



Peninsula Metropolitan Park District

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

REGULAR MEETING AGENDA

July 05, 2022, 6:00 PM

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

Call to Order

Commissioner Roll Call:

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

ITEM 1 President's Report

ITEM 2 Executive Director's Report

ITEM 3 Special Presentations

- 3a. [May 2022 Financial Report](#)
- 3b. Family Fun Fest Report

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. [June 18, 2022 Board Retreat Minutes](#)
- 6b. [June 21, 2022 Regular Meeting Minutes](#)

ITEM 7 Consent Agenda



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7a. [Resolution C2022-16: Approval of Vouchers](#)

ITEM 8 Unfinished Business: None

ITEM 9 New Business

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

[9.1a Resolution P2022-012 Authorizing the Executive Director to Execute a Construction Agreement for Phase I of the Community Recreation Center Project with Grenlar Holdings, Inc. DBA Grenlar Construction](#)

[9.1b Resolution P2022-013 Authorizing the Executive Director to Execute an Agreement for Phase I of the Water Main Extension for Commercial Fire-Flow Needs for the Community Recreation Center with Washington Water Service](#)

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

[9.2a Resolution R2022-03 Adopting the 2023 Goals and Objectives](#)

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

[9.3a Resolution RR2022-008 Adopting the Amended Project Budget for the Arletta Schoolhouse Renovation and Authorizing the Executive Director to Sign Change Order #04](#)

ITEM 10 Comments by the Board

ITEM 11 Next Board Meetings

July 19, 2022 Study Session at 5:00 pm and Regular Meeting at 6:00 pm at the Gig Harbor Civic Center - Council Chambers 3510 Grandview Street, Gig Harbor, WA 98335

ITEM 12 Adjournment

BOARD OF PARK COMMISSIONERS MEETING PROCEDURES

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2022 MAY FINANCIAL STATUS REVIEW

STEPHANIE BUHRMAN

INTERIM DIRECTOR OF FINANCE AND ADMINISTRATION

JULY 5, 2022

General Fund Revenue

| General Fund Revenue | 2022 YTD Budget | May Actual | May Actual YTD | Variance | % Earned YTD |
|-----------------------------------|--------------------|----------------|-------------------|------------------|-----------------|
| Real and Personal Property Tax | 7,825,858 | 589,926 | 4,258,722 | 3,567,136 | 54.42% |
| Sales Tax | 510,000 | 48,678 | 224,851 | 285,149 | 44.09% |
| Private Harvest Tax | - | 2,024 | 2,024 | (2,024) | * |
| Leasehold Excise Tax | 6,213 | (878) | 1,010 | 5,203 | 16.25% |
| REET Funds | 120,000 | - | - | 120,000 | 0.00% |
| Facility Rental Fees | 86,856 | 4,614 | 20,799 | 66,057 | 23.95% |
| Investment Interest | 45,000 | 9,534 | 30,370 | 14,630 | 67.49% |
| Long Term Golf Course Lease | 57,000 | 7,633 | 24,609 | 32,391 | 43.17% |
| Housing Rentals/Leases | 42,172 | 4,065 | 20,325 | 21,847 | 48.20% |
| Concessions Lease Facilities | 900 | - | - | 900 | 0.00% |
| Deposits Received | - | - | 6 | (6) | * |
| State Leasehold Receipts | - | 194 | 282 | (282) | * |
| Other General Fund Revenue | - | - | 2,041 | (2,041) | * |
| Sale of Land | - | - | - | - | 0.00% |
| Sale of Buildings & Structures | - | - | - | - | 0.00% |
| Sale of Other Improvements | - | - | - | - | 0.00% |
| Sale of Machinery & Equipment | 10,000 | - | - | 10,000 | 0.00% |
| Total General Fund Revenue | 8,703,999 | 665,790 | 4,585,039 | 4,118,960 | 52.68% |

General Fund Operating Expenses By Department

| General Fund Operating Expenses By Department | 2022 YTD Budget | May Actual | May Actual YTD | Variance | % Spent YTD |
|---|--------------------|----------------|-------------------|------------------|----------------|
| Legislative | 184,133 | 23,556 | 49,646 | 134,487 | 26.96% |
| Executive | 483,540 | 25,930 | 114,761 | 368,779 | 23.73% |
| Finance & Administration | 1,097,334 | 94,894 | 375,701 | 721,633 | 34.24% |
| Recreation Services | 271,125 | 5,818 | 53,429 | 217,696 | 19.71% |
| Maintenance & Operations | 1,267,326 | 88,311 | 411,581 | 855,745 | 32.48% |
| Park Services | 529,155 | 31,398 | 140,835 | 388,320 | 26.62% |
| Total General Fund Expenses | 3,832,612 | 269,905 | 1,145,952 | 2,686,660 | 29.90% |

QUESTIONS & ANSWERS



Recreation Revolving Fund

| Recreation Revolving Fund Revenues | 2022 YTD Budget | May Actual | May Actual YTD | Variance | % Earned YTD |
|---|--------------------|---------------|-------------------|----------------|-----------------|
| Interest Earned - Recreation | - | - | - | - | 0.00% |
| Donations | 1,300 | 905 | 2,080 | (780) | 160.00% |
| Scholarships | - | - | - | - | 0.00% |
| Sponsorship | 7,300 | 11,500 | 11,500 | (4,200) | 157.53% |
| Other Recreation Revenue | - | 78 | 78 | (78) | * |
| Transfer In from General Fund | 200,000 | - | - | 200,000 | 0.00% |
| Park & Field Rental Fees | 34,178 | 798 | 28,253 | 5,925 | 82.66% |
| Facility Rental Fees | 75,888 | 10,052 | 12,327 | 63,561 | 16.24% |
| Program Fees - Sports & Fitness | 313,653 | 9,048 | 119,741 | 193,912 | 38.18% |
| Program Fees - Adaptive Rec | 7,845 | 55 | 1,560 | 6,285 | 19.89% |
| Program Fees - Camps | 124,695 | 61,020 | 134,244 | (9,549) | 107.66% |
| Program Fees - Youth Programs | 85,664 | (63,407) | 30,167 | 55,497 | 35.22% |
| Program Fees - Adult Programs | 14,170 | 923 | 21,027 | (6,857) | 148.39% |
| Event Fees | 25,208 | 9,560 | 11,171 | 14,037 | 44.32% |
| Total Recreation Revolving Fund Revenues | 889,901 | 40,533 | 372,149 | 517,752 | 41.82% |

| Recreation Revolving Fund Expenses | 2022 YTD Budget | May Actual | May Actual YTD | Variance | % Spent YTD |
|---|--------------------|---------------|----------------------|----------------|----------------|
| Direct Program Cost | 1,027,158 | 73,662 | 375,676 | 651,483 | 36.57% |
| Total Recreation Revolving Fund Expenses | 1,027,158 | 73,662 | 375,676 | 651,483 | 36.57% |

Endowment Fund

| Restricted Endowment Fund Revenues | 2022 YTD Budget | May Actual | May Actual YTD | Variance | % Earned YTD |
|---|--------------------|------------|-------------------|--------------|-----------------|
| Interest Revenue | - | 251 | 251 | (251) | * |
| Total Restricted Endowment Fund Revenues | - | 251 | 251 | (251) | * |

| Restricted Endowment Fund Expenses | 2022 YTD Budget | May Actual | May Actual YTD | Variance | % Spent YTD |
|---|--------------------|---------------|-------------------|----------|----------------|
| Endowment (Investment Fee) | - | - | - | - | 0.00% |
| Total Restricted Endowment Fund Expenses | - | - | - | - | 0.00% |

Endowment Fund

| Unrestricted Endowment Fund Revenues | 2022 YTD Budget | May Actual | May Actual YTD | Variance | % Earned YTD |
|---|--------------------|------------|-------------------|------------|-----------------|
| Interest Revenue | 600 | - | 209 | 391 | 34.86% |
| Total Unrestricted Endowment Fund Revenues | 600 | - | 209 | 391 | 34.86% |

| Unrestricted Endowment Fund Expenses | 2022 YTD Budget | May Actual | May Actual YTD | Variance | % Spent YTD |
|---|--------------------|---------------|-------------------|----------|----------------|
| Endowment (Investment Fee) | 15 | - | 12 | 3 | 81.40% |
| Total Unrestricted Endowment Fund Expenses | 15 | - | 12 | 3 | 81.40% |

Equipment Fund

| Equipment Replacement Fund Expenses | 2022 YTD Budget | May Actual | May YTD | Actual YTD | Variance | % Spent YTD |
|--|--------------------|------------|------------|---------------|---------------|-------------|
| Equipment Replacement | 83,275 | - | - | - | 83,275 | 0.00% |
| Total Equipment Replacement Fund Expenses | 83,275 | - | - | - | 83,275 | - |

Debt Service Fund

| Debt Service Fund Expenses | 2022 YTD Budget | May Actual | May YTD | Actual | Variance | % Spent YTD |
|---|--------------------|------------|------------|----------|----------------|-------------|
| Debt Service | 951,758 | - | - | - | 951,758 | 0.00% |
| Total Debt Service Fund Expenses | 951,758 | - | - | - | 951,758 | - |

QUESTIONS & ANSWERS





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DRAFT – BOARD RETREAT MINUTES

June 18, 2022, 8:00 AM

Harbor History Museum - 4121 Harborview Dr, Gig Harbor, WA 98332

Call to Order: 8:13 am

Commissioner Roll Call:

| | Present | Excused | Comment |
|-------------------------------|-------------|---------|---------|
| Steve Nixon, President | x | | |
| Maryellen (Missy) Hill, Clerk | x | | |
| Amanda Babich | x, 11:13 am | | |
| Kurt Grimmer | x | | |
| Laurel Kingsbury | x | | |

Quorum Yes

ITEM 1 Board Retreat: 8 AM - 4 PM

- State of the District and outlook for 2022
- 2023 goals and objectives
- Strategic Planning with BerryDunn

ITEM 2 Next Board Meetings

June 21, 2022, Regular Meeting at 6:00 pm at the Gig Harbor Civic Center - Council Chambers 3510 Grandview Street, Gig Harbor, WA 98335

Note: No Study Session on June 21, 2022

ITEM 3 Adjournment 4:01 pm

BOARD OF PARK COMMISSIONERS MEETING PROCEDURES

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Approved By the Board on _____

Steve Nixon, Board President

Maryellen "Missy" Hill, Board Clerk

Attest: Ally Bujacich

Submitted by: Robyn Readwin, Board Secretary



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DRAFT - REGULAR MEETING MINUTES

June 21, 2022, 6:00 PM

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

Call to Order Time: 6:00 PM

Commissioner Roll Call:

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

ITEM 1 President's Report

Meeting Updates: Went to Gig Harbor Land Conservancy Fund charitable giving opportunity last week. 6/14 Met with Bill Sehmel. 6/14 Met with property owner regarding property for conservation. 6/16 Running meeting with Recreation Director Jeff Ozimek. 6/16 Met with Craig McLaughlin of Fox Island to discuss Fox Island concerns and extended invite to future Fox Island meeting. 6/16 Met with property owner regarding property for conservation. 6/18 Board Retreat including Barbara and Chris from BerryDunn for Strategic Plan. 6/21 Peninsula Art League (PAL) Partnership meeting. 6/21 PC Council Chair Derek Young.

ITEM 2 Executive Director's Report

1. Introduction: John Adams has joined as Limited Term Project Manager.
2. Family Fun Fest is this weekend, 6/25/2022, 3pm-7pm. Activities and Shuttle information. Volunteer Roles are available. Sponsors: Neighborhood Experts Real Estate and Peninsula Light.
3. Movies in the Park begins July 1st with Back To The Future Dusk, 7/15 will start earlier for younger audience. Partnering with City of Gig Harbor.

Board Questions: Is Family Fun Fest Annual, Staff Answer: Yes, last year it was in July. Board Questions: Is the time different, 3-7 pm. Is there a reason why it is later in the day into the evening. Staff Answer: Allows people to do things earlier in the day, still over earlier for younger kids, spans a meal time for food trucks.

ITEM 3 Special Presentations: None

ITEM 4 Board Committee Reports

None have met since the last meeting.

4a. CIP Committee



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Bid Updates:

CRC Phase 1- Bid received 1

Rosedale RFQ- Received 6 responses, staff recommends advancing 3

4b. Finance and Administration Committee

4c. Recreation Services Committee

4d. Stewardship Committee

4e. External Committee Reports

ITEM 5 Public Comments: None

ITEM 6 Minutes

6a. Approval of the June 7, 2022 Study Session Minutes

6b. Approval of the June 7, 2022 Regular Meeting Minutes

Moved to adopt the minutes as presented;

Seconded;

Roll call vote.

Motion approved unanimously, Motion Carries.

ITEM 7 Consent Agenda

7a. Resolution C2022-015: Approval of Vouchers

Commissioners Moved to adopt the consent agenda;

Commissioners Seconded;

Roll call vote.

Motion approved unanimously, Motion Carries.

ITEM 8 Unfinished Business

8a. Resolution RR2022-007 Adopting the Amended Policy P40-102: Purchasing / Procurement Policy (Second Reading)

Presider: This resolution was moved and seconded at the June 7, 2022 Meeting

No further staff discussion.

No further Board discussion.

Roll call vote.

Motion approved unanimously, Motion Carries.

ITEM 9 New Business

9.1 Purchasing Resolutions Requiring One Reading for Adoption: None

9.2 Single Reading Resolutions Requiring One Reading for Adoption: None

9.3 Two Reading Resolutions Requiring Two Readings for Adoption: None

ITEM 10 Comments by Board:



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Comments: Thank you to staff and colleagues. for comprehensive and meaningful board retreat. Positive and we are headed in good direction.

ITEM 11 Next Board Meeting

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

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

The Board of Park Commissioners will now meet in executive session for a period of 30 minutes to discuss the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price pursuant to RCW 42.30.110 (b).

The Board is not expected to take final action following the executive session.

**Executive session Started 6:17 PM
6:45 PM President Nixon extended the Executive Session by 10 Minutes.
Executive Session Ended at 6:54 PM**

ITEM 13 Adjournment Time: 6:55 PM

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Approved By the Board on _____

Steve Nixon, Board President

Maryellen "Missy" Hill, Board Clerk

Attest: Ally Bujacich

Submitted by: Robyn Readwin, Board Secretary



Peninsula Metropolitan Park District

RESOLUTION NO. C2022-016

APPROVING VOUCHERS FROM JUNE 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 July 5, 2022.

Approved By the Board on _____

Steve Nixon, Board President

Maryellen "Missy" Hill, Board Clerk

Attest: Ally Bujacich

Attachment A to Resolution C2022-016

For the period beginning 06/13/2022 and ending 06/20/2022

Voucher # 220603001 through # 220603013 are approved for payment in the amount of \$22,282.81.

and

For the period beginning 06/21/2022 and ending 06/28/2022

Vouchers #220604001 through #220604028 are approved for payment in the amount of \$1,136,295.29



Peninsula Metropolitan Park District

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DISTRICT COMMISSION MEMO

To: Board of Park Commissioners

Through: Ally Bujacich, Executive Director

From: Denis Ryan, Director of Park Services

Date: July 5, 2022

Subject: **Resolution P2022-012 Authorizing the Executive Director to Execute a Construction Agreement for Phase I of the Community Recreation Center Project With Grenlar Holdings, Inc. dba Grenlar Construction**

Background

After conducting a feasibility study in 2020, PenMet Parks began design for a planned indoor recreation center in 2021. On December 7, 2021 the Board of Park Commissioners passed Resolution R2021-036 adopting the Community Recreation Center project budget and amended delivery method.

The project is anticipated to be completed in phases in order to minimize disruptions to District operations and services provided to the community. Phase I consists of the renovation of the existing former Performance Golf building for use as a community space and for PenMet Parks administrative offices, demolishing the existing metal tee-box structure that has aged beyond its useful life, and upgrading the existing septic system that is in poor repair. Phase II consists of constructing the new indoor recreation facility and site improvements. Design for Phase I was completed in April 2022. Phase II design is in progress and anticipated to be complete later this year.

PenMet Parks administrative offices will relocate to the renovated space when Phase I is complete. Staff will vacate the existing leased offices, which will reduce lease expenses by approximately \$110,000 annually. This savings is factored into the indoor recreation center operating pro forma and into the District’s six-year financial forecast.

Bid Process

PenMet Parks issued public notice of the Invitation to Bid for the Building Renovations, Septic Improvement, and Tee-Box demolition on April 27, 2022 and posted the bid documents on the District’s website and through Builders Exchange of Washington. The Invitation to Bid required potential bidders to attend at least one scheduled mandatory pre-bid walk-through. An addendum was issued on May 3, 2022 with updated mandatory pre-bid walk-through dates and minor

modifications to specifications. Pre-bid walk-throughs were held on Monday, May 2, 2022 at 10 a.m., Thursday, May 5, 2022 at 1 p.m. and Monday, May 9, 2022 at 10 a.m. The deadline to submit sealed bids was Thursday, May 12, 2022 at 10 a.m. The public reading of submitted bids was held at 5717 Wollochet Drive NW. One responsive bid was received with a base bid amount of \$984,950. All bids exceeded the budget and were rejected on May 25, 2022.

The design team completed a detailed review of plans and specifications and made several revisions. Phase I was advertised for a rebid on June 8, 2022. PenMet Parks issued public notice of the Invitation to Bid for the Building Renovations, Septic Improvement, and Tee-Box demolition on June 8, 2022 and posted the bid documents on the District’s website and through Builders Exchange of Washington. PenMet Parks also advertised the project in the Daily Journal of Commerce. The deadline to submit sealed bids was Tuesday, June 21, 2022 at 1 p.m. The public reading of submitted bids was held at 5717 Wollochet Drive NW. One responsive bid was received with a base bid amount of \$965,750, excluding Washington State sales tax.

Staff have evaluated the base bid and alternate pricing and determined the bidder is responsive and responsible. Staff recommends awarding the base bid and deductive alternate #1 to the low bidder, Grenlar Holdings, Inc. dba Grenlar Construction

| Description | Amount | Recommendation |
|---|------------------|-----------------------|
| Base bid | \$965,750 | Accept |
| Alternate #1: Paint interior doors in lieu of replace doors | (\$22,632) | Accept |
| Alternate #2: Replace all ceiling tiles in lieu of selective replacement | \$21,275 | Reject |
| Alternate #3: Do not extend restroom walls to vaulted ceiling | (\$4,072) | Reject |
| Alternate #4: Provide wardrobe cabinets at the L1 open area | \$18,586 | Reject |
| Alternate #5: Refinish north exterior elevation in lieu of patch and repair disturbed areas | \$27,453 | Reject |
| Alternate #6: Provide hand dryers in lieu of paper towel dispensers | \$7,937 | Reject |
| Alternate #7: Provide new data/communication system | \$57,005 | Reject |
| Alternate #8: Retrofit existing light fixtures to LED | \$5,250 | Reject |
| Total base bid + recommended alternates | \$943,118 | |

Policy Implications/Support

1. Policy P10-101: Board Policy and Procedures states, in part, that the Peninsula Metropolitan Park District is accountable to its citizens for its use of public dollars.
2. The Board passed Resolution R2021-036 adopting the project budget of \$31,600,000.

3. The Community Recreation Center is supported by the following 2022 Goals and Objectives:
- Goal 3: Effectively manage and maintain assets to preserve existing infrastructure and provide parks and recreation opportunities for the community.
 - Goal 5: Properly plan and implement operational practices for the Community Recreation Center to ensure a smooth transition and maximize the community benefit when complete.

Staff Recommendation

Staff recommend the Board pass Resolution P2022-012 authorizing the Executive Director to execute a construction agreement with Grenlar Holdings, Inc. dba Grenlar Construction for Phase I of the Community Recreation Center Project.

Committee Recommendation

This action was reviewed by the CIP Committee as its June 27, 2022 meeting with a recommendation to bring this action to the full Board for its approval at the July 5, 2022 Regular Board meeting.

Staff Contact

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

Attachments:

- Exhibit A: Bid Tab dated June 21, 2022
- Exhibit B: Resolution P2022-012



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

Denis Ryan
 Denis Ryan, Director of Park Services

6/21/2022

Date

| PROJECT NO. : 2020.023 | | | | Grenlar Construction | | |
|--|---|------|-----|---|--------------------------------------|--|
| 2022 Building Renovations, Septic Improvements & Tee-Box Demolition | | | | 16904 Juanita Drive NE Suite 223 Kenmore, WA 98028 | | |
| DATE OF BID OPENING: June 21, 2022 - 1 pm | | | | | | |
| ITEM NO | DESCRIPTION | UNIT | QTY | UNIT PRICE | TOTAL | |
| 1 | Mobilization | LS | 1 | \$ 28,750.00 | \$ 28,750.00 | |
| 2 | Septic Improvements | LS | 1 | \$ 88,400.00 | \$ 88,400.00 | |
| 3 | Tee-Box Demolition Including Disposal | LS | 1 | \$ 100,000.00 | \$ 100,000.00 | |
| 4 | Modifications to Exterior Envelope | LS | 1 | \$ 75,800.00 | \$ 75,800.00 | |
| 5 | Interior Finishes | LS | 1 | \$ 105,000.00 | \$ 105,000.00 | |
| 6 | Doors & Door hardware | LS | 1 | \$ 65,800.00 | \$ 65,800.00 | |
| 7 | Casework | LS | 1 | \$ 35,000.00 | \$ 35,000.00 | |
| 8 | Plumbing Fixtures | LS | 1 | \$ 57,000.00 | \$ 57,000.00 | |
| 9 | Electrical & Lighting | LS | 1 | \$ 125,000.00 | \$ 125,000.00 | |
| 10 | Other | LS | 1 | \$ 285,000.00 | \$ 285,000.00 | |
| 11 | Other | LS | 1 | \$ - | \$ - | |
| 12 | Other | LS | 1 | \$ - | \$ - | |
| Alt. 1 | Base Bid - Replace interior doors as noted door frames to remain and be painted | LS | 1 | \$ 22,632.00 | \$ 22,632.00 | |
| Alt. 1 | Alternate - repaint all existing doors | LS | 1 | (\$22,632.00) | (\$22,632.00) | |
| Alt. 2 | Base Bid - Acoustical ceiling tiles (ACT): Replace damaged or missing only | LS | 1 | \$ 4,621.00 | \$ 4,621.00 | |
| Alt. 2 | Alternate - Replace all ceiling tiles as noted | LS | 1 | \$ 21,275.00 | \$ 21,275.00 | |
| Alt. 3 | Base Bid - Extend walls above existing restrooms to finished ceiling above and fini | LS | 1 | \$ 4,572.00 | \$ 4,572.00 | |
| Alt. 3 | Alternate - Walls to remain as is, clean top of lid | LS | 1 | (\$4,072.00) | (\$4,072.00) | |
| Alt. 4 | Base Bid - No wardrobe cabinets patch, repair and repaint existing walls | LS | 1 | \$ 500.00 | \$ 500.00 | |
| Alt. 4 | Alternate - Provide wardrobe cabinets as shown in 1/AX610 | LS | 1 | \$ 18,586.00 | \$ 18,586.00 | |
| Alt. 5 | Base Bid - Patch and Repair Board and Batten Side as Needed After Tee-Box Der | LS | 1 | \$ 3,500.00 | \$ 3,500.00 | |
| Alt. 5 | Alternate - Refinish North Face Exterior After Tee-Box Demo | LS | 1 | \$ 27,453.00 | \$ 27,453.00 | |
| Alt. 6 | Base Bid - Provide Hand Towel and Waste Receptacle Only | LS | 1 | \$ - | \$ - | |
| Alt. 6 | Alternate - Provide Hand Dryers in Addition to Towel and Waste Receptacle Only | LS | 1 | \$ 7,937.00 | \$ 7,937.00 | |
| Alt. 7 | Base Bid - No Replacement of or Addition to Existing Data/Communication System | LS | 1 | \$ - | \$ - | |
| Alt. 7 | Alternate - All Data/Communication Scope Indicated | LS | 1 | \$ 57,005.00 | \$ 57,005.00 | |
| Alt. 8 | Base Bid - No Replacement of Existing Bulbs in Fixtures | LS | 1 | \$ - | \$ - | |
| Alt. 8 | Alternate - Retrofit Existing Light Fixtures with LED Bulbs | LS | 1 | \$ 5,250.00 | \$ 5,250.00 | |
| Subtotal Base Bid | | | | \$ 965,750.00 | Contract Amount \$ 943,118.00 | |
| Less Alternate 1 | | | | \$ 943,118.00 | Tax @ 8% \$ 75,449.44 | |
| With Alternates | | | | \$ 1,076,552.00 | Total \$1,018,567.44 | |



Peninsula Metropolitan Park District

RESOLUTION NO. P2022-012

RESOLUTION P2022-012 AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE A CONSTRUCTION AGREEMENT FOR PHASE I OF THE COMMUNITY RECREATION CENTER PROJECT WITH GRENLAR HOLDINGS, INC. DBA GRENLAR CONSTRUCTION

WHEREAS, Peninsula Metropolitan Park District (PenMet Parks) identified the need for an indoor recreation facility in the 2018 District Comprehensive Parks, Recreation, & Open Space Plan; and

WHEREAS, the Board of Park Commissioners allocated funding for the Community Recreation Center in the capital budget; and

WHEREAS, the Board of Park Commissioners passed Resolution R2021-036 adopting the project budget; and

WHEREAS, the construction of the identified program elements within the total approved project budget is phased in order to minimize the operational impact to the District and the services it provides the community; and

WHEREAS, the requirements for procuring a public work set forth in Policy P40-102: Purchasing / Procurement Policy were followed; and

WHEREAS, PenMet Parks issued an Invitation to Bid on June 8, 2022 (ITB 2022.002), and held a public bid opening on June 21, 2022, and the lowest responsible bidder was identified as Grenlar Holdings, Inc. dba Grenlar Construction

NOW THEREFORE BE IT

RESOLVED, by the Board of Park Commissioners that the Executive Director be authorized to sign the construction contract with Grenlar Holdings, Inc. dba Grenlar Construction for Phase I of the Community Recreation Center in the amount of Nine Hundred Forty-Three Thousand One Hundred Eighteen Dollars (\$943,118.00), 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 July 5, 2022.

Steve Nixon, Board President

Maryellen "Missy" Hill, Board Clerk

Attest: Ally Bujacich

CONTRACT FOR CONSTRUCTION SERVICES
(5% Retainage)

THIS AGREEMENT is made this 6th day of July, 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 Building Renovations, Septic Improvements, and Tee-Box demolition as part of Phase I of the Community Recreation Center Including Alternate #1, 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 Forty-Three Thousand One Hundred Eighteen dollars and 00/100 (\$943,118.00)**, 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 **75** calendar days, following Contractor's receipt of Owner's written Notice to Proceed. Final completion and closeout shall be completed within **15** calendar days of substantial completion.
6. **Non-Assignability:** The Contractor may not assign, subcontract or delegate duties under this Contract without the prior written consent of Owner.
7. **Enforcement:** Any dispute as to the enforcement or interpretation of this Contract shall/may be determined by arbitration. The prevailing party in any suit or arbitration arising under this Contract shall be entitled to reasonable attorneys and expert witness fees and costs.

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

- 8. Integration: The following documents, as represented in the 2022 Building Renovations, Septic Improvements & Tee-Box Demolition Contract Manual Dated May 27, 2022 prepared by Barker Rinker Seacat Architecture, are included as part of this written contract:
 - (a) General Conditions for Peninsula Metropolitan Park District Public Works Projects; Updated 07/2021 as provided by Barker Rinker Seacat Architecture in Division 00 3100 General Conditions of the Contract Manual.
 - (b) Supplementary Conditions, if any; General Special Provisions (GSPs) provided by Barker Rinker Seacat Architecture in Division 01 1010 of the Contract Manual and labeled as GSP for Specifications, (May 18, 2007 APWA GSP) (August 7, 2006 WSDOT GSP) (April 2, 2007 2010 GSP).
 - (c) Specifications and technical specifications; Washington State department of Transportation (WSDOT) Standard Specifications for Road, Bridge and Municipal Construction, 2022 edition; American Public Works Association (APWA), Washington State Chapter, May 18, 2007;
 - (d) Drawings – Prepared by Barker Rinker Seacat Architecture labeled Building Renovations dated 5/27/2022, Septic Improvements (revised 5/17/2022) , and Tee-Box Demolition dated 5/27/2022,
 - (e) Bid Proposal; Base Bid and Selected Alternates Signed and Dated June 21, 2022, by Peninsula Metropolitan Park District Director of Parks, Denis Ryan

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

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

Owner's Project Coordinator. The parties' addresses may be changed by the same method of notice.

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

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

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

- 14. Bond: Contractor shall furnish a Faithful Performance and Payment Bond prior to starting work on the Project.

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

For the OWNER:

For the CONTRACTOR

Peninsula Metropolitan Park District,
A Municipal Corporation

Ally Bujacich
Executive Director

(Signature)

APPROVED AS TO FORM

Attorney for the
Peninsula Metropolitan Park District

Phone:
Fax:

Federal Tax Number:
WA State Contractor's License:
UBI No.:



DISTRICT COMMISSION MEMO

To: District Board of Park Commissioners

Through: Ally Bujacich, Executive Director

From: Denis Ryan, Director of Park Services

Date: July 5, 2022

Subject: **Resolution P2022-013 Authorizing the Executive Director to Execute an Agreement for Phase I of the Water Main Extension for Commercial Fire-Flow Needs for the Community Recreation Center with Washington Water Service**

Background

Design for an indoor recreation center began in early 2021. Project architect Barker Rinker Seacat worked with the authorities having jurisdiction and the water purveyor to determine how to provide adequate fire flow to serve the planned facility. After evaluating a proposed on-site water storage tank, the designer determined improvements to the local water system would meet fire-flow requirements at significantly less cost than providing an on-site storage tank. In addition to the construction cost savings, the water system improvements also require less ongoing maintenance than an on-site storage tank, and eliminate the aesthetic concerns that a large storage tank could present.

On December 7, 2021, the PenMet Parks Board passed Resolution R2021-036 adopting the Community Recreation Center project budget and amended delivery method. The adopted budget includes the water system upgrades required to meet fire-flow specifications.

Washington Water Service is the purveyor of the local water supply and requires a signed agreement to begin system improvements (Phase I). Phase II, final connections to the facility, will be completed as part of the indoor recreation center project. Work that will be performed by Washington Water Service will be conducted in the public right-of-way and will not be a PenMet Parks' asset. Policy P40-102: Purchasing / Procurement Policy Section 4(4) provides that purchases not for a public work in amounts of \$50,001 or more require Board of Park Commissioners authorization.

Policy Implications/Support

1. Policy P10-101: Board Policy and Procedures states, in part, that the Peninsula Metropolitan Park District is accountable to its citizens for its use of public dollars.
2. The Board passed Resolution R2021-036 approving the project budget of \$31,600,000, which includes the water system upgrades required to meet fire-flow specifications for the indoor recreation center.
3. The Community Recreation Center, is supported by the following 2022 Goals and Objectives:
 - Goal 3: Effectively manage and maintain assets to preserve existing infrastructure and provide parks and recreation opportunities for the community.
 - Goal 5: Properly plan and implement operational practices for the Community Recreation Center to ensure a smooth transition and maximize the community benefit when complete.

Staff Recommendation

Staff recommend the Board pass Resolution P2022-013 authorizing the Executive Director to execute an agreement for Phase I of the Water Main Extension for commercial fire-flow needs for the Community Recreation Center.

Committee Recommendation

This action was reviewed by the CIP Committee as its June 27, 2022 meeting with a recommendation to bring this action to the full Board for its approval at the July 5, 2022 Regular Board meeting.

Staff Contact

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

Attachments:

Exhibit A: Resolution P2022-013



Peninsula Metropolitan Park District

RESOLUTION NO. P2022-013

AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE AN AGREEMENT FOR PHASE I OF THE WATER MAIN EXTENSION FOR COMMERCIAL FIRE-FLOW NEEDS FOR THE COMMUNITY RECREATION CENTER WITH WASHINGTON WATER SERVICE

WHEREAS, Peninsula Metropolitan Park District (PenMet Parks) identified the need for an indoor recreation facility in the 2018 District Comprehensive Parks, Recreation, & Open Space Plan; and

WHEREAS, the Board of Park Commissioners passed Resolution R2021-036 approving the project budget and allocated funding for the project in the capital budget; and

WHEREAS, the construction of the identified program elements within the total approved project budget is phased in order to minimize the operational impact to the District and the services it provides the community; and

WHEREAS, the water system must be upgraded to meet fire-flow requirements ; and

WHEREAS, the requirements for purchasing authority set forth in Policy P40-102: Purchasing Policy were followed;

NOW THEREFORE BE IT

RESOLVED, by the Board of Park Commissioners that the Executive Director be authorized to sign the agreement with Washington Water Service for the water main extension for commercial fire flow requirements for the Community Recreation Center, in an amount not to exceed One Hundred Sixty-Four Thousand Dollars (\$164,000), 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 July 5, 2022.

Steve Nixon, Board President

Maryellen "Missy" Hill, Board Clerk

Attest: Ally Bujacich



WASHINGTON WATER SERVICE

14519 Peacock Hill NW
Gig Harbor, WA 98332 Tel: (877) 408-4060

June 13, 2022

Peninsula Metropolitan Park District
P.O. Box 425
Gig Harbor, WA 98335
Attn: Denis Ryan, Dir. Park Services

Re: Point Evans Water System, DOH ID# 68065U, Pierce County
Water Main Extension Agreement for 2416 14th Ave NW. Pen Met Parks Commercial Fire-Flow
Parcel No. 0221282036, 0221282009, 022282044

Denis Ryan,

This Agreement is Phase 1 of 2 for Commercial Fire-flow to the parcels listed above. Phase 1 consists solely of the necessary upgrades to Washington Water Service Company ("Washington Water") facilities located at the Shorewood site at 823 30th St NW, Gig Harbor on the Point Evans water system. Phase 2 will be under separate contract for all onsite facility upgrades. Once Phase 1 is completed this system will be able to support 1,500 GPM for 2 Hours at your site. The "Agreement" is between Washington Water and Peninsula Metropolitan Park District (the "Owner") to support the Pen Met Parks Recreational Center Upgrade Project.

This Agreement sets forth the terms and conditions as well as our engineers projected costs, enclosed as "Attachment A" to complete the upgrade to the Shorewood Booster Station. This project includes engineering, Construction, inspections and final certification to Washington Water's facilities to be \$164,000. The final amount billed for completing this project is based on actual costs for engineering, materials, labor and other variables needed to complete the project, this amount may vary from the projected costs provided due to unforeseen issues during the procurement and installation of the upgraded facilities that are beyond the control of Washington Water.

Terms & Conditions

The projected costs are for engineering, construction materials and labor only, unless otherwise specified in Attachment A. Upon execution of this Agreement and prior to commencement of construction, Washington Water requires pre-payment of the deposit of 50% of the total project costs to complete the upgrades. The Phase 1 facility improvements do not include any upgrades on the Owner's property, as those will be under separate contract listed as Phase 2. All past due accounts will be charged 1.5% per month (18% per annum). The projected costs submitted in this Agreement is provided as preliminary information only and the figures and information contained herein are subject to the execution of this Agreement within 30-business days of the date the Agreement was issued.

Quality. Service. Value.

wawater.com

Terms and conditions of this Agreement are subject to the review and approval of the Washington State Utilities and Transportation Commission (the "Commission"). Upon execution of this Agreement, Washington Water will submit the Agreement to the Commission for their approval. Upon the Commission's approval, plans will be prepared, and if required, submitted to the Washington State Department of Health for their approval. Once all necessary approvals have been obtained and the required deposit received, Washington Water will schedule and cause construction to commence.

Washington Water will issue any Certificate(s) of Water Availability that is needed as infrastructure is completed and has been installed, pressure tested and certified complete by a licensed engineer, bacteriological samples taken and tested with satisfactory results. Prior to commencement of domestic water service, Washington Water requires all remaining amounts and service connection charges be paid in full. The service connection charge for each dwelling unit as listed in Washington Water's approved tariff are billed separately from this Agreement and must be paid prior to installation of individual meters.

Neither this Agreement nor any of the rights, interests or obligations under this Agreement may be assigned or delegated, in whole or in part, by operation of law, or otherwise, by Owner without the prior written consent of Washington Water, and any such assignment without such prior written consent shall be invalid. Nothing expressed or referred to in this Agreement will be construed to give any person other than the parties to this Agreement any legal or equitable right, remedy, or claim under or with respect to this Agreement or any provision of this Agreement. This Agreement and all of its provisions and conditions are for the sole and exclusive benefit of the parties to this Agreement and their successors and assigns.

Upon execution of this Agreement, Washington Water will begin the project.

I agree to have Washington Water complete this installation under the conditions listed below:

(Initial)

- Remit Deposit of 50% of the project \$82,000 for engineering and construction labor, materials, and permits provided by Washington Water, as outlined in Attachment A. Final Payment will be due upon completion of project.
- Time required to complete this project may vary due to the size of the project, projects already scheduled and emergencies that may require our construction crew to leave project site.
- The signed Agreement and the required payment must be received by Washington Water before any work will be scheduled, including the purchasing of materials
- Washington Water will be responsible for obtaining all necessary regulatory agency approvals, county/state permits and schedule with outside contractors.

BEFORE TIE-IN/ACTIVATION OF NEW FACILITIES:

- Once construction is completed, Washington Water will be responsible for all final certifications necessary to operate the facilities.
- Bacteriological samples taken, tested and results received from the testing facility. The results from the samples taken are required to meet all Washington State Department of Health Drinking Water Regulations and Standards.
- Final payment for the work completed as outlined in this Agreement has been received, and any remaining amounts due be paid in full

If the terms of this letter are acceptable, please sign the letter below. Return both this letter and the agreed payment for the service installation and upgrade to our Gig Harbor Office at 14519 Peacock Hill Avenue NW, Gig Harbor, WA 98335 (Mailing Address: PO Box 336, Gig Harbor, WA 98332). If you have any questions, please give me a call directly in Gig Harbor at (253) 851-4060 or toll free at (877) 408-4060.

Sincerely,

By: 
Matthew D. Brown, P.E.
General Manager

Accepted

By: _____
Print Name:

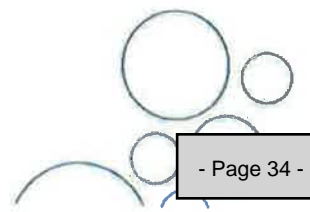
On behalf of:

Phone:

Date Accepted:

Attachment.

- cc: Jim Morrison, Accounting Manager, WWSC
- John Puccinelli, P.E., Engineering Manager, WWSC
- Ryan Haseman, P.E., Project Engineer, WWSC
- Shawn O'Dell, NW Operations Manager, WWSC
- Brett Allen, P.E., Contour Engineering LLC
- Eng. File # 3817





DISTRICT COMMISSION MEMO

To: Board of Park Commissioners
From: Ally Bujacich, Executive Director
Date: July 5, 2022
Subject: **Resolution R2022-003 Adopting the 2023 Goals and Objectives**

Background/Analysis

The annual Board retreat was held on June 18, 2022. One of the primary purposes of the retreat was to prioritize strategic goals and objectives for 2023 in advance of the development and adoption of the 2023 annual operating and capital budgets.

During the retreat, the Board prioritized strategic goals and objectives through 2023. In addition, the Board reviewed a status update on the 2022 goals and objectives and participated in a strategic planning workshop. Reviewed during the July 5, 2022, Board study session, and the Board may consider adopting the identified 2023 capital priorities during the annual capital budget adoption process. Commissioner roles and responsibilities will be discussed during a future meeting.

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

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

Policy Implications/Support

1. The District has adopted eight goals, including craft partnerships, acquire assets, develop and maintain-quality facilities and services, preserve open space, promote health and wellness, provide diverse recreational programs, prudent management of District funds, and trail planning and connections.
2. The District has adopted the policies contained in the Peninsula Metropolitan Park District Policy Manual.

Staff Recommendation

Staff recommends the Board pass Resolution R2022-003 adopting the 2023 goals and objectives.

Staff Contact

If you have any questions or comments, please contact Ally Bujacich at (253) 858-3408 or via e-mail at executivedirector@penmetparks.org.

Attachments:

Exhibit A: Resolution R2022-003



Peninsula Metropolitan Park District

RESOLUTION NO. R2022-003

ADOPTING THE 2023 GOALS AND OBJECTIVES

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

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

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

WHEREAS, the Board of Park Commissioners participated in a Board retreat on June 18, 2022, during which the priority goals and objectives were established;

NOW THEREFORE BE IT

RESOLVED, by the Board of Park Commissioners that PenMet Parks adopts the 2023 goals and objectives attached as Exhibit A.

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

Steve Nixon, Board President

Maryellen “Missy” Hill, Board Clerk

Attest: Ally Bujacich

2023 GOALS AND OBJECTIVES

- **Mission:** goals must advance PenMet Parks' mission to *enhance the quality of life by providing parks and recreation opportunities for our community.*
- **Strategic priorities:** goals must support the eight strategic priorities defined in the 2018 PROS plan and adopted goals and objectives.
- **Policy:** goals must support policy direction established by the Board.
- **Current and future needs:** the state and direction of the District, and sustainability over time.
- **Available resources:** prioritize goals, then build budget.
- **Goals vs. tasks.**

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2023 GOALS AND OBJECTIVES

1. Elevate the community experience.
2. Strengthen partnerships.
3. Continue developing a healthy, sustainable organization as District matures.
4. Cultivate community engagement through stewardship.
5. Effectively manage and maintain our assets to preserve existing infrastructure and provide parks and recreation opportunities for the community.
6. Deliver quality recreation programs that respond to community need and align with strategic goals.
7. Advance operational effectiveness.
8. Plan and implement effective, high-quality operational procedures for the Community Recreation Center to ensure a smooth transition and maximize the community benefit.

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GOAL 1: ELEVATE THE COMMUNITY EXPERIENCE

| Objective | Description | Priority |
|-----------|---|----------|
| IA | Adopt and implement level of service standards | High |
| IB | Enhance communication with the community | High |
| IC | Use technology to improve customer service | High |
| ID | Establish and implement consistent, high-quality customer service standards | High |

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IA: ADOPT AND IMPLEMENT LEVEL OF SERVICE STANDARDS

- Assess current level of service and identify the desired level of service for park amenities, conditions, density, trail conditions, restrooms, and other park elements.
- The facility condition audit and CMMS software will provide data to help inform the current status. A level of service assessment will be completed as part of the PROS plan.
- Define level of service for programs – essential programming and their elements.
- The Board should consider adopting the desired level of service.
- Staff will identify the resources needed to attain the desired level of service.
- Complete the assessment and identify the desired level of service in 2023, then include budget impacts in 2024.

Goal: 1. Elevate the community experience.

Who: Staff, consultant, Board.

Timing: 2023.

Priority: High.

Budget impact: Unknown.

Dependencies: Complete as part of PROS plan.

| Craft partnerships | Acquire assets | High quality facilities | Preserve open space | Diverse rec programs | Manage District funds | Healthy lifestyles | Trail planning |
|--------------------|----------------|-------------------------|---------------------|----------------------|-----------------------|--------------------|----------------|
| X | X | X | X | X | X | X | X |

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| Park Type | Description | Level 1 (Highest) Maintenance Overview | Level 2 (Middle) Maintenance Overview | Level 3 (Lowest) Maintenance Overview | Park/Trail/Open Space/Facility Name | Approx. Acres or Miles | 2018 Budget Share | Cost Per Acre or Mile LEVEL I | Cost Per Acre or Mile LEVEL II | Cost Per Acre or Mile LEVEL III | 2016 Budget % Allocation |
|-----------|--|--|---|--|---|------------------------|-------------------|-------------------------------|--------------------------------|---------------------------------|--------------------------|
| A | Improved Community Parks (with restrooms) | Standard Tasks: <ul style="list-style-type: none"> Mowing and trimming (2 times/week) Restroom cleaning (2 days a week) Trash removal Playground safety inspections (weekly) Lighting maintenance Ingrition maintenance Preventative Tasks: <ul style="list-style-type: none"> Pruning Structure evaluation Routine tree assessment by certified arborist Planned structure maintenance Major Maintenance Tasks: <ul style="list-style-type: none"> Structure repair as needed Sports field maintenance (fertilization, broadleaf control, top dressing, and pest control) Athletic field fence maintenance, including backstops and fence perimeters Goal post maintenance Edging Annual herbicide/fertilization Paved surface maintenance Tree/plant replacement schedule Scheduled play apparatus replacement | Standard Tasks: <ul style="list-style-type: none"> Mowing and trimming (2 times/week) Restroom cleaning (6 days/week during warm weather, 5 days/week off season) Trash removal Playground safety inspections (monthly) Lighting maintenance Ingrition maintenance Preventative Tasks: <ul style="list-style-type: none"> Pruning Structure evaluation Major Maintenance Tasks: <ul style="list-style-type: none"> Structure repair as needed | Standard Tasks: <ul style="list-style-type: none"> Mowing and trimming (1 time/week during growing season) Restroom cleaning (2-3 days a week during warm weather/leakier during off season) Trash removal Preventative Tasks: <ul style="list-style-type: none"> No preventative maintenance Major Maintenance Tasks: <ul style="list-style-type: none"> No major maintenance | <ul style="list-style-type: none"> Dorothy Fox Park Fallen Leaf Lake Park Forest Home Park Goof Park Louis Block Park Prune Hill Sports Park Cross Park Grass Valley Park Heritage Park, including LaSalle Lake Ledge turf area Goodman Trailhead | 55.1 ac | \$586,652 | \$13,309 | \$10,647 | \$7,985 | 61% |
| B | Improved Neighborhood Parks (No Restrooms) | Standard Tasks: <ul style="list-style-type: none"> Mowing and trimming (2 times/week) Trash removal Playground safety inspections (weekly) Lighting maintenance Ingrition maintenance Preventative Tasks: <ul style="list-style-type: none"> Pruning Structure evaluation Routine tree assessment by certified arborist Major Maintenance Tasks: <ul style="list-style-type: none"> Structure repair as needed Edging Annual herbicide/fertilization Paved surface maintenance Tree/plant replacement schedule Scheduled play apparatus replacement | Standard Tasks: <ul style="list-style-type: none"> Mowing and trimming (2 times/week) Trash removal Playground safety inspections (monthly) Lighting maintenance Ingrition maintenance Preventative Tasks: <ul style="list-style-type: none"> Pruning Structure evaluation Major Maintenance Tasks: <ul style="list-style-type: none"> Structure repair as needed | Standard Tasks: <ul style="list-style-type: none"> Mowing and trimming (1 time /week only during growing season) Trash removal Preventative Tasks: <ul style="list-style-type: none"> No preventative maintenance Major Maintenance Tasks: <ul style="list-style-type: none"> No major maintenance | <ul style="list-style-type: none"> Benton Park Spain Park/Bike Launch Oak Park Community Center Cooper's View | 18.8 ac | \$38,469 | \$3,198 | \$2,558 | \$2,046 | 4% |

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IB: ENHANCE COMMUNICATION WITH THE COMMUNITY

- Develop communication and marketing procedures using a strategic approach:
 - Evaluate whether we are using the right platforms to reach as many people as possible.
 - Consider when and how we message programs, news, and events.
 - Create and implement standards for written and visual communication so all products are consistently recognizable (branding). Prioritize creating opportunities for District representatives to share information with community groups.

Goal: 1. Elevate the community experience.
Who: Staff, Board, consultant.
Timing: 2022-2023.

Priority: High.
Budget impact: Unknown.
Dependencies: Style guide (2022).

| | | | | | | | |
|--------------------|----------------|-------------------------|---------------------|----------------------|-----------------------|--------------------|----------------|
| Craft partnerships | Acquire assets | High quality facilities | Preserve open space | Diverse rec programs | Manage District funds | Healthy lifestyles | Trail planning |
| X | X | X | X | X | X | X | X |

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IB: ENHANCE COMMUNICATION WITH THE COMMUNITY (CONTINUED)

- Establish an Advisory Committee comprised of community stakeholders to provide support and guidance to the Board and staff on matters of importance to the community.
 - Develop a purpose and framework and define roles and responsibilities.
 - Consider activating subject-specific advisory committees to create forums to represent community interests and provide forums for stakeholders to communicate priorities, analyses, and input with the Board and staff.

Goal: 1. Elevate the community experience.

Who: Staff, Board, consultant.

Timing: 2022-2023.

Priority: High.

Budget impact: Unknown.

Dependencies: Style guide (2022).

| Craft partnerships | Acquire assets | High quality facilities | Preserve open space | Diverse rec programs | Manage District funds | Healthy lifestyles | Trail planning |
|--------------------|----------------|-------------------------|---------------------|----------------------|-----------------------|--------------------|----------------|
| X | X | X | X | X | X | X | X |

43

IB: ENHANCE COMMUNICATION WITH THE COMMUNITY (CONTINUED)

- Centralize accountability for public communication to ensure consistency and coordination.
- Continue to improve internal communication so all stakeholders are equipped to share accurate information with the community.
- Consider establishing a public information officer/District spokesperson.
- Seek feedback from the community to measure progress.
- Coordinate with the signage master plan and capital campaign.

Goal: 1. Elevate the community experience.

Who: Staff, Board, consultant.

Timing: 2022-2023.

Priority: High.

Budget impact: Unknown.

Dependencies: Style guide (2022).

| Craft partnerships | Acquire assets | High quality facilities | Preserve open space | Diverse rec programs | Manage District funds | Healthy lifestyles | Trail planning |
|--------------------|----------------|-------------------------|---------------------|----------------------|-----------------------|--------------------|----------------|
| X | X | X | X | X | X | X | X |

44

IC: USE TECHNOLOGY TO IMPROVE CUSTOMER SERVICE

- Evaluate whether ActiveNet is the best tool for the District’s registrations and rentals.
- Research alternative software programs. Consider a consortium with other municipal organizations. If appropriate, issue RFP to select software system.
- Add point of sale and mobile app modules for ActiveNet.
- Provide technology such as wi-fi and a/v equipment where possible at park facilities.
- Provide digital scheduling boards at high-use facilities.
- Ensure public-facing technology such as registration software, the website, and CMMS software provide a consistent user experience.

Goal: 1. Elevate the community experience.

Who: Staff.

Timing: 2023.

Priority: High.

Budget impact: Unknown.

Dependencies: None.

| Craft partnerships | Acquire assets | High quality facilities | Preserve open space | Diverse rec programs | Manage District funds | Healthy lifestyles | Trail planning |
|--------------------|----------------|-------------------------|---------------------|----------------------|-----------------------|--------------------|----------------|
| | | X | | | X | | |

45

ID: ESTABLISH AND IMPLEMENT CONSISTENT, HIGH-QUALITY CUSTOMER SERVICE STANDARDS

- Develop District-wide customer service standards that meet or exceed the community’s expectations.
- Identify a single point of accountability for establishing and implementing standards to promote consistency across all divisions.
- Document procedures.
- Broadly and regularly train all staff to ensure community members experience the same level of service regardless of the location, circumstance, or staff person.

Goal: 1. Elevate the community experience.

Who: Staff.

Timing: 2023.

Priority: High.

Budget impact: Unknown.

Dependencies: None.

| Craft partnerships | Acquire assets | High quality facilities | Preserve open space | Diverse rec programs | Manage District funds | Healthy lifestyles | Trail planning |
|--------------------|----------------|-------------------------|---------------------|----------------------|-----------------------|--------------------|----------------|
| X | | X | | X | X | X | |

46

GOAL 2: STRENGTHEN COMMUNITY PARTNERSHIPS

| Objective | Description | Priority |
|-----------|---|----------|
| 2A | Intentionally nurture key partnerships | High |
| 2B | Leverage partnerships to increase purchasing power and operating efficiencies | Medium |

47

2A: INTENTIONALLY NURTURE KEY PARTNERSHIPS

- Focus on strengthening relationships with strategic partners such as Peninsula School District, City of Gig Harbor, KeyPen Parks, Pierce County, YMCA, service organizations, Harbor WildWatch, and other community organizations to best serve the community and create operational efficiencies.
- Develop and/or amend formalized agreements as appropriate.
- PenMet Parks will take a leadership role in the community to help ensure services and facilities are not duplicated, gaps are filled, and organizations are communicating effectively.

Goal: 2. Strengthen partnerships.

Who: Staff, Board.

Timing: 2022-2023.

Priority: High.

Budget impact: Unknown.

Dependencies: None.

| Craft partnerships | Acquire assets | High quality facilities | Preserve open space | Diverse rec programs | Manage District funds | Healthy lifestyles | Trail planning |
|--------------------|----------------|-------------------------|---------------------|----------------------|-----------------------|--------------------|----------------|
| X | | X | X | X | X | X | X |

48

2B: LEVERAGE PARTNERSHIPS TO INCREASE PURCHASING POWER AND OPERATING EFFICIENCIES

- Consider operational efficiencies when partnering with local agencies:
 - Shared use of facilities.
 - Increased purchasing power.
 - Emergency response/mutual aid agreements.
 - Equipment sharing/purchase/surplus.
- Expand utilization of cooperative purchasing, job order contracting, piggybacking, the state bid list, and other cooperative procurement methods when allowable and when it benefits the District.
- Develop clear procedures.

Goal: 2. Strengthen partnerships.

Who: Staff.

Timing: 2022-2023.

Priority: High.

Budget impact: Unknown.

Dependencies: None.

| Craft partnerships | Acquire assets | High quality facilities | Preserve open space | Diverse rec programs | Manage District funds | Healthy lifestyles | Trail planning |
|--------------------|----------------|-------------------------|---------------------|----------------------|-----------------------|--------------------|----------------|
| X | | X | | | X | | |

49

GOAL 3: CONTINUE DEVELOPING A HEALTHY AND SUSTAINABLE ORGANIZATION AS DISTRICT MATURES

| Objective | Description | Priority |
|-----------|---|----------|
| 3A | Implement the strategic plan outcomes | High |
| 3B | Attract and retain high-quality staff | High |
| 3C | Assess the necessity and viability of a levy lid lift | High |
| 3D | Establish and implement the District's legislative agenda | Medium |
| 3E | Develop a comprehensive internship program | Medium |
| 3F | Evaluate the function of the Recreation Revolving Fund | Medium |

50

3A: IMPLEMENT THE STRATEGIC PLAN OUTCOMES

- Use the strategic plan as a tool to steer the District, including decision making, policy development, developing annual strategic goals and objectives, developing planning documents including the PROS plan, and creating and implementing divisional work plans.
- The plan must be a living document that informs decision-making at all levels of the organization.
- It is imperative that the plan is developed collaboratively and communicated to internal and external stakeholders to foster a strategic culture of ownership and accountability in all facets of the organization.
- Develop a clear implementation plan and hold all stakeholders accountable for advancing it.
- Revisit plan and report out on its success periodically as defined in the implementation plan.
- Issue a District annual report.

Goal: 3. *Organizational development.*

Who: *Staff, consultant, Board.*

Timing: *2022-future.*

Priority: *High.*

Budget impact: *Unknown.*

Dependencies: *After strategic plan is complete.*

| Craft partnerships | Acquire assets | High quality facilities | Preserve open space | Diverse rec programs | Manage District funds | Healthy lifestyles | Trail planning |
|--------------------|----------------|-------------------------|---------------------|----------------------|-----------------------|--------------------|----------------|
| X | X | X | X | X | X | X | X |

51

3B: ATTRACT AND RETAIN HIGH-QUALITY STAFF

- Continue to focus on making PenMet Parks a great place to work.
- Centralize and build more robust systems around recruiting, hiring, onboarding, retention, performance management, training and enrichment, certifications, and staff career development.
- Follow up on outcomes of staff benefits study:
 - Flexible tuition benefit.
 - Paid parental/family leave and short term disability.
 - Fitness/facility pass, toll reimbursement, telecommuting, paid holidays.
- Evaluate current and future need to fulfill operational functions and advance goals:
 - Human resources/staff development.

Goal: 3. *Organizational development.*

Who: *Staff.*

Timing: *2022-2023.*

Priority: *High.*

Budget impact: *Unknown.*

Dependencies: *None.*

| Craft partnerships | Acquire assets | High quality facilities | Preserve open space | Diverse rec programs | Manage District funds | Healthy lifestyles | Trail planning |
|--------------------|----------------|-------------------------|---------------------|----------------------|-----------------------|--------------------|----------------|
| X | X | X | X | X | X | X | X |

52

3B:ATTRACT AND RETAIN HIGH-QUALITY STAFF (CONTINUED)

- Evaluate current and future need to fulfill operational functions and advance goals (continued):
 - Customer service.
 - Administrative functions.
 - Communications.
 - Operations and programming staff required to meet level of service objectives.
 - Stewardship.
 - Legislative agenda advancement.
- Positions required to operate CRC:
 - Timing of the CRC positions are dependent upon the final project schedule. Majority of positions will be funded from anticipated new revenue.

Goal: 3. Organizational development.
Who: Staff.
Timing: 2022-2023.

Priority: High.
Budget impact: Unknown.
Dependencies: CRC schedule.

| Craft partnerships | Acquire assets | High quality facilities | Preserve open space | Diverse rec programs | Manage District funds | Healthy lifestyles | Trail planning |
|--------------------|----------------|-------------------------|---------------------|----------------------|-----------------------|--------------------|----------------|
| X | X | X | X | X | X | X | X |

53

3C:ASSESS THE NECESSITY AND VIABILITY OF A LEVY LID LIFT

- Evaluate long-term resources needed to meet community need and the priorities defined in the strategic plan, PROS plan, and other priorities.
- Consider timing, population, inflation, long-range financial forecasting, and other factors.

Goal: 3. Organizational development.
Who: Staff, consultant, Board.
Timing: 2023.

Priority: High.
Budget impact: Unknown.
Dependencies: Strategic plan, PROS plan.

| Craft partnerships | Acquire assets | High quality facilities | Preserve open space | Diverse rec programs | Manage District funds | Healthy lifestyles | Trail planning |
|--------------------|----------------|-------------------------|---------------------|----------------------|-----------------------|--------------------|----------------|
| X | X | X | X | X | X | X | X |

54

3D: ESTABLISH AND IMPLEMENT THE DISTRICT'S LEGISLATIVE AGENDA

- Invest resources in identifying and advancing the District's legislative agenda.
- Work more closely with local, state, and federal agencies to gain a mutual awareness of potential issues, legislation, funding, and opportunities that may affect our community.
- Develop internal systems to help establish routine legislative priorities on an ongoing basis.
- Consider engaging a consultant to assist with defining, shepherding, and reporting on annual District goals.

Goal: 3. Organizational development.
Who: Staff, consultant, Board.
Timing: 2023.

Priority: Medium.
Budget impact: Unknown.
Dependencies: None.

| Craft partnerships | Acquire assets | High quality facilities | Preserve open space | Diverse rec programs | Manage District funds | Healthy lifestyles | Trail planning |
|--------------------|----------------|-------------------------|---------------------|----------------------|-----------------------|--------------------|----------------|
| X | X | X | X | X | X | X | X |

55

3E: DEVELOP A COMPREHENSIVE INTERNSHIP PROGRAM

- Determine how a formal internship program could provide benefit to the public and PenMet Parks:
 - Cultivate lifelong engagement with PenMet Parks.
 - Employee development, mentorship, and career pathways.
 - Benefit to the park and recreation industry.
- Develop an intentional internship program. Define purpose, mentorship, procedures, classification, job descriptions, and pay/credits.
- Consider forming strategic partnerships as part of the program.
- Conduct exit surveys to measure success.

Goal: 3. Organizational development.
Who: Staff, partners.
Timing: 2023.

Priority: Medium.
Budget impact: Unknown.
Dependencies: None.

| Craft partnerships | Acquire assets | High quality facilities | Preserve open space | Diverse rec programs | Manage District funds | Healthy lifestyles | Trail planning |
|--------------------|----------------|-------------------------|---------------------|----------------------|-----------------------|--------------------|----------------|
| X | | | | | X | | |

56

3F: EVALUATE THE FUNCTION OF THE RECREATION REVOLVING FUND

- Evaluate the purpose and desired outcomes of the Recreation Revolving Fund and determine if it advances the current District goals and objectives.
- Evaluate the pros and cons of the Recreation Revolving Fund.
- If the fund were to be eliminated, consider how user fee revenues are accounted for, what they support, and how any deficit or surplus might be addressed. Identify performance measures and funding sources for programs. Consider how to track program revenues and expenses.

Goal: 3. Organizational development.

Who: Staff.

Timing: 2023.

Priority: Medium.

Budget impact: Unknown.

Dependencies: None.

| Craft partnerships | Acquire assets | High quality facilities | Preserve open space | Diverse rec programs | Manage District funds | Healthy lifestyles | Trail planning |
|--------------------|----------------|-------------------------|---------------------|----------------------|-----------------------|--------------------|----------------|
| | | | | X | X | | |

57

GOAL 4: CULTIVATE COMMUNITY ENGAGEMENT THROUGH STEWARDSHIP

| Objective | Description | Priority |
|-----------|---|----------|
| 4A | Strategically implement the capital campaign plan to support the District's stewardship goals | High |
| 4B | Advance the development of a charitable foundation to support PenMet Parks | Medium |

58

4A: STRATEGICALLY IMPLEMENT THE CAPITAL CAMPAIGN PLAN TO SUPPORT THE DISTRICT'S STEWARDSHIP GOALS

- Approach the capital campaign in support of the District's long-range stewardship goals.
- Consider processes, framework, and relationships that may outlast the capital campaign and advance future stewardship goals.
- In addition to charitable giving, increase the focus on public funding that may be available through grants or legislative appropriations. Increase the target from \$900,000 to \$2.5 million to support the CRC.
- Leverage relationships and training opportunities to diversify grant opportunities for PenMet Parks programs and capital projects.

Goal: 4. Cultivate stewardship.
Who: Staff, consultant, Board.
Timing: 2022-2023.

Priority: High.
Budget impact: Unknown.
Dependencies: None.

| Craft partnerships | Acquire assets | High quality facilities | Preserve open space | Diverse rec programs | Manage District funds | Healthy lifestyles | Trail planning |
|--------------------|----------------|-------------------------|---------------------|----------------------|-----------------------|--------------------|----------------|
| X | X | X | X | X | X | X | X |

59

4B: ADVANCE THE DEVELOPMENT OF A CHARITABLE FOUNDATION TO SUPPORT PENMET PARKS

- Take measurable steps to advance the development of a charitable foundation to support PenMet Parks.
- Identify the purpose, timing, structure, and initial and ongoing resources necessary to support a foundation.
- Other successful public/private partnership models demonstrate the potential community benefit of a PenMet Parks-specific foundation that would provide enhanced park and recreation opportunities for our community.
- A foundation would provide an avenue for people to engage with PenMet Parks through philanthropic support.

Goal: 4. Cultivate stewardship.
Who: Staff, consultant, Board.
Timing: 2023.

Priority: High.
Budget impact: Unknown.
Dependencies: After capital campaign begins.

| Craft partnerships | Acquire assets | High quality facilities | Preserve open space | Diverse rec programs | Manage District funds | Healthy lifestyles | Trail planning |
|--------------------|----------------|-------------------------|---------------------|----------------------|-----------------------|--------------------|----------------|
| X | X | X | X | X | X | X | X |

60

4B: ADVANCE THE DEVELOPMENT OF A CHARITABLE FOUNDATION TO SUPPORT PENMET PARKS (CONT.)

- A foundation could ultimately fund and administer manage many of the stewardship programs currently administered by PenMet Parks:
 - Capital campaign
 - Endowment
 - Recreation scholarships (*elevate in 2022*)
 - Facility fee waivers
 - PEG Grant program (*elevate in 2022*)
 - Memorials and donations (*elevate in 2022*)
 - Future adopt a park or trail program
 - Sponsorships (*elevate in 2022, develop procedures for soliciting and accepting sponsorships in early 2023*)
 - Grant writing and diversification

Goal: 4. Cultivate stewardship.

Who: Staff, consultant, Board

Timing: 2023.

Priority: High.

Budget impact: Unknown.

Dependencies: After capital campaign begins.

| Craft partnerships | Acquire assets | High quality facilities | Preserve open space | Diverse rec programs | Manage District funds | Healthy lifestyles | Trail planning |
|--------------------|----------------|-------------------------|---------------------|----------------------|-----------------------|--------------------|----------------|
| X | X | X | X | X | X | X | X |

61

GOAL 5: MANAGE AND MAINTAIN ASSETS TO PRESERVE EXISTING INFRASTRUCTURE AND PROVIDE PARKS AND RECREATION OPPORTUNITIES FOR THE COMMUNITY

| Objective | Description | Priority |
|-----------|---|----------|
| 5A | Consider implementing a GIS-based asset management system | High |
| 5B | Evaluate the caretaker program | High |
| 5C | Choose sustainable practices | High |
| 5D | Complete Phase II of the facilities condition audit | High |
| 5E | Develop a forest management plan to assess and manage the health of our forests | 2024 |

62

5A: CONSIDER IMPLEMENTING A GIS-BASED ASSET MANAGEMENT SYSTEM

- Research the feasibility of implementing a GIS-based asset management system to provide a high level of data on all assets/properties.
- Supports a robust asset management program that will assist the District in maintaining all assets efficiently.
- Data could be used to enhance the customer experience with amenities based on use, mapping, and other information.
- Could integrate with fleet analytics, CMMS system, and facilities condition audit database.
- Could incorporate beacon counters and geofencing to assist with gathering data.
- Clearly define the intended outcomes and benefit to the District.

Goal: 5. Manage and maintain assets.

Who: Staff.

Timing: 2023.

Priority: High.

Budget impact: Unknown.

Dependencies: None.

| Craft partnerships | Acquire assets | High quality facilities | Preserve open space | Diverse rec programs | Manage District funds | Healthy lifestyles | Trail planning |
|--------------------|----------------|-------------------------|---------------------|----------------------|-----------------------|--------------------|----------------|
| | | X | | | X | | X |

63

5A: CONSIDER IMPLEMENTING A GIS-BASED ASSET MANAGEMENT SYSTEM (CONTINUED)

- Staff will analyze different options to implement an asset management system ranging from simple software to fully integrated geographic information systems and make a recommendation.
- Software costs and implementation can vary based on the solution. A robust GIS program may also require a staff GIS analyst in 2024.

Goal: 5. Manage and maintain assets.

Who: Staff.

Timing: 2023.

Priority: High.

Budget impact: Unknown.

Dependencies: None.

| Craft partnerships | Acquire assets | High quality facilities | Preserve open space | Diverse rec programs | Manage District funds | Healthy lifestyles | Trail planning |
|--------------------|----------------|-------------------------|---------------------|----------------------|-----------------------|--------------------|----------------|
| | | X | | | X | | X |

64

5B: REVIEW THE CURRENT CARETAKER PROGRAM AND CREATE A POLICY IF APPROPRIATE

- Study the current caretaker program and consider whether changes are appropriate to maximize public benefit.
- Consider whether findings from the program plan may integrate with the houses.
- Address deferred maintenance identified in 2020 inspection reports.
- Create a policy if necessary.
- Any capital improvements resulting from the outcome of the study may be included in future CIPs. The 2023 draft CIP allocates \$50,000 to address needs at the homes at Sunrise Beach and Narrows Beach; additional maintenance will be completed by staff.

Goal: 5. Manage and maintain assets.

Who: Staff.

Timing: 2023.

Priority: High.

Budget impact: Unknown.

Dependencies: None.

| Craft partnerships | Acquire assets | High quality facilities | Preserve open space | Diverse rec programs | Manage District funds | Healthy lifestyles | Trail planning |
|--------------------|----------------|-------------------------|---------------------|----------------------|-----------------------|--------------------|----------------|
| | | X | | | X | | |

65

5C: CHOOSE SUSTAINABLE PRACTICES

- Research and implement sustainable operational practices and capital planning wherever possible. Consider environmental impacts and consumption when making operational decisions and long-range plans.
- Educate staff and stakeholders on the impact of sustainable choices.
- Research grant opportunities.
- Examples:
 - Fuel/idling procedure (will be informed by fleet metrics).
 - Planning and development that reduces environmental impact.
 - Recycling in parks and facilities.
 - Thoughtful selection of PenMet Parks swag.
 - Zero waste events.

Goal: 5. Manage and maintain assets.

Who: Staff.

Timing: 2023.

Priority: High.

Budget impact: Unknown.

Dependencies: None.

| Craft partnerships | Acquire assets | High quality facilities | Preserve open space | Diverse rec programs | Manage District funds | Healthy lifestyles | Trail planning |
|--------------------|----------------|-------------------------|---------------------|----------------------|-----------------------|--------------------|----------------|
| | | | X | | X | X | |

66

5D: COMPLETE A FACILITIES CONDITION AUDIT – PHASE II

- Complete the second phase of the facilities condition audit to identify, budget, and implement planned major maintenance (PMM) over the next 20-30 years. The audit develops a detailed needs assessment.
- Software will likely integrate with CMMS system.
- An actively managed plan will improve the condition of facilities and reduce deferred maintenance by making appropriate investments, reduce reactive repairs and service disruptions, and assist with long-term capital project planning.
- *Phase I (2022): buildings, play equipment, site furnishings, pavement.*
- *Phase II (2023): athletic fields, courts, fences.*
- *Phase III (2024): trails, forests.*

Goal: 5. Manage and maintain assets.

Who: Staff, consultant.

Timing: 2023.

Priority: High.

Budget impact: Negative.

Dependencies: None.

| Craft partnerships | Acquire assets | High quality facilities | Preserve open space | Diverse rec programs | Manage District funds | Healthy lifestyles | Trail planning |
|--------------------|----------------|-------------------------|---------------------|----------------------|-----------------------|--------------------|----------------|
| | | X | | | X | | |

67

5E: DEVELOP A FOREST MANAGEMENT PLAN TO ASSESS AND MANAGE THE HEALTH OF OUR FORESTS

- An assessment and actionable plan will establish the current health of our forests and document recommendations to maintain or improve it.
- Consider including a significant tree inventory which can be shared with the community.
- A tree health inspection will assist with developing inclement weather procedures.
- A consultant will complete the plan and staff will manage it.
- Complete with final phase of the facilities condition audit in 2024.
- Address priority forest health issues prior to 2024.

Goal: 5. Manage and maintain assets.

Who: Staff, consultant

Timing: 2024.

Priority: Low.

Budget impact: Unknown.

Dependencies: None.

| Craft partnerships | Acquire assets | High quality facilities | Preserve open space | Diverse rec programs | Manage District funds | Healthy lifestyles | Trail planning |
|--------------------|----------------|-------------------------|---------------------|----------------------|-----------------------|--------------------|----------------|
| | | X | X | | X | | |

68

GOAL 6: DELIVER QUALITY RECREATION PROGRAMS THAT RESPOND TO COMMUNITY NEED AND ALIGN WITH STRATEGIC GOALS

| Objective | Description | Priority |
|-----------|---|----------|
| 6A | Increase senior programming | High |
| 6B | Enhance teen programming | High |
| 6C | Enhance adaptive and specialized recreation programming | High |
| 6D | Enhance current programming | High |
| 6E | Evaluate implementing outdoor recreation programming | Medium |
| 6F | Study the viability and need for a full-day summer camp program | 2024 |
| 6G | Study the viability and need for afterschool programming | 2024 |

69

6A: INCREASE SENIOR PROGRAMMING

- Create a Senior Advisory Committee to provide input on senior recreation program needs (*activate the committee in 2022 to help guide the senior feasibility study*).
- Identify and remove or mitigate barriers to access programs: location, accessibility, cost (evaluate as part of cost recovery study), time, outreach, registration requirements, and other potential obstacles.
- Develop specific marketing/outreach plan to reach the intended population.
- Create a business plan with short, medium, and long-range specific, measurable goals for expanded program delivery.
- Use outcomes from the Rec Assessment, PROS Plan, and feasibility study to define long-term needs and priorities within the scope of PenMet Parks.

Goal: 6. High-quality programs.
Who: Staff, partners, contractors.
Timing: 2022-2023.

Priority: High.
Budget impact: Unknown.
Dependencies: Rec Assessment, PROS Plan.

| Craft partnerships | Acquire assets | High quality facilities | Preserve open space | Diverse rec programs | Manage District funds | Healthy lifestyles | Trail planning |
|--------------------|----------------|-------------------------|---------------------|----------------------|-----------------------|--------------------|----------------|
| X | | | | X | | X | |

70

6B: ENHANCE TEEN PROGRAMMING

- Implement structural changes to increase the membership, effectiveness, and sustainability of the Teen Advisory Committee. Engage teens to determine need and interests.
- Intentionally provide increased opportunities for teens to participate in programs, events, and volunteer activities:
 - Teen-focused activities at community events.
 - Teen programming and events.
 - Teen sports clinics/programs.

Goal: 6. High-quality programs.
Who: Staff, partners, contractors.
Timing: 2022-2023.

Priority: High.
Budget impact: Unknown.
Dependencies: Rec Assessment, PROS Plan.

| Craft partnerships | Acquire assets | High quality facilities | Preserve open space | Diverse rec programs | Manage District funds | Healthy lifestyles | Trail planning |
|--------------------|----------------|-------------------------|---------------------|----------------------|-----------------------|--------------------|----------------|
| X | | | | X | | X | |

71

6B: ENHANCE TEEN PROGRAMMING (CONTINUED)

- Identify and remove or mitigate barriers to access programs: location, cost, convenience, time commitment, outreach, and other obstacles.
- Explore partnering with the Peninsula School District.
- Use outcomes from the Rec Assessment and PROS Plan to define long-term needs and priorities.
- Create a business plan with short, medium, and long-range specific, measurable goals for enhanced program delivery.

Goal: 6. High-quality programs.
Who: Staff, partners, contractors.
Timing: 2022-2023.

Priority: High.
Budget impact: Unknown.
Dependencies: Rec Assessment, PROS Plan.

| Craft partnerships | Acquire assets | High quality facilities | Preserve open space | Diverse rec programs | Manage District funds | Healthy lifestyles | Trail planning |
|--------------------|----------------|-------------------------|---------------------|----------------------|-----------------------|--------------------|----------------|
| X | | | | X | | X | |

72

6C: ENHANCE ADAPTIVE AND SPECIALIZED RECREATION PROGRAMMING

- Continue to evaluate the best ways to provide adaptive and specialized recreation services for the community.
- Serve a broader audience that includes children and adults.
- Re-evaluate potential partnerships with Pierce County and private contractors to provide expanded services.
- Coordinate with other organizations, such as Peninsula School District, to avoid duplicating services and to work toward complementary community programming without conflicts. Lead the effort to create a centralized/coordinated calendar.

Goal: 6. High-quality programs.

Who: Staff, partners, contractors.

Timing: 2022-2023.

Priority: High.

Budget impact: Unknown.

Dependencies: Rec Assessment, PROS Plan.

| Craft partnerships | Acquire assets | High quality facilities | Preserve open space | Diverse rec programs | Manage District funds | Healthy lifestyles | Trail planning |
|--------------------|----------------|-------------------------|---------------------|----------------------|-----------------------|--------------------|----------------|
| X | | | | X | | X | |

73

6C: ENHANCE ADAPTIVE AND SPECIALIZED RECREATION PROGRAMMING (CONTINUED)

- Use outcomes from the Rec Assessment and PROS Plan to define long-term needs and priorities.
- Identify and remove or mitigate barriers to access programs: location, accessibility, cost (evaluate as part of cost recovery study), time, outreach, and other obstacles.
- Develop specific marketing/outreach plan to reach the intended population.

Goal: 6. High-quality programs.

Who: Staff, partners, contractors.

Timing: 2022-2023.

Priority: High.

Budget impact: Unknown.

Dependencies: Rec Assessment, PROS Plan.

| Craft partnerships | Acquire assets | High quality facilities | Preserve open space | Diverse rec programs | Manage District funds | Healthy lifestyles | Trail planning |
|--------------------|----------------|-------------------------|---------------------|----------------------|-----------------------|--------------------|----------------|
| X | | | | X | | X | |

74

6D: ENHANCE CURRENT PROGRAMMING

- Continue to elevate programming offered in other current core areas: community programs, sports and fitness, special events, and facility rentals.
- Create a plan to implement the outcomes from the Rec Assessment and PROS Plan within available resources.
- Ensure PenMet Parks is prepared to provide accommodations to include more participants. Establish procedures and marketing for accommodations and inclusion (District-wide).

Goal: 6. High-quality programs.
Who: Staff, partners, contractors.
Timing: 2023.

Priority: High.
Budget impact: Unknown.
Dependencies: Rec Assessment, PROS Plan.

| Craft partnerships | Acquire assets | High quality facilities | Preserve open space | Diverse rec programs | Manage District funds | Healthy lifestyles | Trail planning |
|--------------------|----------------|-------------------------|---------------------|----------------------|-----------------------|--------------------|----------------|
| X | | | | X | | X | |

75

6E: EVALUATE IMPLEMENTING OUTDOOR EDUCATION PROGRAMMING

- Use outcomes from the Rec Assessment and PROS Plan to define long-term needs and priorities.
- Create a business plan and vet logistics to determine if the program is viable.
- Research if feasible to be implemented in conjunction with the future of the caretaker homes.
- Fosters partnerships, diverse programs, and healthy lifestyles.
- Consider incorporating nature playgrounds and other physical assets.
- Explore partnering with organizations such as Harbor WildWatch, GPC, Tahoma Audubon, and Master Gardeners.

Goal: 6. High-quality programs.
Who: Staff, partners, contractors.
Timing: 2023.

Priority: Medium.
Budget impact: Unknown.
Dependencies: Rec Assessment, PROS Plan.

| Craft partnerships | Acquire assets | High quality facilities | Preserve open space | Diverse rec programs | Manage District funds | Healthy lifestyles | Trail planning |
|--------------------|----------------|-------------------------|---------------------|----------------------|-----------------------|--------------------|----------------|
| X | | | X | X | | X | |

76

6F: STUDY THE VIABILITY AND NEED FOR A FULL-DAY SUMMER CAMP PROGRAM

- Study the feasibility of a full-day camp provided by PenMet Parks:
 - Use outcomes from the Rec Assessment and PROS Plan to define community need.
 - Evaluate the current market as part of the Rec Assessment.
 - Consider space, staff, and other resources required.
 - Consider impact on current PenMet Parks specialty camps.

Goal: 6. High-quality programs.

Who: Staff.

Timing: 2024.

Priority: Low.

Budget impact: Unknown.

Dependencies: Rec Assessment, PROS Plan.

| Craft partnerships | Acquire assets | High quality facilities | Preserve open space | Diverse rec programs | Manage District funds | Healthy lifestyles | Trail planning |
|--------------------|----------------|-------------------------|---------------------|----------------------|-----------------------|--------------------|----------------|
| X | | | | X | | X | |

77

6G: STUDY THE VIABILITY AND NEED FOR AFTERSCHOOL PROGRAMMING

- Study the need and feasibility for afterschool programming provided by PenMet Parks:
 - Use outcomes from the Rec Assessment and PROS Plan to define community need and the purpose of afterschool programming (enrichment, childcare, other).
 - Evaluate the current market as part of the Rec Assessment.
 - Consider space, staff, and other resources required.

Goal: 6. High-quality programs.

Who: Staff.

Timing: 2024.

Priority: Low.

Budget impact: Unknown.

Dependencies: Rec Assessment, PROS Plan.

| Craft partnerships | Acquire assets | High quality facilities | Preserve open space | Diverse rec programs | Manage District funds | Healthy lifestyles | Trail planning |
|--------------------|----------------|-------------------------|---------------------|----------------------|-----------------------|--------------------|----------------|
| X | | | | X | | X | |

78

GOAL 7: ADVANCE OPERATIONAL EFFECTIVENESS

| Objective | Description | Priority |
|-----------|---|----------|
| 7A | Streamline accounts payable process | High |
| 7B | Utilize technology to improve and integrate processes | High |
| 7C | Create templates for standard meeting documents | High |

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7A: STREAMLINE ACCOUNTS PAYABLE PROCESS

- Move the accounts payable process internally. Establish procedures that comply with policy direction and maintain appropriate controls.
- Move majority of vendor payments to EFTs.
- Evaluate credit card service and consolidating financial institutions.
- Move to electronic invoice review and approvals (2022), and consider implementing software to further automate the process (2023).

Goal: 7. Advance operational effectiveness.

Who: Staff.

Timing: 2022-2023.

Priority: High.

Budget impact: Positive.

Dependencies: None.

| Craft partnerships | Acquire assets | High quality facilities | Preserve open space | Diverse rec programs | Manage District funds | Healthy lifestyles | Trail planning |
|--------------------|----------------|-------------------------|---------------------|----------------------|-----------------------|--------------------|----------------|
| | | | | | X | | |

80

7B: UTILIZE TECHNOLOGY TO IMPROVE AND INTEGRATE PROCESSES

- Utilize internal expertise to select, implement, and manage software systems that are integrated with each other whenever possible.
- Integrate technology into the disaster recovery plan.
- Create a business continuity plan. Develop infrastructure for remote work and hoteling office space.
- Create cyber security policy.
- Create a staff intranet site.
- Actively manage the hardware lifecycle, inventory, and replacement schedule.

Goal: 7. Advance operational effectiveness. **Priority:** High.
Who: Staff. **Budget impact:** Unknown.
Timing: 2022-2023. **Dependencies:** None.

| Craft partnerships | Acquire assets | High quality facilities | Preserve open space | Diverse rec programs | Manage District funds | Healthy lifestyles | Trail planning |
|--------------------|----------------|-------------------------|---------------------|----------------------|-----------------------|--------------------|----------------|
| | | | | | X | | |

81

7C: CREATE TEMPLATES FOR STANDARD MEETING DOCUMENTS

- Create a library with templates for routinely used Board meeting documents:
 - Staff memos.
 - Common resolutions:
 - Purchasing – services, goods, public works, A/E.
 - Adopt budget.
 - Adopt property tax levy.
 - Adopt policy.
 - Financial reports.
 - Event reports.
 - Division updates.

Goal: 7. Advance operational effectiveness. **Priority:** High.
Who: Staff. **Budget impact:** Positive.
Timing: 2022-2023. **Dependencies:** None.

| Craft partnerships | Acquire assets | High quality facilities | Preserve open space | Diverse rec programs | Manage District funds | Healthy lifestyles | Trail planning |
|--------------------|----------------|-------------------------|---------------------|----------------------|-----------------------|--------------------|----------------|
| | | | | | X | | |

82

GOAL 8: PLAN AND IMPLEMENT OPERATIONAL PROCEDURES FOR THE COMMUNITY RECREATION CENTER TO ENSURE A SMOOTH TRANSITION AND MAXIMIZE THE COMMUNITY BENEFIT

| Objective | Description | Priority |
|-----------|---|----------|
| 8A | Create, budget, and implement a staffing plan | High |
| 8B | Develop a management plan | High |
| 8C | Develop and implement programming | High |

83

8A: CREATE, BUDGET, AND IMPLEMENT A STAFFING PLAN FOR THE CRC

- Appropriate levels of staffing will allow the CRC to effectively deliver the programs identified by the community and may create some opportunities for organizational efficiencies.
- Create a staffing plan in 2022 and refine as management plan and program plan are developed.
- Phase recruiting and hiring to support the project schedule.
- Staffing costs are anticipated to cost recover over time.

Goal: 8. Plan for CRC.

Who: Staff.

Timing: 2022-2023.

Priority: High.

Budget impact: Negative, then neutral.

Dependencies: Management plan, program plan.

| Craft partnerships | Acquire assets | High quality facilities | Preserve open space | Diverse rec programs | Manage District funds | Healthy lifestyles | Trail planning |
|--------------------|----------------|-------------------------|---------------------|----------------------|-----------------------|--------------------|----------------|
| | | X | | X | X | X | X |

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8B: DEVELOP A MANAGEMENT PLAN FOR THE CRC

- Develop a management plan that defines hours of operation, admission and rental fee structures that incorporate the Recreation Assessment fee study findings, facility rules and regulations, marketing, facility rental policies, customer service standards, and other operational framework.
- Include maintenance and operations requirements in the plan, such as custodial, grounds, preventative maintenance, and planned major maintenance that begins immediately upon final construction completion.
- Obtain buy-in from community stakeholders, staff, and Board. Communicate outcomes with the public.

Goal: 8. Plan for CRC.
Who: Staff.
Timing: 2022-2023.

Priority: High.
Budget impact: Negative, then neutral.
Dependencies: Rec Assessment, policies.

| Craft partnerships | Acquire assets | High quality facilities | Preserve open space | Diverse rec programs | Manage District funds | Healthy lifestyles | Trail planning |
|--------------------|----------------|-------------------------|---------------------|----------------------|-----------------------|--------------------|----------------|
| X | | X | | X | X | X | X |

85

8B: DEVELOP A MANAGEMENT PLAN FOR THE CRC (CONTINUED)

- The completed Recreation Assessment and updated facility use programs/policies will provide guidance.
- Operational costs are anticipated to cost recover over time.
- Use the CRC management plan as a standard. Ensure consistent practices are applied to all District facilities to foster consistently high-quality user experiences.

Goal: 8. Plan for CRC.
Who: Staff.
Timing: 2022-2023.

Priority: High.
Budget impact: Negative, then neutral.
Dependencies: Rec Assessment, policies.

| Craft partnerships | Acquire assets | High quality facilities | Preserve open space | Diverse rec programs | Manage District funds | Healthy lifestyles | Trail planning |
|--------------------|----------------|-------------------------|---------------------|----------------------|-----------------------|--------------------|----------------|
| X | | X | | X | X | X | X |

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8C: DEVELOP AND IMPLEMENT PROGRAMMING IN ALIGNMENT WITH FINDINGS FROM THE PROS PLAN

- Plan programming that responds to public input and utilizes the physical space effectively.
- The plan should support findings from the CRC program priorities, the PROS plan, and the Recreation Assessment.
- Complete after the program plan is complete, but before the CRC opens.
- Programs will begin conservatively and increase over time, consistent with operational pro forma. Plan should support budget projections.

Goal: 8. Plan for CRC.

Who: Staff.

Timing: 2022-2023.

Priority: High.

Budget impact: Negative, then neutral.

Dependencies: Rec Assessment, policies.

| Craft partnerships | Acquire assets | High quality facilities | Preserve open space | Diverse rec programs | Manage District funds | Healthy lifestyles | Trail planning |
|--------------------|----------------|-------------------------|---------------------|----------------------|-----------------------|--------------------|----------------|
| X | | | | X | X | X | X |



DISTRICT COMMISSION MEMO

To: District Board of Park Commissioners

Through: Ally Bujacich, Executive Director

From: Denis Ryan, Director of Park Services

Date: July 5, 2022

Subject: **Resolution RR2022-008 Adopting the Amended Project Budget for the Arletta Schoolhouse Renovation and Authorizing the Executive Director to Sign Change Order #04**

Background/Analysis

On February 1, 2022, the Board of Park Commissioners passed Resolution RR2022-001 adopting the project budget of \$1,625,000 for the Arletta Schoolhouse Renovation. On the same day, the Board passed Resolution P2022-001 authorizing the Executive Director to execute a construction contract with Grenlar Holdings, Inc. dba Construction in the amount of \$998,000.00. Construction began in March.

Staff reviewed and approved Change Order #01 to mitigate unforeseen rodent damage in the attic for \$8,205.50, bringing the construction contract amount to \$1,006,205.50. This amount is within the total project budget.

Staff recommended the Board approve Change Order #02 to install a new well, install new sheetrock throughout the building, install accessible drinking fountains, perform HVAC duct modifications, asphalt removal and install conduit for future utilities. The items included in Change Order #02 are a result of unforeseen conditions, added scope that provides public benefit, and design coordination errors. A portion of the funding required to install a new well was included in the project budget and Change Order #02 incorporated the work into the construction contract. The Board approved Change Order #02 in an amount not to exceed \$138,818.00. The actual work completed for Change Order #02 was \$130,657.46, bringing the construction contract amount to \$1,136,863.06.

Staff reviewed and approved Change Order #03 to expand the capacity for the onsite stormwater containment by 30% to accommodate runoff from the pavilion for \$13,338.00, bringing the construction contract amount to \$1,150,201.06. This work is added scope that will improve the long-term performance of the pavilion and site, and the amount is within the total project budget.

Staff have evaluated additional potential changes to the project scope and recommend approving Change Order #04 to incorporate the work into the contract, which would bring the construction contract amount to \$1,231,725.42. The scope of work included in Change Order #04 includes unforeseen conditions and value-added work that provides public benefit.

| Change Order #04 Description | Estimate |
|--|--------------------|
| Add pavilion roof drain and enclosed drainage | \$14,816.00 |
| Replace concrete slab at the pavilion | \$29,002.32 |
| Replace east concrete at breezeway to pavilion | \$ 5,878.44 |
| Demo and remove existing unreinforced concrete | \$27,352.08 |
| Demo and remove existing concrete at the breezeway | \$ 4,475.52 |
| Total Change Order #04 | \$81,524.36 |

Staff are negotiating with the contractor to finalize the pricing for Potential Change Order #05. Some exterior improvements were included in the project scope of work, but the extent of restoration and the estimated cost exceed the funding allocated in the project budget. Potential Change Order #05 is the final anticipated change order for this project.

| Potential Change Order #05 Description | |
|---|----------------------------|
| Replace and restore building exterior façade | Not to exceed \$115,000.00 |

Project Budget

The Board approved Resolution RR2022-001 adopting the project budget of \$1,625,000 for the Arletta Schoolhouse Renovation on February 1, 2022. Change Order #04 and Potential Change Order #05 will require the total project budget to increase by up to \$186,565, which represents an 11% increase. The additional funding would be allocated from the Capital Projects Fund ending balance, which is budgeted to be approximately \$1.44 million in 2022. Project budget and funding summaries are below.

| Project Budget Summary | February 1, 2022 | July 5, 2022 | Delta |
|--|-------------------------|--------------------------|------------------|
| Maximum Allowable Construction Cost (MACC) | \$968,500 | Estimated \$1,321,930 | \$353,430 |
| Insurance-related repairs* | \$29,500* | \$29,500* | \$0* |
| <i>Total construction amount</i> | <i>\$998,000</i> | <i>\$1,351,430</i> | <i>\$353,430</i> |
| Other construction contracts | \$157,607 | \$94,688 | (\$62,919) |
| Soft costs | | | |
| Sales Tax | \$90,089 | \$115,878 | \$25,789 |
| A&E and consultant fees, permit fees, FF&E, and other soft costs | \$290,056 | \$279,070 | (\$10,986) |
| Contingency | \$118,749 | \$0 | (\$118,749) |
| Total | \$1,625,000 | \$1,811,565 | \$186,565 |

*Insurance-related repairs are funded separately and not included in the budget total.

| Funding Sources Summary | February 1, 2022 | July 5, 2022 | Delta |
|---|-------------------------|---------------------|--------------------|
| Capital Projects Fund Allocated (2018 – 2021) | \$1,379,477 | \$1,379,477 | \$0 |
| Capital Projects Fund Allocated (2022) | \$230,523 | \$417,088 | (\$186,565) |
| Grant Funding | \$15,000 | \$15,000 | \$0 |
| Total | \$1,625,000 | \$1,811,565 | \$186,565 |

Policy Implications/Support

1. The Board approved Resolution RR2022-001 adopting the project budget for the Arletta Schoolhouse Renovation.
2. The Board approved Resolution P2022-001 authorizing the Executive Director to execute a construction contract for the Arletta Schoolhouse Renovation with Grenlar Holdings, Inc. dba Grenlar Construction.
3. This value-added work is supported by the following 2022 Goals and Objectives:
 Goal 3. Effectively manage and maintain assets to preserve existing infrastructure and provide parks and recreation opportunities for the community.

Staff Recommendation

Staff recommends the Board pass Resolution RR2022-008 adopting an amended project budget for the Arletta Schoolhouse Renovation and authorizing the Executive Director to sign Change Order #04 in the amount not to exceed \$81,524.36.

Staff requests the Board suspend the requirement for a Second Reading in order to permit a second reading and vote at the July 5, 2022 Board meeting in accordance with Policy P10-101: Board Policy and Procedures Section 7(D)(10). Proposed Resolution RR2022-008 was brought before the Board on July 5, 2022 to allow staff to receive, evaluate, and recommend change orders that impact the project budget, and to maintain the construction schedule.

Committee Recommendation

This action was reviewed by the CIP Committee at its June 27, 2022, meeting with a recommendation to bring this action to the full Board for its approval.

Staff Contact

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

Attachments:

Exhibit A: Resolution RR2022-008



Peninsula Metropolitan Park District

RESOLUTION NO. RR2022-008

ADOPTING THE AMENDED PROJECT BUDGET FOR THE ARLETTA SCHOOLHOUSE RENOVATION AND AUTHORIZING THE EXECUTIVE DIRECTOR TO SIGN CHANGE ORDER #04

WHEREAS, on February 1, 2022, the Board of Park Commissioners passed Resolution RR2022-001 adopting the project budget for the Arletta Schoolhouse Renovation; and

WHEREAS, on February 1, 2022 the Board of Park Commissioners passed Resolution P2022-001 authorizing the Executive Director to execute a construction contract for the Arletta Schoolhouse Renovation with Grenlar Holdings, Inc. dba Grenlar Construction in the amount of \$998,000; and

WHEREAS, Change Order #01 was previously awarded in the amount of \$8,205.50, increasing the total contract amount to \$1,006,205.50; and

WHEREAS, on May 25, 2022 the Board of Park Commissioners passed Resolution P2022-010 authorizing the Executive Director to sign Change Order #02 in the amount of not more than \$138,818.00, increasing the total contract amount to \$1,145,023.50; and

WHEREAS, the actual cost of the work for Change Order #02 was \$130,657.56; and

WHEREAS, Change Order #03 was previously awarded in the amount of \$13,338.00, increasing the total contract amount to \$1,150,201.06; and

WHEREAS, the District has evaluated the cost and public benefit of the scope of work summarized as follows and recommends incorporating it into the overall project:

| <u>Change Order #04 Description</u> | <u>Estimate</u> |
|--|------------------------|
| Add pavilion roof drain and enclosed drainage | \$14,816.00 |
| Replace concrete slab at the pavilion | \$29,002.32 |
| Replace east concrete at breezeway to pavilion | \$ 5,878.44 |
| Demo and remove existing unreinforced concrete | \$27,352.08 |
| Demo and remove existing concrete at the breezeway | \$ 4,475.52 |
| Total Change Order #04 | \$81,524.36 |

| <u>Potential Change Order #05</u> | <u>Estimate</u> |
|--|------------------------|
| Replace and restore damaged exterior façade (estimated cost) | \$115,000.00 |

and;

WHEREAS, the additional work identified exceeds the Maximum Allowable Construction Cost requiring an increase to the budget which requires approval by a resolution of the Board of Park Commissioners;

NOW THEREFORE BE IT

RESOLVED, by the Board of Park Commissioners, that the total project budget should be increased by \$186,565 from \$1,625,000 to \$1,811,565. It is further

RESOLVED, by the Board of Park Commissioners, that the Executive Director be authorized to sign Change Order #04 for the Arletta Schoolhouse Renovation in the amount of not more than Eight-One Thousand Five Hundred Twenty-Four Dollars and Thirty-Six Cents (\$81,524.36), excluding applicable Washington State Sales Tax, in substantially the form attached as Exhibit "A," for a new contract total amount of \$1,231,725.42.

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

Steve Nixon, Board President

Maryellen "Missy" Hill, Board Clerk

Attest: Ally Bujacich

| | |
|--|---|
|  <p>Peninsula Metropolitan Park District 10123-78th Ave NW Gig Harbor, WA 98332 253-858-3400</p> | <p>DRAFT</p> <p>CONTRACT CHANGE ORDER</p> <p>No. 4</p> |
|--|---|

Project Name: Arletta Schoolhouse Renovation Request Date: July 5, 2022
 Contractor Name: Grenlar Construction Requested By: Grenlar Construction
 Contractor Date: January 18, 2022

Description, Reason and/or Necessity of Proposed Change:

This proposal is for permitting and connecting site drainage for the pavilion and breezeway to the catch basin on the West side of the building. Drainage will flow to the drain field. This will reduce the undermining that is causing failures to the existing grades. This proposal will connect all downspouts via roof drains to underground rain drains (additional catch basins should not be necessary). This proposal is for removing and replacement of slab-on-grade concrete in the pavilion with a separate line item for removal and replacement of the concrete under the breezeway. It is not anticipated that base material will be needed as adequate existing subgrade materials are already in place.

Change Order Number 4

Not to Exceed (NTE)

- | | |
|--|-------------|
| • Add roof drain and tie in to catch basin on West | \$14,816.00 |
| • Replace slab pavilion concrete | \$29,002.32 |
| • Replace walkway concrete | \$ 5,878.44 |
| • Demo, remove, load, haul for pavilion | \$27,352.08 |
| • Demo, remove, load, haul for breezeway | \$ 4,475.52 |

Contract Price Change: No Change Increase Decrease Total Amount: \$81,524.36

Completion Date: No Change Increase Decrease Number of Days: 15

| Contract Summary/History | Change Order Approval |
|---|--------------------------------------|
| Original Contract Amount: \$998,000.00 | |
| Change Order History (Previous Additions): | |
| Change Order No. <u>1</u> \$8,205.50 | |
| Change Order No. <u>2</u> \$130,657.56 | |
| Change Order No. <u>3</u> \$13,338.00 | Project Manager Date |
| Change Order No. <u> </u> \$0.00 | |
| Net - Previous Additions: \$152,201.06 | |
| Change Order History (Previous Deductions): | |
| Change Order No. <u> </u> \$0.00 | PenMet Parks Executive Director Date |
| Change Order No. <u> </u> \$0.00 | |
| Change Order No. <u> </u> \$0.00 | |
| Change Order No. <u> </u> \$0.00 | |

| | |
|---|-----------------------|
| Net - Previous Deductions: | \$0.00 |
| Current Change Description: | |
| • Add Roof Drain | \$14,816.00 |
| • Replace slab pavilion concrete | \$29,002.32 |
| • Replace walkway concrete | \$ 5,878.44 |
| • Demo, remove, load, haul for pavilion | \$27,352.08 |
| • Demo, remove, load, haul for breezeway | \$ 4,475.52 |
| Current Change Order Amount | (NTE) \$81,524.36 |
| New Contract Amount Subtotal: | \$1,231,725.42 |
| Sales Tax (WSST @ \$8.0%) | \$98,538.03 |
| New Grand Total Contract | \$1,330,263.45 |
| New Contract Completion Date: 07/23/22 | |
| Total Change Orders YTD: \$233,725.42 | |

PenMet Parks District Commissioner

Date

Contractor
Date

This Change Order is an Amendment to the _____ Agreement and all contract provisions shall apply unless specifically exempted. No other agreement or modification shall apply to this contract amendment unless expressly provided herein.