



Peninsula Metropolitan Park District

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

REGULAR MEETING AGENDA

June 15, 2021, 6:00 PM

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

Call to Order

Commissioner Roll Call:

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

ITEM 1 Approval of Agenda

ITEM 2 Citizen Comments:

Citizens are afforded an opportunity at each regular and special meeting of the Board to offer their comments to the Board. Citizens are limited to a three (3) minute time limit and may only speak once during the citizen comment period at each meeting. Comments will be included as part of the official record of the meeting. Due to the current circumstances surrounding the COVID-19 Pandemic, citizens have the option to provide comment via email at admin@penmetparks.org up until 5:00 pm on June 14, 2021. Those comments will be read and recorded in the meeting.

ITEM 3 Presentations

- 3a. Executive Director's Report
- 3b. Peninsula School District Update
- 3c. [Monthly Finance Report](#)
- 3d. President's Report

ITEM 4 Consent Agenda

- 4a. [Approval of Minutes](#)
[06/1/21 Study Session and Regular Meeting, 03/4/21 Special Meeting, 11/20/20 Special Meeting, 10/27/20 Special Meeting, 10/13/20 and 9/22 Public Meetings, 11/10, 10/13/20, 9/22/20, 9/02/20 Steering Committee Meetings.](#)
- 4b. Approval of Vouchers
\$95,811.14 Reference Number: 210403001-210403025
\$75,054.37 Reference Number: 210501001-210501011



Peninsula Metropolitan Park District

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

\$139,604.78 Reference Number: 210502001-210502017

\$34,904.50 Reference Number: 210601001- 210601012

\$97,042.50 Reference Number: 210603001

ITEM 5 Unfinished Business: None

ITEM 6 New Business: None

ITEM 7 Project Manager Update

7a. Community Recreation Center Update

7b. CRC Operations Committee

7c. CRC Marketing Committee

7d. CRC Finance Committee

7e. Hale Pass Update

ITEM 8 Comments by Board

ITEM 9 Next Board Meetings

Saturday, June 19, 2021 Board Retreat at 8:00 am at the SHP Pavilion. Tuesday, July 6, 2021 (Study and Regular) Study Session at 5:00 and Regular Meeting at 6:00 pm at SHP Pavilion.

ITEM 10 Executive Session to discuss with legal counsel matters relating to litigation or potential litigation per RCW 42.30.110(1)(i).

ITEM 11 Adjournment

AGENDA POLICY

No comments or discussion will be allowed on consent items.

Citizen Comments: Citizens are afforded an opportunity at each regular and special meeting of the Board of Park Commissioners to offer their comments to the Board. Citizens are limited to a three (3) minute time limit and may only speak once during the Citizen Comment period at each meeting. Comments will be included as part of the official record of the meeting.

Individuals requesting an item to be placed on the agenda must submit a request by 12 noon on the Monday preceding the Tuesday meeting date.

Individuals wishing to submit materials or written testimony to the Board at the meeting must provide ten (10) copies at least 15 minutes prior to the start of the meeting.

***Special Note:** Due to current circumstances, citizens may choose to provide comment via email at ssnuffin@penmetparks.org up until 5:00 PM the Monday prior to PenMet Parks Regular Meetings. Comments will be read and recorded in the meeting.



Peninsula Metropolitan Park District

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

DISTRICT COMMISSION MEMO

To: Board of Park Commissioners

From: Louise Tieman, Interim Finance & HR Manager

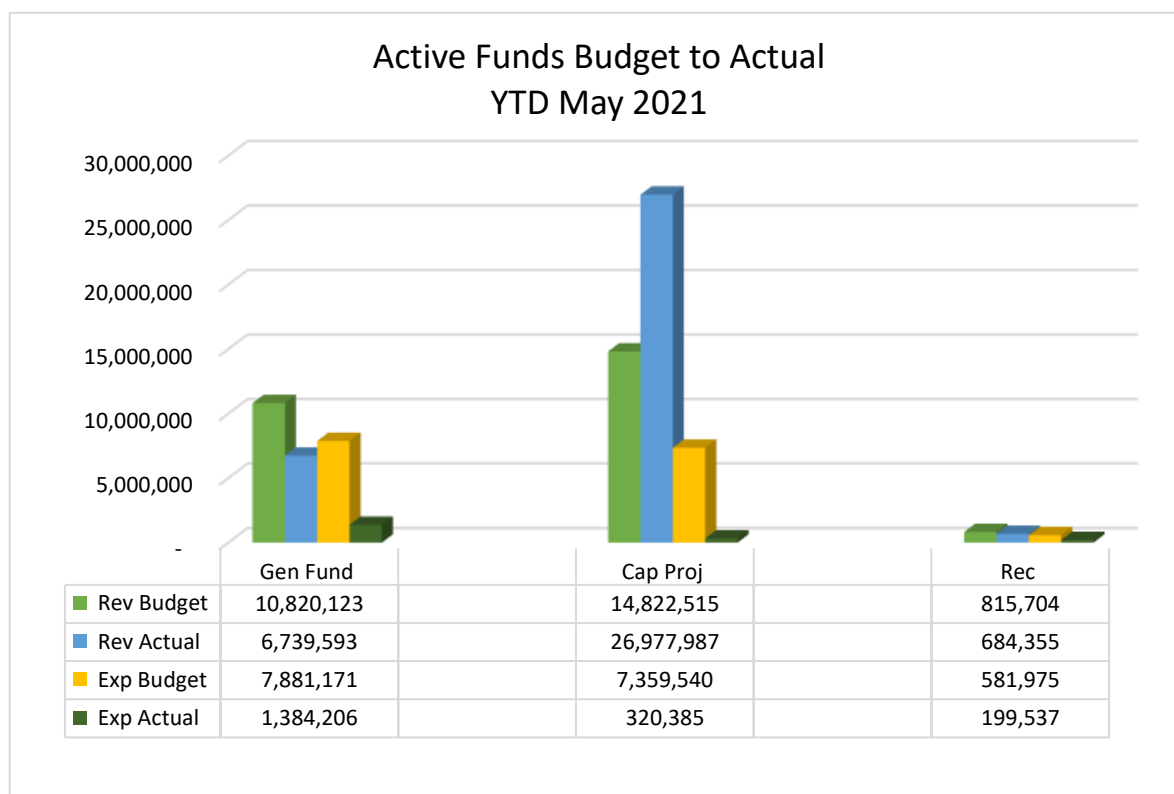
Date: June 15, 2021

Subject: May 2021 Finance Report

Background/Analysis

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

Summary Chart





Peninsula Metropolitan Park District

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

General Fund Revenue:

The General Fund is the principal operating fund of the District. The fund benefits from the 2020 carryover and has collected revenues consistent with historic 5-month operations. The largest source of revenue in the fund is from property tax collection, the proceeds of which continue to be remitted and totaled \$3,548,581 in May (an increase of ~\$669,000). Investment interest is slightly lagging due to low-interest rates of .0102% but has still returned \$5,553 YTD. All other sources of General Fund revenue are on target for the period.

Capital Projects Fund:

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

The Capital Projects fund has expended approved amounts totaling \$315,072 on three projects, the Community Recreation Center, the Sehmel Homestead Park turf replacement, and the Hale Pass renovation.

Recreation Fund:

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

General Fund Expenditures:

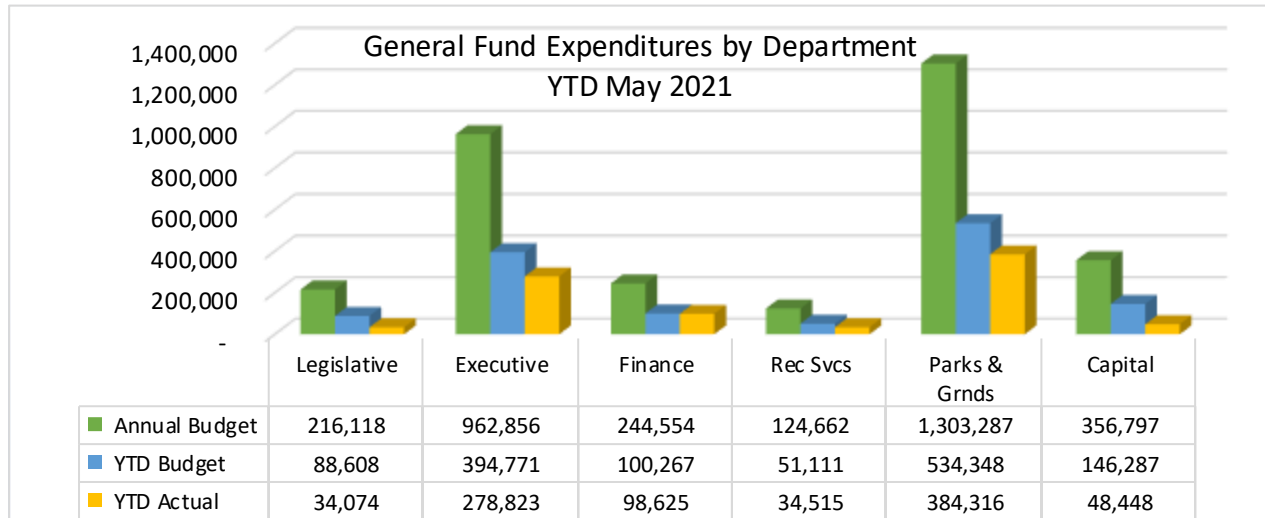
The chart below illustrates that General Fund expenditures are lower than budgeted in all departments. General Fund expenses by line item are on target with planned expenditures with very few accounts exceeding the average 41% of budget expected through May:

- Computer software has utilized 47% of budget due to annual license fees.
- Membership and training have utilized 88% of budget due to annual subscriptions.
- Professional Services has utilized 44% of budget due to the utilization of legal services for contracts, easements, and other matters.
- Parks & Grounds has utilized more than 41% of budget in 7 accounts that are attributable to seasonal spending patterns:
 - Soap and cleaning products
 - Fertilizer
 - Lights
 - Small tools and minor equipment
 - Natural gas (exceeds budget by 123% or \$814)
 - Fire alarm inspections (exceed budget by 130% or \$1,376)
 - Surface water/noxious weed tax (paid for the year)



Peninsula Metropolitan Park District

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



All Other Funds:

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

Fund Name	Budget	Status
Debt Service	541,600	No activity
Debt Contingency	600,000	No activity
Equipment Replacement	362,789	No activity
Fiduciary	-	5,262
Restricted Endowment	144,965	No activity
Unrestricted Endowment	277,000	529

Investment Activity:

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

General funds pool:	\$10,001,230
Endowment funds pool:	<u>\$420,675</u>
Ending May balance:	\$10,421,905
Interest earned May (.076%)	\$643
YTD Interest earned:	\$5,553

2021 BUDGET POSITION

Item 3c.

Peninsula Metropolitan Park District

Time: 09:10:09 Date: 06/10/2021

Page: 1

001 General Expense Fund Months: 01 To: 05

Revenues	Amt Budgeted	Revenues	Remaining
----------	--------------	----------	-----------

001 Carryover

308 31 00 630	Restricted Beginning Balance	0.00	9,141.72	(9,141.72)	0.0%
308 91 00 001	Unassigned Beginning Balance	2,938,951.91	2,938,951.91	0.00	100.0%
001 Carryover		2,938,951.91	2,948,093.63	(9,141.72)	100.3%

002 Revenue

311 10 00 001	Real and Personal Property Tax	7,306,786.00	3,548,580.91	3,758,205.09	48.6%
313 17 00 000	Sales Tax	377,000.00	150,894.35	226,105.65	40.0%
317 40 00 000	Private Harvest Tax	0.00	0.00	0.00	0.0%
337 00 00 000	Leasehold Excise Tax	1,500.00	368.25	1,131.75	24.6%
337 00 00 001	REET Excise Tax	0.00	0.00	0.00	0.0%
347 30 00 000	Facility Rental Fee	72,500.00	38,308.40	34,191.60	52.8%
361 11 00 001	Investment Interest	18,000.00	4,010.02	13,989.98	22.3%
362 30 01 000	Parking Space Lease	0.00	0.00	0.00	0.0%
362 50 01 000	Long Term Golf Course Lease	57,000.00	21,100.11	35,899.89	37.0%
362 60 01 000	Housing Rentals/Leases	48,385.08	20,160.30	28,224.78	41.7%
362 70 01 000	Concessions Lease Facilities	0.00	441.45	(441.45)	0.0%
382 10 00 000	Deposits Received	0.00	0.00	0.00	0.0%
389 30 53 630	State Leasehold Receipts	0.00	5,483.97	(5,483.97)	0.0%
002 Revenue		7,881,171.08	3,789,347.76	4,091,823.32	48.1%

003 NonRevenue

369 91 00 000	Other General Fund Revenue	0.00	2,151.58	(2,151.58)	0.0%
395 10 61 000	Sale of Land	0.00	0.00	0.00	0.0%
395 10 62 000	Sale of Buildings & Structures	0.00	0.00	0.00	0.0%
395 10 63 000	Sale of Other Improvements	0.00	0.00	0.00	0.0%
395 10 64 000	Sale of Machinery & Equipment	0.00	0.00	0.00	0.0%
003 NonRevenue		0.00	2,151.58	(2,151.58)	0.0%

Fund Revenues:	10,820,122.99	6,739,592.97	4,080,530.02	62.3%
-----------------------	----------------------	---------------------	---------------------	--------------

Expenditures	Amt Budgeted	Expenditures	Remaining
--------------	--------------	--------------	-----------

010 Legislative

511 10 10 000	Compensation	61,440.00	29,568.00	31,872.00	48.1%
511 10 20 000	Benefits	5,652.00	3,473.70	2,178.30	61.5%
511 10 31 000	Office & Operating Supplies	650.00	72.30	577.70	11.1%
511 10 44 000	Printing and Advertising	375.00	0.00	375.00	0.0%
511 20 41 000	Professional Services	80,000.00	959.75	79,040.25	1.2%
511 40 43 000	Travel	4,312.05	0.00	4,312.05	0.0%
511 40 49 000	Memberships & Training	2,128.00	0.00	2,128.00	0.0%
511 50 45 000	Rentals	5,500.00	0.00	5,500.00	0.0%
511 70 41 000	Elections	56,061.00	0.00	56,061.00	0.0%
010 Legislative		216,118.05	34,073.75	182,044.30	15.8%

020 Debt Service

592 76 80 000	Bond Service Costs	300.00	0.00	300.00	0.0%
592 84 00 000	Bond Issue Costs	0.00	0.00	0.00	0.0%

2021 BUDGET POSITION

Item 3c.

Peninsula Metropolitan Park District

Time: 09:10:09 Date: 06/10/2021

Page: 2

001 General Expense Fund

Months: 01 To: 05

Expenditures	Amt Budgeted	Expenditures	Remaining
--------------	--------------	--------------	-----------

020 Debt Service

020 Debt Service	300.00	0.00	300.00	0.0%
------------------	--------	------	--------	------

030 Executive

513 10 10 000	Salaries - Exec	130,000.00	53,165.10	76,834.90	40.9%
513 10 11 000	Wages - Regular	129,887.00	53,222.19	76,664.81	41.0%
513 10 20 000	Benefits	111,340.00	35,525.12	75,814.88	31.9%
513 10 44 000	Marketing	3,425.94	217.55	3,208.39	6.4%
513 10 44 001	Supplies	13,250.00	268.75	12,981.25	2.0%
513 10 44 002	Printing	53,528.00	10,797.04	42,730.96	20.2%
513 10 44 003	Professional Services	29,500.00	4,573.72	24,926.28	15.5%
513 10 45 000	Office Lease	112,305.00	46,793.75	65,511.25	41.7%
513 10 49 000	Dues & Training	8,810.00	2,975.85	5,834.15	33.8%
513 20 41 000	Executive-Professional Services	63,700.00	28,017.60	35,682.40	44.0%
513 40 43 000	Executive - Travel	9,740.00	800.00	8,940.00	8.2%
515 20 41 000	Legal - Professional Services	60,000.00	0.00	60,000.00	0.0%
576 10 31 000	Office and Operating Supplies	7,000.00	2,183.23	4,816.77	31.2%
576 10 35 000	Minor Equipment	0.00	0.00	0.00	0.0%
576 10 41 000	Professional Services - Computers	37,696.00	10,344.44	27,351.56	27.4%
576 10 43 000	Administration - Travel	500.00	0.00	500.00	0.0%
576 10 45 000	Operating Rentals and Leases	10,000.00	1,800.63	8,199.37	18.0%
576 10 46 000	Insurance - General Liability	81,000.00	207.00	80,793.00	0.3%
576 10 49 000	Miscellaneous / Events	2,500.00	120.17	2,379.83	4.8%
576 20 31 000	Postage	1,300.00	501.73	798.27	38.6%
576 20 36 001	Computer Hardware	12,000.00	250.44	11,749.56	2.1%
576 20 36 002	Computer Software	15,000.00	7,000.43	7,999.57	46.7%
576 20 41 001	Telephone	37,800.00	8,449.24	29,350.76	22.4%
576 20 41 002	Internet	20,000.00	7,814.47	12,185.53	39.1%
576 89 41 000	Taxes	0.00	0.00	0.00	0.0%
589 30 41 000	Sales Tax Rentals	12,573.86	3,794.10	8,779.76	30.2%
030 Executive		962,855.80	278,822.55	684,033.25	29.0%

040 Budget & Finance

514 10 11 000	Wages - Regular	150,735.00	71,826.68	78,908.32	47.7%
514 10 20 000	Personnel Benefits	54,341.00	19,917.66	34,423.34	36.7%
514 10 31 000	Supplies	1,149.00	429.87	719.13	37.4%
514 20 00 000	Financial Services	600.00	148.37	451.63	24.7%
514 23 36 000	Computers - Springbrook	4,824.00	990.00	3,834.00	20.5%
514 23 41 000	Professional Services	31,610.00	4,686.83	26,923.17	14.8%
514 23 49 000	Bank Charges	600.00	107.34	492.66	17.9%
514 40 43 000	Travel	105.00	0.00	105.00	0.0%
514 40 49 000	Memberships & Training	590.00	517.92	72.08	87.8%
040 Budget & Finance		244,554.00	98,624.67	145,929.33	40.3%

050 Recreational Services

571 10 11 000	Wages - Administration	79,146.00	31,372.70	47,773.30	39.6%
571 10 20 000	Benefits - Administration	41,176.00	3,033.54	38,142.46	7.4%
571 10 43 000	Conferences	4,340.05	109.00	4,231.05	2.5%

2021 BUDGET POSITION

Item 3c.

Peninsula Metropolitan Park District

Time: 09:10:09 Date: 06/10/2021

Page: 3

001 General Expense Fund

Months: 01 To: 05

Expenditures	Amt Budgeted	Expenditures	Remaining
--------------	--------------	--------------	-----------

050 Recreational Services

050 Recreational Services	124,662.05	34,515.24	90,146.81	27.7%
---------------------------	------------	-----------	-----------	-------

060 Parks & Grounds

576 85 11 000	Wages - Regular	641,063.00	199,562.05	441,500.95	31.1%
576 85 20 000	Benefits	321,923.50	86,968.70	234,954.80	27.0%
576 85 31 000	Operating Supplies	0.00	9,242.10	(9,242.10)	0.0%
576 85 31 001	Toilet Paper/Paper Towels	3,122.00	1,238.64	1,883.36	39.7%
576 85 31 002	Soap/Cleaning Products	1,561.00	993.89	567.11	63.7%
576 85 31 003	Signs	5,000.00	648.95	4,351.05	13.0%
576 85 31 004	Garbage Bags	4,950.00	1,269.41	3,680.59	25.6%
576 85 31 005	Dog Bags	15,350.00	3,000.00	12,350.00	19.5%
576 85 31 006	Fertilizer	2,700.00	1,510.60	1,189.40	55.9%
576 85 31 007	COVID/Medical	7,177.00	327.93	6,849.07	4.6%
576 85 31 008	Plumbing/Heating	8,000.00	85.15	7,914.85	1.1%
576 85 31 009	Pesticide	3,100.00	6.07	3,093.93	0.2%
576 85 31 010	Rubber	3,300.00	0.00	3,300.00	0.0%
576 85 31 011	Sand/Seed	8,700.00	478.19	8,221.81	5.5%
576 85 31 012	Paint	13,300.00	92.33	13,207.67	0.7%
576 85 31 013	Infield Mix	6,000.00	1,232.57	4,767.43	20.5%
576 85 31 014	Bark	8,900.00	35.81	8,864.19	0.4%
576 85 31 015	Hardware/Fasteners	6,900.00	2,027.60	4,872.40	29.4%
576 85 31 016	Lights	6,500.00	4,709.44	1,790.56	72.5%
576 85 31 017	Gravel	6,900.00	2,324.06	4,575.94	33.7%
576 85 31 018	Uniforms	5,000.00	0.00	5,000.00	0.0%
576 85 31 019	Vehicle/Trailer	0.00	1,569.35	(1,569.35)	0.0%
576 85 31 020	Supply Oil	1,200.00	67.16	1,132.84	5.6%
576 85 32 000	Fuel	0.00	0.00	0.00	0.0%
576 85 32 001	Diesel	7,000.00	1,800.53	5,199.47	25.7%
576 85 32 002	Fuel Oil	1,000.00	0.00	1,000.00	0.0%
576 85 32 003	Gasoline	9,000.00	2,269.38	6,730.62	25.2%
576 85 32 004	Propane	500.00	33.33	466.67	6.7%
576 85 34 000	Concessions Expense	55.00	0.00	55.00	0.0%
576 85 35 000	Small Tools & Minor Equipment	12,300.00	6,356.46	5,943.54	51.7%
576 85 36 000	Computers - Shop	0.00	0.00	0.00	0.0%
576 85 40 000	Extraordinary Park Repairs	0.00	0.00	0.00	0.0%
576 85 41 000	Professional Services	0.00	0.00	0.00	0.0%
576 85 41 001	Fire Alarm Inspection	4,500.00	5,876.24	(1,376.24)	130.6%
576 85 41 002	Septic Inspection	10,900.00	1,826.73	9,073.27	16.8%
576 85 41 003	Backflow Assembly	900.00	0.00	900.00	0.0%
576 85 41 004	Septic Tank Pumping	10,700.00	3,401.51	7,298.49	31.8%
576 85 41 005	Asphalt Repair	5,000.00	0.00	5,000.00	0.0%
576 85 41 006	Plumbing	0.00	0.00	0.00	0.0%
576 85 41 007	Auto Services	5,000.00	134.11	4,865.89	2.7%
576 85 41 008	Locks & Deadbolts	0.00	0.00	0.00	0.0%
576 85 41 010	Sani Cans	17,330.00	5,715.00	11,615.00	33.0%
576 85 41 011	Security	10,000.00	0.00	10,000.00	0.0%
576 85 41 012	Safety Program	0.00	3,930.00	(3,930.00)	0.0%
576 85 43 000	Travel	0.00	0.00	0.00	0.0%
576 85 43 001	Bridge Tolls	1,500.00	160.00	1,340.00	10.7%
576 85 43 002	Meals	500.00	0.00	500.00	0.0%
576 85 43 003	Mileage Reimbursement	500.00	86.95	413.05	17.4%

2021 BUDGET POSITION

Item 3c.

Peninsula Metropolitan Park District

Time: 09:10:09 Date: 06/10/2021

Page: 4

001 General Expense Fund

Months: 01 To: 05

Expenditures	Amt Budgeted	Expenditures	Remaining
--------------	--------------	--------------	-----------

060 Parks & Grounds

576 85 44 000	Printing & Advertising	0.00	0.00	0.00	0.0%
576 85 45 000	Operating Rentals & Leases	0.00	0.00	0.00	0.0%
576 85 45 001	Scissor Lift	1,700.00	0.00	1,700.00	0.0%
576 85 45 002	Boom	2,000.00	0.00	2,000.00	0.0%
576 85 45 003	Demo Hammer	150.00	0.00	150.00	0.0%
576 85 45 004	Excavators	4,000.00	0.00	4,000.00	0.0%
576 85 45 005	Concrete Mixer	1,650.00	0.00	1,650.00	0.0%
576 85 45 006	Copier	0.00	0.00	0.00	0.0%
576 85 45 007	Septic Excavation	0.00	0.00	0.00	0.0%
576 85 45 008	Sod Cutter and Repair	0.00	0.00	0.00	0.0%
576 85 45 009	Cleaning	1,300.00	0.00	1,300.00	0.0%
576 85 46 000	Surface Water/Noxious Weed Tax	3,700.00	3,675.52	24.48	99.3%
576 85 47 000	Utility Services	0.00	0.00	0.00	0.0%
576 85 47 001	Electric	40,800.00	16,510.22	24,289.78	40.5%
576 85 47 002	Water	10,855.00	3,144.84	7,710.16	29.0%
576 85 47 003	Recycle	0.00	0.00	0.00	0.0%
576 85 47 004	Garbage	12,700.00	5,535.67	7,164.33	43.6%
576 85 47 005	Trash - Dump Runs	4,000.00	544.00	3,456.00	13.6%
576 85 47 006	Natural Gas	3,500.00	4,314.04	(814.04)	123.3%
576 85 48 000	Repairs & Maintenance	0.00	0.00	0.00	0.0%
576 85 48 001	Buildings	14,000.00	735.83	13,264.17	5.3%
576 85 48 002	Equipment	6,000.00	259.81	5,740.19	4.3%
576 85 48 003	Vandalism	4,000.00	0.00	4,000.00	0.0%
576 85 48 004	Heating	0.00	0.00	0.00	0.0%
576 85 48 005	Plumbing	0.00	0.00	0.00	0.0%
576 85 48 006	Structures	5,000.00	2.48	4,997.52	0.0%
576 85 49 000	Memberships & Training	10,600.00	613.40	9,986.60	5.8%

060 Parks & Grounds	1,303,286.50	384,316.05	918,970.45	29.5%
---------------------	--------------	------------	------------	-------

070 Capital

576 80 10 000	Wages - Regular	196,418.00	35,352.81	161,065.19	18.0%
576 80 20 000	Benefits	83,262.00	11,672.64	71,589.36	14.0%
576 80 31 000	Supplies	5,000.00	0.00	5,000.00	0.0%
576 80 35 000	Small Equipment	1,600.00	0.00	1,600.00	0.0%
576 80 41 000	Professional Services	60,000.00	922.45	59,077.55	1.5%
576 80 43 000	Travel	3,300.00	0.00	3,300.00	0.0%
576 80 44 000	Printing	0.00	0.00	0.00	0.0%
576 80 45 000	Facility Rentals	5,000.00	0.00	5,000.00	0.0%
576 80 49 000	Memberships & Training	2,217.00	500.00	1,717.00	22.6%

070 Capital	356,797.00	48,447.90	308,349.10	13.6%
-------------	------------	-----------	------------	-------

090 NonExpenditures

589 30 41 630	State Leasehold Disbursed	0.00	8,808.52	(8,808.52)	0.0%
589 40 00 000	Deposits Disbursed	0.00	0.00	0.00	0.0%
589 99 00 000	Payroll Clearing	0.00	238,817.96	(238,817.96)	0.0%
597 20 55 001	Transfer Out to Recreation Fund	150,847.64	150,847.64	0.00	100.0%
597 76 64 001	Transfer Out to Capital Equipment Fund	106,932.00	106,932.00	0.00	100.0%
597 76 65 001	Transfer Out to Capital Project Fund	3,868,942.10	0.00	3,868,942.10	0.0%
597 76 71 001	Transfer Out to Debt Service Fund	541,600.00	0.00	541,600.00	0.0%

2021 BUDGET POSITION

Peninsula Metropolitan Park District

Time: 09:10:09 Date: 06/10/2021

Item 3c.

Page: 5

001 General Expense Fund

Months: 01 To: 05

Expenditures	Amt Budgeted	Expenditures	Remaining	
090 NonExpenditures				
598 11 41 000 Intergovt Payment	0.00	0.00	0.00	0.0%
598 22 41 000 Intergovt Pmt - Fire Protect	4,275.94	0.00	4,275.94	0.0%
090 NonExpenditures	4,672,597.68	505,406.12	4,167,191.56	10.8%
Fund Expenditures:	7,881,171.08	1,384,206.28	6,496,964.80	17.6%
Fund Excess/(Deficit):	2,938,951.91	5,355,386.69		

2021 BUDGET POSITION

Peninsula Metropolitan Park District

Time: 09:10:09 Date: 06/10/2021

Item 3c.

Page: 6

201 Debt Service Fund Months: 01 To: 05

Revenues	Amt Budgeted	Revenues	Remaining
----------	--------------	----------	-----------

001 Carryover

308 51 00 201	Assigned Beginning Balance	0.00	0.00	0.00	0.0%
001 Carryover		0.00	0.00	0.00	0.0%

003 NonRevenue

391 11 00 201	General Obligation Bond Proceed	0.00	0.00	0.00	0.0%
392 00 00 201	Premium on Bonds Sold	0.00	0.00	0.00	0.0%
393 00 00 201	Proceeds of Refunding LT Debt	0.00	0.00	0.00	0.0%
397 76 71 201	Transfer In from General Fund	541,600.00	0.00	541,600.00	0.0%
003 NonRevenue		541,600.00	0.00	541,600.00	0.0%

Fund Revenues:		541,600.00	0.00	541,600.00	0.0%
-----------------------	--	-------------------	-------------	-------------------	-------------

Expenditures	Amt Budgeted	Expenditures	Remaining
--------------	--------------	--------------	-----------

020 Debt Service

591 71 00 201	G.O. Bond Principle Payment	425,000.00	0.00	425,000.00	0.0%
592 76 80 201	Interest Long Term G.O. Bonds	116,600.00	0.00	116,600.00	0.0%
592 80 82 201	Bond Discount	0.00	0.00	0.00	0.0%
592 83 76 201	Interest LT Debt-Line of Credit	0.00	0.00	0.00	0.0%
020 Debt Service		541,600.00	0.00	541,600.00	0.0%

Fund Expenditures:		541,600.00	0.00	541,600.00	0.0%
---------------------------	--	-------------------	-------------	-------------------	-------------

Fund Excess/(Deficit):		0.00	0.00
-------------------------------	--	-------------	-------------

2021 BUDGET POSITION

Peninsula Metropolitan Park District

Time: 09:10:09 Date: 06/10/2021

Item 3c.

Page: 7

202 Debt Contingency Fund Months: 01 To: 05

Revenues	Amt Budgeted	Revenues	Remaining
001 Carryover			
308 51 00 202 Assigned Beginning Balance	600,000.00	600,000.00	0.00 100.0%
001 Carryover	600,000.00	600,000.00	0.00 100.0%
Fund Revenues:	600,000.00	600,000.00	0.00 100.0%
Fund Excess/(Deficit):	600,000.00	600,000.00	

2021 BUDGET POSITION

Peninsula Metropolitan Park District

Time: 09:10:09 Date: 06/10/2021

Item 3c.

Page: 8

300 Capital Projects Months: 01 To: 05

Revenues	Amt Budgeted	Revenues	Remaining	
001 Carryover				
308 51 00 300 Assigned Beginning Balance	10,953,572.60	10,953,572.60	0.00	100.0%
001 Carryover	10,953,572.60	10,953,572.60	0.00	100.0%

300 Capital Projects

369 91 00 300 Other Capital Revenue	0.00	24,414.28	(24,414.28)	0.0%
391 10 00 000 CRC 2021 A & B LTGO Bonds	0.00	16,000,000.00	(16,000,000.00)	0.0%
397 76 65 300 Transfer In from General Fund	3,868,942.10	0.00	3,868,942.10	0.0%
300 Capital Projects	3,868,942.10	16,024,414.28	(12,155,472.18)	414.2%

Fund Revenues: 14,822,514.70 26,977,986.88 (12,155,472.18) 182.0%

Expenditures Amt Budgeted Expenditures Remaining

300 Capital Projects

594 76 31 300 Capital Exp. - Supplies	0.00	134.50	(134.50)	0.0%
594 76 36 300 Capital Exp. - Computers	0.00	0.00	0.00	0.0%
594 76 41 300 Capital Exp. - Prof Services	2,927,302.00	310,048.24	2,617,253.76	10.6%
594 76 44 300 Capital Exp. - Printing	0.00	0.00	0.00	0.0%
594 76 45 300 Capital Exp. - Rentals & Leases	0.00	10,002.26	(10,002.26)	0.0%
594 76 46 300 Capital Exp. - External Taxes	0.00	0.00	0.00	0.0%
594 76 61 300 Capital Exp. - Land & Land Imp.	0.00	200.00	(200.00)	0.0%
594 76 62 300 Capital Exp - Structures	1,111,472.00	0.00	1,111,472.00	0.0%
594 76 63 300 Cap Exp -Fields/Bridges/Signs	0.00	0.00	0.00	0.0%
594 76 65 300 Capital Exp.- Construction	3,320,766.00	0.00	3,320,766.00	0.0%
594 76 66 300 Capital Exp. - Lease/Purchase	0.00	0.00	0.00	0.0%
300 Capital Projects	7,359,540.00	320,385.00	7,039,155.00	4.4%

Fund Expenditures: 7,359,540.00 320,385.00 7,039,155.00 4.4%

Fund Excess/(Deficit): 7,462,974.70 26,657,601.88

2021 BUDGET POSITION

Peninsula Metropolitan Park District

Time: 09:10:09 Date: 06/10/2021

Item 3c.

Page: 9

365 Equipment Replacement Fund

Months: 01 To: 05

Revenues	Amt Budgeted	Revenues	Remaining	
----------	--------------	----------	-----------	--

001 Carryover

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

003 NonRevenue

397 76 64 365 Transfer In from General Fund	106,932.00	106,932.00	0.00	100.0%
003 NonRevenue	106,932.00	106,932.00	0.00	100.0%

Fund Revenues:	505,686.00	505,686.00	0.00	100.0%
-----------------------	-------------------	-------------------	-------------	---------------

Expenditures	Amt Budgeted	Expenditures	Remaining	
--------------	--------------	--------------	-----------	--

300 Capital Projects

594 76 35 300 Capital Exp. - Equipment	104,099.00	0.00	104,099.00	0.0%
594 76 36 365 Capital Exp. - Replacement Computers	38,798.00	0.00	38,798.00	0.0%
300 Capital Projects	142,897.00	0.00	142,897.00	0.0%

Fund Expenditures:	142,897.00	0.00	142,897.00	0.0%
---------------------------	-------------------	-------------	-------------------	-------------

Fund Excess/(Deficit):	362,789.00	505,686.00		
-------------------------------	-------------------	-------------------	--	--

2021 BUDGET POSITION

Peninsula Metropolitan Park District

Time: 09:10:09 Date: 06/10/2021

Item 3c.

Page: 10

550 Recreation Fund Months: 01 To: 05

Revenues	Amt Budgeted	Revenues	Remaining
----------	--------------	----------	-----------

001 Carryover

308 51 00 550	Assigned Beginning Balance	248,255.91	248,255.91	0.00	100.0%
001 Carryover		248,255.91	248,255.91	0.00	100.0%

002 Revenue

347 30 00 550	Recreation Rental Fee	0.00	0.00	0.00	0.0%
347 40 00 550	Event Admission Fee	0.00	0.00	0.00	0.0%
347 60 00 550	Recreation Program Fees	393,200.00	273,784.24	119,415.76	69.6%
347 90 00 550	Other Fees and Charges	18,100.00	11,267.53	6,832.47	62.3%
361 11 55 550	Interest Earned - Recreation	0.00	0.00	0.00	0.0%
367 00 00 550	Donations	0.00	200.00	(200.00)	0.0%
367 00 00 551	Scholarships	0.00	0.00	0.00	0.0%
367 00 00 552	Sponsorship	5,300.00	0.00	5,300.00	0.0%
369 91 00 550	Other Recreation Revenue	0.00	0.00	0.00	0.0%
002 Revenue		416,600.00	285,251.77	131,348.23	68.5%

003 NonRevenue

397 20 55 550	Transfer In from General Fund	150,847.64	150,847.64	0.00	100.0%
003 NonRevenue		150,847.64	150,847.64	0.00	100.0%

Fund Revenues:	815,703.55	684,355.32	131,348.23	83.9%
-----------------------	-------------------	-------------------	-------------------	--------------

Expenditures	Amt Budgeted	Expenditures	Remaining
--------------	--------------	--------------	-----------

550 Recreation Revolving

571 20 11 550	Wages - Recreation Program	236,923.00	78,124.83	158,798.17	33.0%
571 20 20 550	Benefits - Recreation Program	76,745.00	27,303.15	49,441.85	35.6%
571 20 31 550	Office & Operating Supplies	58,256.00	15,047.72	43,208.28	25.8%
571 20 35 550	Minor Equipment	2,438.00	0.00	2,438.00	0.0%
571 20 41 550	Sports & Professional Fees	129,020.00	57,338.67	71,681.33	44.4%
571 20 42 550	Communication - Phones	0.00	0.00	0.00	0.0%
571 20 43 550	Travel	1,600.00	250.53	1,349.47	15.7%
571 20 44 550	Printing & Advertising	500.00	0.00	500.00	0.0%
571 20 45 550	Rentals	27,850.00	2,436.00	25,414.00	8.7%
571 20 46 550	Sales & Use Taxes	5,806.00	3,627.34	2,178.66	62.5%
571 20 47 550	Utilities	0.00	0.00	0.00	0.0%
571 20 49 550	Memberships & Training	714.00	28.04	685.96	3.9%
571 40 49 550	Special Events	42,123.00	15,380.70	26,742.30	36.5%
550 Recreation Revolving		581,975.00	199,536.98	382,438.02	34.3%

Fund Expenditures:	581,975.00	199,536.98	382,438.02	34.3%
---------------------------	-------------------	-------------------	-------------------	--------------

Fund Excess/(Deficit):	233,728.55	484,818.34
-------------------------------	-------------------	-------------------

2021 BUDGET POSITION

Peninsula Metropolitan Park District

Time: 09:10:09 Date: 06/10/2021

Item 3c.

Page: 11

701 Unrestricted Endowment Fund Months: 01 To: 05

Revenues	Amt Budgeted	Revenues	Remaining
----------	--------------	----------	-----------

001 Carryover

308 51 00 701 Assigned Beginning Balance	276,373.82	276,373.82	0.00 100.0%
--	------------	------------	-------------

001 Carryover	276,373.82	276,373.82	0.00 100.0%
---------------	------------	------------	-------------

002 Revenue

361 11 00 701 Interest Revenue	660.00	131.34	528.66 19.9%
--------------------------------	--------	--------	--------------

002 Revenue	660.00	131.34	528.66 19.9%
-------------	--------	--------	--------------

Fund Revenues:	277,033.82	276,505.16	528.66 99.8%
-----------------------	-------------------	-------------------	---------------------

Expenditures	Amt Budgeted	Expenditures	Remaining
--------------	--------------	--------------	-----------

080 Endowment

514 25 00 000 Investment Fees - Endowment	34.00	6.69	27.31 19.7%
---	-------	------	-------------

080 Endowment	34.00	6.69	27.31 19.7%
---------------	-------	------	-------------

Fund Expenditures:	34.00	6.69	27.31 19.7%
---------------------------	--------------	-------------	--------------------

Fund Excess/(Deficit):	276,999.82	276,498.47	
-------------------------------	-------------------	-------------------	--

2021 BUDGET POSITION

Peninsula Metropolitan Park District

Time: 09:10:09 Date: 06/10/2021

Item 3c.

Page: 12

750 Restricted Endowment Fund Months: 01 To: 05

Revenues	Amt Budgeted	Revenues	Remaining
----------	--------------	----------	-----------

001 Carryover

308 31 00 750 Restricted Beginning Balance	144,965.00	144,965.00	0.00 100.0%
001 Carryover	144,965.00	144,965.00	0.00 100.0%

002 Revenue

361 11 00 750 Interest Revenue	0.00	0.00	0.00 0.0%
002 Revenue	0.00	0.00	0.00 0.0%

Fund Revenues:	144,965.00	144,965.00	0.00 100.0%
-----------------------	-------------------	-------------------	--------------------

Fund Excess/(Deficit):	144,965.00	144,965.00	
-------------------------------	-------------------	-------------------	--

2021 BUDGET POSITION TOTALS

Item 3c.

Peninsula Metropolitan Park District

Months: 01 To: 05

Time: 09:10:09

Date: 06/10/2021

Page: 13

Fund	Revenue Budgeted	Received		Expense Budgeted	Spent	
001 General Expense Fund	10,820,122.99	6,739,592.97	62.3%	7,881,171.08	1,384,206.28	18%
201 Debt Service Fund	541,600.00	0.00	0.0%	541,600.00	0.00	0%
202 Debt Contingency Fund	600,000.00	600,000.00	100.0%	0.00	0.00	0%
300 Capital Projects	14,822,514.70	26,977,986.88	182.0%	7,359,540.00	320,385.00	4%
365 Equipment Replacement Fund	505,686.00	505,686.00	100.0%	142,897.00	0.00	0%
550 Recreation Fund	815,703.55	684,355.32	83.9%	581,975.00	199,536.98	34%
701 Unrestricted Endowment Fund	277,033.82	276,505.16	99.8%	34.00	6.69	20%
750 Restricted Endowment Fund	144,965.00	144,965.00	100.0%	0.00	0.00	0%
	<u>28,527,626.06</u>	<u>35,929,091.33</u>	<u>125.9%</u>	<u>16,507,217.08</u>	<u>1,904,134.95</u>	<u>11.5%</u>



Peninsula Metropolitan Park District

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

STUDY SESSION MINUTES

June 01, 2021, 4:00 PM

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

Call to Order: The meeting was called to order by President Babich at 4:01 PM

Commissioners Present:

Amanda Babich, President

Kurt Grimmer, Clerk

Maryellen (Missy) Hill

Steve Nixon (Attended via Zoom until arrival at 4:54)

Laurel Kingsbury (Arrived at 4:04)

Staff:

Ally Bujacich

Chuck Cuzzetto

Eric Guenther

Aiden Krug

Matthew Kerns

Louise Tieman

Outside Staff:

Linda Kaye Briggs/The Briggs Group

Curt Gimmestad/Absher Construction

ITEM 1 Approval of Agenda

Commissioner Grimmer made a motion to approve the agenda, seconded by Commissioner Hill. The agenda was approved with a 4-0 vote.

ITEM 2 Board Discussion

2a. CRC Capital Campaign Update

Executive Director Ally Bujacich invited Fundraising Consultant Linda Kaye Briggs to give an update on the CRC Capital Campaign. Briggs presented a CRC Campaign 3.1 million dollar goal giving pyramid to the Board. Discussion ensued.

Briggs presented the Board with a draft advisory committee member job description. Briggs and the Board had a discussion, and the Board reached a consensus to move forward with the process for co-partnering with the Greater Tacoma Community Foundation (GTCF).

Briggs briefly discussed the communication plan for the pre-silent phases, silent phase and presented a couple of options for the CRC campaign logo. The Board, staff, and Briggs had a discussion and gave input.

Briggs presented two campaign logo options. Feedback from the Board and staff indicated a preference for Option 1.

Briggs gave a brief explanation of a donor relationship assessment worksheet that will be used for the fundraising campaign for the CRC.

2b. Hale Pass/Arletta Schoolhouse Renovation Update

Executive Director Ally Bujacich introduced Project Manager Curt Gimmestad. Gimmestad updated the Hale Pass/Arletta Schoolhouse



Peninsula Metropolitan Park District

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

renovation and his perspective on the project after visiting the site. Gimmestad presented photos of the interior and exterior of the building, showing some of the items that he feels should be considered in the scope of work for repair or replacement, including interior and exterior finishes and an alternate for upgrades at the picnic shelter. Discussion ensued. The project team will move forward with submitting a permit application and update the documents and budget to reflect the additional scope recommended during the meeting.

ITEM 3 Adjournment: President Babich adjourned the meeting at 5:57 PM

APPROVED BY THE BOARD ON: _____

President

Clerk

Submitted By: Stacie Snuffin



Peninsula Metropolitan Park District

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

REGULAR MEETING MINUTES

June 01, 2021, **6:00 pm**

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

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

Commissioners Present:

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

Staff:

Ally Bujacich
 Chuck Cuzzetto
 Eric Guenther
 Aiden Krug
 Matthew Kerns
 Louise Tieman

Attendees:

Linda Hume
 Shari O'Quinn
 Ken Lee
 Bjorn Benson
 Lynne Benson

ITEM 1 Approval of Agenda

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

ITEM 2 Citizen Comments:

Linda Hume, a Gig Harbor resident, asked the commissioners to add lines for four pickleball courts to the Hale Pass tennis court when the court is being resurfaced and relined, which was discussed in a previous study session. She also asked that lines be added to accommodate four pickleball courts on Sehmel tennis court one.

Ken Lee, a Gig Harbor resident, commented on the popularity of pickleball. He requested that PenMet add lines for four courts to Sehmel tennis court one and provide lights for pickleball. He said he would be willing to help fund some of the costs of his requests.

ITEM 3 Presentations

3a. Executive Director's Report

Executive Director Ally Bujacich reported that as PenMet transitions into holding in-person board meetings that PenMet will continue giving the option to give public comment via email as well as taking comment in person and that there is a call-in option for commissioners.

Bujacich reported that the Salary and Benefits Committee had met and that they are collecting responses from the HR Professional Salary and Benefit RFP and Compensation Study and will begin the interview process later this week..



Peninsula Metropolitan Park District

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

Bujacich reported that Pierce County Council approved three PenMet properties to rezone them to parks and recreation, and the ordinances will take effect in October 2021.

Bujacich informed the Board that PenMet is testing a new tool that will improve communication with the Board regarding upcoming events, programming, and Board participation.

Bujacich announced that Special Events Coordinator Kelly Darling's last day at PenMet is June 2. Bujacich and Commissioners thanked Darling for her service at PenMet.

3b. 2021 Budget Book Presentation

Bujacich presented the reformatted 2021 Budget Book to the Board. The budget book will be uploaded to the PenMet website, and copies will be available for viewing at the PenMet office.

3c. President's Report: None

ITEM 4

Consent Agenda

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

4a. Approval of Minutes

05/18/21 Regular Meeting, 04/21/21 Special Meeting, 10/28/20 Special Meeting, 10/26/20 Special Meeting

4b. Approval of Vouchers

\$33,577.22 Reference Number: 210503001-210503019

ITEM 5

Unfinished Business: None

ITEM 6

New Business

6a. R2021-012: Resolution Designating Certain Individuals as Authorized Signers at District Financial Institutions

Bujacich gave a background on Resolution R2021-012. Commissioner Grimmer made the motion to approve Resolution R2021-012 designating Board President Amanda Babich, Board Clerk Kurt Grimmer, Commissioner Missy Hill, and Executive Director Ally Bujacich as authorized signers at Bank of America and Key Bank, and revoking authorization previously granted to other persons. Seconded by Commissioner Nixon. The resolution passed with a 5-0 vote.

6b. R2021-013: Resolution Authorizing Kids Need to Play! Memorandum of Understanding

Recreation Manager Matthew Kerns gave a brief background on the Kids Need to Play! Program. Commissioner Grimmer made the motion to approve Resolution R2021-013 authorizing the Executive Director to sign the Agreement Between Pierce County, Washington and Peninsula



Peninsula Metropolitan Park District

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

Metropolitan Park District Regarding Summer Programming for Youth, in substantially the form attached, to provide youth program discounts through the Kids Need to Play! Program. Discussion ensued. The resolution passed with a 5-0 vote.

ITEM 7 Project Manager Update

7a. Community Recreation Center Update

Project Manager Curt Gimmestad reported that he and the CRC design team have been working on the phase 2 design scope of work and contract values.

Gimmestad gave an update on the septic system and site and arsenic testing at the CRC.

7b. CRC Operations Committee

Bujacich reported that the Operations Committee had met and discussed next steps..

7c. CRC Marketing Committee

Bujacich reported that the earlier study session covered the CRC Marketing Committee update.

7d. CRC Finance Committee

Bujacich reported that the CRC Finance Committee hasn't met since that last board meeting.

ITEM 8 Comments by Board

Commissioner Kingsbury thanked and shared the Board's appreciation for Special Events Coordinator Kelly Darling's work for PenMet over the years. Kingsbury also commented on her support for more pickleball courts and lighting and requested that PenMet considers installing more water bottle filling stations throughout the parks, especially where sports are played.

Commissioner Hill echoed Kingsbury's support for pickleball. The Board and staff had a discussion. Bujacich commented that staff would provide the Board with data on pickleball usage and contact Ken Lee to see if he has reached out to the school district regarding using their facilities. President Babich requested that staff bring back the data when PenMet brings the updated PROS Plan and 6-Year CIP Plan to the Board.

Commissioner Hill commented on the 10 Trails Walking Club, thanked staff for inviting her to join them, and shared her appreciation for staff reaching out about opportunities for Commissioners to participate in PenMet events and programming. Hill also commented on the Laughs on the Lawn event on June 5, 2021.

Commissioner Grimmer thanked staff for all the work they put into getting the in-person meeting set up.

ITEM 9 Next Board Meetings



Peninsula Metropolitan Park District

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

Tuesday, June 15, 2021 (Study and Regular) Study Session at 5:00 and Regular Meeting at 6:00 pm at SHP Pavilion.

ITEM 10 Adjournment: President Babich adjourned the meeting at 6:54 pm

APPROVED BY THE BOARD ON: _____

President

Clerk

Submitted By: Stacie Snuffin



Peninsula Metropolitan Park District

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

SPECIAL MEETING MINUTES

Thursday, March 4, 2021, 6:00 pm

Special Public Meeting: Community Recreation Center Update

Thursday, March 4th • 6:00 pm

PenMet Parks invites you to a Public Meeting Thursday, March 4th at 6:00 pm via Zoom regarding the future Community Recreation Center, to be built on the site of the former driving range adjacent to Highway 16. There will be an update on progress to date and opportunities to share your input. The meeting will begin at 6:00 pm and run until around 7:00 pm. For questions, please contact Chuck Cuzzetto at CCuzzetto@penmetparks.org or (253) 858-3400. We look forward to your participation! You can join the Special Meeting via Zoom by using the Meeting ID: 883 7746 7719 Password: PenMet0321. You can also join the meeting via teleconference by calling +1 253-215-8782. Meeting ID: 883 7746 7719 Password: 3955195380.

Commissioners Present:

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

Staff:

Hunter George
 Chuck Cuzzetto
 Eric Guenther

Outside Staff:

Ally Bujacich/Absher
 Kevin Armstrong/BRS
 Connie Osborn/BRS
 Ari Lewkowitz/BLRB
 Don Campbell/RW Droll

ITEM 1 Public Meeting Agenda

Meeting opened at 6:00 pm

President Babich gave welcoming remarks and introduced Project Manager Ally Bujacich. Bujacich outlined the schedule and intended outcome of the meeting, which is to solicit feedback from the public on siting options for the Community Recreation Center (CRC) on the former Performance Golf Center property.

Kevin Armstrong from BRS presented the preferred site plan option. Senior Project Manager Don Campbell from RW Droll presented three options for site design. Members of the public asked questions and offered feedback. After the Q&A, the



Peninsula Metropolitan Park District

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

design team used a polling app to ask members of the public in attendance to vote on their preferred options.

Members of the design team from Barker Rinker Seacat Architecture and BLRB Architects gave a brief overview of the CRC indoor programming spaces. The design team presented four exterior building options for both buildings. Members of the public asked questions and offered feedback.

Bujacich advised members of the public to send any additional feedback or questions to PenMet.

The meeting adjourned at 7:38 pm.

APPROVED BY THE BOARD ON: _____

President

Clerk

Submitted By: Stacie Snuffin



Peninsula Metropolitan Park District

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

SPECIAL STUDY SESSION MINUTES

November 20, 2020, 9:00 AM

ATTENTION: Protecting the public, our partners, and our staff are of the utmost importance. Due to recent health concerns with the novel Corona-virus, the Park Board has decided to host the meeting Online via Zoom. In accordance with the Governor's Stay at Home Order issued on March 23, 2020, the public is strongly encouraged to participate via teleconference. You can join the zoom meeting for the special study session by using the Meeting ID: 884 1536 8237 Password: PenMet1120 or call in at +1 253-215-8782 Password: 3989545545. Meeting agendas can be accessed online at PenMetParks.org.

Call to Order: The meeting was called to order by President Hill at 9:00 AM

Commissioners Present:

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

Staff:

Hunter George
 Elaine Sorensen
 Eric Guenther
 Chuck Cuzzetto
 Ron Martinez
 Ed Lewis
 Stacie Snuffin
 Kelly Darling

ITEM 1 Approval of Agenda

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

ITEM 2 Board Discussion

2a. 2021 Budget Review

Interim Executive Director Hunter George walked the Board through draft five of the 2021 budget and suggested changes. The Board and staff had discussions regarding the draft budget items. Commissioners expressed that they would like the Caretaker/Park Host program reviewed in 2021. Staff and Commissioners discussed the Maintenance Endowment Fund. Commissioners requested a review of that policy in 2021. Discussion ensued. Commissioner Babich asked that PenMet get an update on the adaptive recreation services offered in the area. Commissioners and staff discussed professional fees and revisiting the fee ratio in 2022. President Hill requested that we update the long-range calendar to reflect action items from the Board meetings. PenMet staff and the Commissioners discussed increasing the transfer from the General Fund to the Recreation Revolving Fund to cover recreation expenses or use the Revolving Funds reserves to cover the expenses. Board consensus was to transfer funds from the Revolving Fund to the General Fund for the amount of



Peninsula Metropolitan Park District

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

\$14,529.00. President Hill requested that the Board receive a periodic update on the scholarship fund. Commissioner Nixon suggested that the Board do a review of the Recreation Scholarship Policy. George gave a run-through of the recommendations and next steps for finalizing the adoption of the 2021 annual budget.

2b. Capital Improvement Plan

Planning and Special Projects Manager Eric Guenther gave an overview of the 2021 Long-Range Capital Planning Six-Year CIP document. Commissioner Nixon requested to get an agreement in writing from the owner of the Narrows West Property for the acquisition of the property to verify intent before spending money on a conceptual plan. Guenther requested that the Commissioners rank their project priorities and send those rankings to him, and he would bring the results back to the Board for review. Discussion ensued. Commissioner Babich requested that Guenther email the Commissioners with the background for the Harbor Family Park acquisition.

2c. Look Ahead to Strategic Planning in Early 2021

President Hill discussed scheduling a strategic planning meeting where the Board will look at past strategic planning documents, set priorities, strengthen operations, and working towards a common goal.

ITEM 3 Adjournment President Hill adjourned the meeting at 12:49 PM

APPROVED BY THE BOARD ON: _____

President

Clerk

Submitted by: Stacie Snuffin



Peninsula Metropolitan Park District

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

SPECIAL STUDY SESSION MINUTES

October 27, 2020, 4:00 PM

ATTENTION: Protecting the public, our partners, and our staff are of the utmost importance. Due to recent health concerns with the novel Corona-virus, the Park Board has decided to host the meeting Online via Zoom. In accordance with the Governor's Stay at Home Order issued on March 23, 2020, the public is strongly encouraged to participate via teleconference. You can listen to the study session and regular meeting by phone at the following number +1 253-215-8782 Meeting ID: 871 9719 2131 Password: 574085. Via Zoom: Meeting ID: 871 9719 2131 Password: 574085. PenMet Parks encourages citizens to listen in as the Special Study Session, but public comment will not be taken at this meeting.

Call to Order: The meeting was called to order by President Hill at 4:00 pm

Commissioners Present:

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

Staff:

Eric Guenther
 Chuck Cuzzetto
 Bryce Toney

Outside Staff:

Ally Bujacich/Absher
 Sarah Fischer/BLRB
 Ari Lewkowitz/BLRB
 John Barnholt/BRS
 Kevin Armstrong/BRS
 Connie Osborn/BRS

ITEM 1 Approval of Agenda

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

ITEM 2 Community Recreation Center Programming Discussion

Project Manager Ally Bujacich gave introductions to the CRC Design Team.

Connie Osborn from BRS gave a brief overview of the agenda and meeting goals.

Commissioners gave feedback on the draft vision statement.

Kevin Armstrong from BRS presented the overall preferred programming results from Steering Committee meetings and the first public meeting.



Peninsula Metropolitan Park District

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

Sarah Fischer from BLRB gave a summary of sustainable ideas that are being considered for the CRC project. Commissioners provided feedback on the prioritization of sustainable design and programs relative to each other.

John Barnholt from BRS presented information on the operational pro forma.

Kevin Armstrong from BRS spoke about the CRC master planning. The CRC Design Team presented program option diagrams for the new community recreation center.

Osborn gave an overview of the project budget for the different options that were presented. Commissioners gave feedback and had discussions with the CRC Design Team and PenMet staff relating to the different options.

ITEM 3 Adjournment President Hill adjourned the meeting at 6:41 pm

APPROVED BY THE BOARD ON: _____

President

Clerk

Submitted By: Stacie Snuffin



Peninsula Metropolitan Park District

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

SPECIAL MEETING MINUTES

November 10, 2020, 4:00 pm

The public is invited to observe the Community Rec Center (CRC) Steering Committee meeting from 4 pm – 5 pm on Tuesday, November 10, 2020. This meeting will be held on Zoom. Please note the public is welcome to audit this meeting; no public comment(s) will be allowed.

To attend the meetings, please RSVP to Info@PenMetParks.org

COMMISSIONERS

MARYELLEN (MISSY) HILL
 AMANDA BABICH
 KURT GRIMMER
 STEVE NIXON
 LAUREL KINGSBURY

Meeting Started at 4:00 pm

Steering Committee Meeting #4:

The project team led the Steering Committee in a discussion surrounding workshop goals, schedule, and the vision statement. The project team went over program prioritization and plan options, precedence images, and gave a recap, and discussed next steps.

Meeting ended at 6:00 pm

APPROVED BY THE BOARD ON: _____

President

Clerk

Submitted By: Stace Snuffin



Peninsula Metropolitan Park District

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

SPECIAL MEETING MINUTES

October 13, 2020, **6:30 PM**

ATTENTION: Protecting the public, our partners, and our staff are of the utmost importance. Due to recent health concerns with the novel Corona-virus, the Park Board has decided to host the meeting Online via Zoom. In accordance with the Governor's Stay at Home Order issued on March 23, 2020. You can join the zoom meeting for the public by sending an RSVP to Info@PenMetParks.org

COMMISSIONERS

MARYELLEN (MISSY) HILL
 AMANDA BABICH
 KURT GRIMMER
 STEVE NIXON
 LAUREL KINGSBURY

Meeting started at 6:30 pm

Public Meeting #2:

The project team led the public in a discussion surrounding project goals and the introduction of design threads. The project team went over initial program data findings, initial site test-fits and took questions and comments from the public.

Meeting ended at 8:30 pm

APPROVED BY THE BOARD ON: _____

President

Clerk

Submitted By: Stace Snuffin



Peninsula Metropolitan Park District

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

SPECIAL MEETING MINUTES

October 13, 2020, 4:00 PM

ATTENTION: The public is invited to observe the Community Rec Center (CRC) Steering Committee meeting Tuesday, October 13, 2020. This meeting will be held on Zoom. Please note the public is welcome to audit this meeting; no public comment(s) will be allowed. Public comment(s) will be accepted at the Public Meeting following the Steering Committee Meeting. To attend the meetings, please RSVP to Info@PenMetParks.org

COMMISSIONERS

MARYELLEN (MISSY) HILL
 AMANDA BABICH
 KURT GRIMMER
 STEVE NIXON
 LAUREL KINGSBURY

Meeting started at 4:00 pm

Steering Committee #3:

The project team led the Steering Committee in a discussion surrounding project administration and a review of the project vision & design threads. The project team gave an overview of public input and stakeholder meetings, reviewed the draft preferred programming options, and discussed sustainable design opportunities.

Meeting ended at 6:00 pm

APPROVED BY THE BOARD ON: _____

President

Clerk

Submitted By: Stace Snuffin



Peninsula Metropolitan Park District

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

PUBLIC MEETING MINUTES

September 22, 2020, 6:30 PM

ATTENTION: Protecting the public, our partners, and our staff are of the utmost importance. Due to recent health concerns with the novel Corona-virus, the Park Board has decided to host the meeting Online via Zoom. In accordance with the Governor's Stay at Home Order issued on March 23, 2020. You can join the zoom meeting for the public by using Meeting ID: 883 4495 8359 Password: 640358. You can also join the meeting via teleconference by calling +1 253-215-8782. Meeting ID: 883 4495 8359 Password: 640358. There will be an interactive program prioritization exercise and opportunities to share your input.

COMMISSIONERS

MARYELLEN (MISSY) HILL
 AMANDA BABICH
 KURT GRIMMER
 STEVE NIXON
 LAUREL KINGSBURY

Meeting Started at 6:30 pm

Public Meeting #1:

The project team led the public in a discussion surrounding project history & goals, who is PenMet / questions, recreation program & trends, a program prioritization exercise, and final input.

Meeting ended at 8:00 pm

APPROVED BY THE BOARD ON: _____

President

Clerk

Submitted By: Stace Snuffin



Peninsula Metropolitan Park District

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

SPECIAL MEETING MINUTES

September 22, 2020, **4:00 PM**

ATTENTION: Protecting the public, our partners, and our staff are of the utmost importance. Due to recent health concerns with the novel Corona-virus, the Park Board has decided to host the meeting Online via Zoom. In accordance with the Governor's Stay at Home Order issued on March 23, 2020, the public is strongly encouraged to participate via teleconference. You can join the special meeting by calling +1 253-215-8782. Meeting ID: 865 8983 1076 Password: 547960. PenMet Parks encourages citizens to listen in as the Steering Committee conducts their business, but public comment will not be taken at this meeting.

COMMISSIONERS

MARYELLEN (MISSY) HILL
 AMANDA BABICH
 KURT GRIMMER
 STEVE NIXON
 LAUREL KINGSBURY

Meeting started at 4:00 pm

Steering Committee #2:

The project team led the Steering Committee in a discussion surrounding project administration, project vision, and design threads. The Steering Committee was asked to give feedback on conditions of satisfaction. The project team gave a program survey results summary, discussed program prioritization and next steps in the future.

Meeting ended at 6:00 pm

APPROVED BY THE BOARD ON: _____

President

Clerk

Submitted By: Stace Snuffin



Peninsula Metropolitan Park District

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

SPECIAL MEETING MINUTES

September 2, 2020, **6:00 PM**

ATTENTION: Protecting the public, our partners, and our staff are of the utmost importance. Due to recent health concerns with the novel coronavirus, the Park Board has decided to host the meeting online. In accordance with the Governor's Stay at Home Order issued on March 23, 2020, the public is strongly encouraged to participate via Zoom. Meeting link: <https://us02web.zoom.us/j/83941922607>

COMMISSIONERS

MARYELLEN (MISSY) HILL
 AMANDA BABICH
 KURT GRIMMER
 STEVE NIXON
 LAUREL KINGSBURY

Meeting opened at 6:00 pm

PROGRAMMING WORKSHOP -Steering Committee Meeting #1

The project team led the Steering Committee in a discussion surrounding team make-up, process, and schedule. The project team went over the project vision draft/design threads, initial market analysis & demographics/operations considerations, and “Who is PenMet?” questions, a project program exercise, and next steps Q&A.

Meeting ended at 8:00 pm

APPROVED BY THE BOARD ON: _____

President

Clerk

Submitted By: Stacie Snuffin