sources			
Survey	Industry/Sector	Geography	Size
Milliman Washington Public Employers Salary Survey	Government	Washington	\$8M Annual Budget
Milliman NW Management and Professional Compensation Survey	All Industries	Northwest	\$8M Annual Budget
Milliman Puget Sound Area Compensation Survey	All Industries	Puget Sound Area	\$8M Annual Budget
Economic Research Institute Salary Assessor (ERI)	Government	Gig Harbor WA	\$8M Annual Budget
Economic Research Institute Salary Assessor (ERI)	All Industries	Gig Harbor WA	\$8M Annual Budget
CompAnalyst	Government	Tacoma WA	\$8M Annual Budget
CompAnalyst	All Industries	Tacoma WA	\$8M Annual Budget



Peninsula Metropolitan Park District

RESOLUTION NO. R2022-001

ADOPTING THE AMENDED 2022 CLASSIFICATION AND SALARY SCHEDULE

WHEREAS, it is the policy of the Peninsula Metropolitan Park District Board of Park Commissioners that the District establish and maintain a compensation and benefit package that is competitive with the public and private sectors to attract and retain employees necessary for providing high quality services; and

WHEREAS, an updated organizational chart for 2022 has been created; and

WHEREAS, Compensation Connections was selected through a Request for Proposal process to perform a salary survey utilizing methodology including collecting data from published surveys and an analysis of similar positions at comparable organizations; and

WHEREAS, Compensation Connections completed the compensation study and incorporated the findings into an amended classification and salary schedule for 2022; and

WHEREAS, the PenMet Parks Board of Park Commissioners has reviewed the updated classification, salary, and wage schedule;

NOW THEREFORE BE IT

RESOLVED, by the Board of Park Commissioners of the Peninsula Metropolitan Park District that the updated classification and salary and wage schedule attached as Exhibit A is adopted and is effective February 15, 2022.

The foregoing resolution was adopted at a regular meeting of the Board of Park Commissioners of the Peninsula Metropolitan Park District held on February 1, 2022.

President

Clerk

Attest

R2022-001
Exhibit A

PenMet Parks
Pay and Classification Plan (as of February 15, 2022)
Management and Non-Represented Wages

Classification	FSLA Status	Base Salary	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
Executive Assistant	Exempt	\$60,290	\$62,894	\$65,610	\$68,443	\$71,399	\$74,483	\$77,567	\$80,778	\$84,122	\$87,605	\$91,232
Hourly Rate		\$28.99	\$30.24	\$31.54	\$32.91	\$34.33	\$35.81	\$37.29	\$38.84	\$40.44	\$42.12	\$43.86
Administrative Assistant	Non-exempt	\$47,424	\$49,387	\$51,432	\$53,561	\$55,779	\$58,088	\$60,493	\$62,997	\$65,605	\$68,321	\$71,150
Hourly Rate		\$22.80	\$23.74	\$24.73	\$25.75	\$26.82	\$27.93	\$29.08	\$30.29	\$31.54	\$32.85	\$34.21
Information Technology Manager	Exempt	\$83,799	\$87,418	\$91,194	\$95,132	\$99,241	\$103,527	\$107,813	\$112,276	\$116,925	\$121,765	\$126,806
Hourly Rate		\$40.29	\$42.03	\$43.84	\$45.74	\$47.71	\$49.77	\$51.83	\$53.98	\$56.21	\$58.54	\$60.96
Accounting Manager	Exempt	\$76,174	\$79,464	\$82,896	\$86,476	\$90,211	\$94,107	\$98,003	\$102,060	\$106,286	\$110,686	\$115,268
Hourly Rate		\$36.62	\$38.20	\$39.85	\$41.58	\$43.37	\$45.24	\$47.12	\$49.07	\$51.10	\$53.21	\$55.42
Project Manager	Exempt	\$83,213	\$86,807	\$90,556	\$94,467	\$98,547	\$102,803	\$107,059	\$111,491	\$116,107	\$120,914	\$125,920
Hourly Rate		\$40.01	\$41.73	\$43.54	\$45.42	\$47.38	\$49.42	\$51.47	\$53.60	\$55.82	\$58.13	\$60.54
Planning & Special Projects Manager	Exempt	\$72,850	\$75,996	\$79,278	\$82,702	\$86,274	\$90,000	\$93,726	\$97,606	\$101,647	\$105,855	\$110,238
Hourly Rate		\$35.02	\$36.54	\$38.11	\$39.76	\$41.48	\$43.27	\$45.06	\$46.93	\$48.87	\$50.89	\$53.00
Recreation Services Manager	Exempt	\$73,251	\$76,415	\$79,715	\$83,158	\$86,749	\$90,496	\$94,242	\$98,144	\$102,207	\$106,438	\$110,845
Hourly Rate		\$35.22	\$36.74	\$38.32	\$39.98	\$41.71	\$43.51	\$45.31	\$47.18	\$49.14	\$51.17	\$53.29
Facility Coordinator	Non-exempt	\$43,138	\$45,001	\$46,944	\$48,972	\$51,087	\$53,293	\$55,499	\$57,797	\$60,190	\$62,682	\$65,277
Hourly Rate		\$20.74	\$21.63	\$22.57	\$23.54	\$24.56	\$25.62	\$26.68	\$27.79	\$28.94	\$30.14	\$31.38
Special Events & Community Outreach Coordinator	Exempt	\$55,092	\$57,472	\$59,954	\$62,543	\$65,244	\$68,062	\$70,880	\$73,814	\$76,870	\$80,052	\$83,367
Hourly Rate		\$26.49	\$27.63	\$28.82	\$30.07	\$31.37	\$32.72	\$34.08	\$35.49	\$36.96	\$38.49	\$40.08
Sports Recreation Coordinator	Exempt	\$54,524	\$56,879	\$59,335	\$61,898	\$64,571	\$67,360	\$70,148	\$73,052	\$76,077	\$79,226	\$82,506
Hourly Rate		\$26.21	\$27.35	\$28.53	\$29.76	\$31.04	\$32.38	\$33.73	\$35.12	\$36.58	\$38.09	\$39.67
Community Recreation Coordinator	Exempt	\$54,524	\$56,879	\$59,335	\$61,898	\$64,571	\$67,360	\$70,148	\$73,052	\$76,077	\$79,226	\$82,506
Hourly Rate		\$26.21	\$27.35	\$28.53	\$29.76	\$31.04	\$32.38	\$33.73	\$35.12	\$36.58	\$38.09	\$39.67
Adaptive Recreation Specialist	Non-exempt	\$43,815	\$45,708	\$47,682	\$49,741	\$51,889	\$54,130	\$56,371	\$58,705	\$61,135	\$63,666	\$66,302
Hourly Rate		\$21.07	\$21.97	\$22.92	\$23.91	\$24.95	\$26.02	\$27.10	\$28.22	\$29.39	\$30.61	\$31.88
Recreation Services Assistant	Non-exempt	\$40,643	\$42,326	\$44,078	\$45,903	\$47,803	\$49,782	\$51,843	\$53,990	\$56,225	\$58,553	\$60,977
Hourly Rate		\$19.54	\$20.35	\$21.19	\$22.07	\$22.98	\$23.93	\$24.92	\$25.96	\$27.03	\$28.15	\$29.32
Parks Superintendent	Exempt	\$75,782	\$79,055	\$82,469	\$86,031	\$89,746	\$93,622	\$97,498	\$101,534	\$105,738	\$110,115	\$114,674
Hourly Rate		\$36.43	\$38.01	\$39.65	\$41.36	\$43.15	\$45.01	\$46.87	\$48.81	\$50.84	\$52.94	\$55.13
Park Maintenance Specialist	Non-exempt	\$47,735	\$49,796	\$51,947	\$54,190	\$56,531	\$58,972	\$61,413	\$63,956	\$66,604	\$69,361	\$72,233
Hourly Rate		\$22.95	\$23.94	\$24.97	\$26.05	\$27.18	\$28.35	\$29.53	\$30.75	\$32.02	\$33.35	\$34.73
Lead Grounds Specialist	Non-exempt	\$55,571	\$57,971	\$60,474	\$63,086	\$65,811	\$68,653	\$71,495	\$74,455	\$77,538	\$80,748	\$84,091
Hourly Rate		\$26.72	\$27.87	\$29.07	\$30.33	\$31.64	\$33.01	\$34.37	\$35.80	\$37.28	\$38.82	\$40.43
Grounds Specialist	Non-exempt	\$44,574	\$46,420	\$48,342	\$50,343	\$52,427	\$54,598	\$56,858	\$59,212	\$61,663	\$64,216	\$66,875
Hourly Rate		\$21.43	\$22.32	\$23.24	\$24.20	\$25.21	\$26.25	\$27.34	\$28.47	\$29.65	\$30.87	\$32.15
Seasonal Laborer	Non-exempt	\$31,866	\$33,185	\$34,559	\$35,989	\$37,479	\$39,031	\$40,647	\$42,330	\$44,082	\$45,907	\$47,808
Hourly Rate		\$15.32	\$15.95	\$16.61	\$17.30	\$18.02	\$18.76	\$19.54	\$20.35	\$21.19	\$22.07	\$22.98
		Minimum					Midpoint					Maximum
Director of Park Services	Exempt	\$103,729					\$128,149					\$156,965
Director of Finance & Administration	Exempt	\$105,195					\$129,959					\$159,182
Director of Recreation Services	Exempt	\$97,500					\$121,875					\$146,250