

REGULAR MEETING AGENDA

January 21, 2025, 6:00 PM

PenMet Parks District Headquarters - 2416 14th Ave NW, Gig Harbor, WA 98335

Call to Order

Commissioner Roll Call:

	Present	Excused	Comment
Laurel Kingsbury, President			
William C. (Billy) Sehmel, Clerk			
Kurt Grimmer			
Steve Nixon			
Maryellen (Missy) Hill			

ITEM 1 President's Report

ITEM 2 Executive Director's Report

ITEM 3 Special Presentations

- 3a. [Special Events Report - Fall/Winter 2024](#)
- 3b. [November 2024 Financial Report](#)
- 3c. Recreation Center Fees

ITEM 4 Board Committee Reports

- 4a. Park Services Committee
- 4b. Finance Committee
- 4c. Administrative Services Committee
- 4d. Recreation Services Committee
- 4e. Campaign Committee
- 4f. External Committees

ITEM 5 Public Comments:

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

ITEM 6 Minutes

- 6a. [Approval of the January 7, 2025 Study Session Minutes](#)

- 6b. [Approval of the January 7, 2025 Regular Meeting Minutes](#)
- ITEM 7 **Consent Agenda**
 - 7a. [Resolution C2025-003 Approving Asset Names for Certain PenMet Parks Recreation Center Campus Facilities](#)
 - 7b. [Resolution C2025-004 Authorizing the Executive Director to Sign the Conservation Futures Application - Receiving Agency Affidavit](#)
- ITEM 8 **Unfinished Business**
- ITEM 9 **New Business**
 - 9.1 [Purchasing Resolutions Requiring One Reading for Adoption](#)
 - 9.1.a [Resolution P2025-002 Authorizing the Executive Director to Sign the Construction Contract for District Headquarters Construction Corrections with J.A. Morris Construction, LLC](#)
 - 9.1.b [Resolution P2025-003 Authorizing the Executive Director to Purchase Mini Golf Theming Elements](#)
 - 9.2 [Single Reading Resolutions Requiring One Reading for Adoption](#)
 - 9.2.a [Resolution R2025-001 Designating Certain Individuals as Authorized Signers at District Financial Institutions](#)
 - 9.3 **Two Reading Resolutions Requiring Two Readings for Adoption**
- ITEM 10 **Comments by Board**
- ITEM 11 **Next Board Meetings**
February 4, 2025 Study Session at 5:00 pm and Regular Meeting at 6:00 pm at PenMet Parks District Headquarters – 2416 14th Ave NW, Gig Harbor, WA 98335
- ITEM 12 **Executive Session**
 - 12a. **Executive Session to Review the Performance of a Public Employee. RCW 42.30.110 (g).**
- ITEM 13 **Adjournment**

BOARD OF PARK COMMISSIONERS MEETING PROCEDURES

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2024 Fall Event Report

January 21, 2025

Fall Event Goals

- Provide free, fun, memorable and well-attended events for the public that foster delight and engagement with our community.
- Build on previous years and deliver an exceptional Scarecrow Festival for the community to enjoy.
- Host a safe, fun Trunk or Treat event.
- Collaborate with local partners to benefit the community by holding community food drives.





October 5, 2024

Scarecrow Festival

Event Overview

Purpose:

- Bring community together to celebrate in a festive environment.
- Provide a place-making opportunity for our community which leaves a positive memory of PenMet Parks for all attendees.

Goals:

- Raise funds through the pumpkin launcher to support the Recreation Scholarship Program.
- Collect food to support community members with food insecurity through partnership with the Kiwanis Club of Gig Harbor.
- Recognize sponsor contributions and participation.
- Support local makers, nonprofits, and food vendors while giving the community a chance to enjoy great food and shop local!



PUMPKIN LAUNCHING

A young boy with dark hair, wearing a brown cowboy hat, a white t-shirt with a cartoon crab on a beach, blue jeans, and white sneakers, is riding a small wooden horse. The horse has a black and white mane and a brown saddle. He is holding the reins and is in motion, running through a field of green grass with several large, golden-brown hay bales in the background. Other people are visible in the background, some sitting and some standing. A wooden barrel is partially visible on the right side of the frame.

PEEWEE RODEO



PETTING
ZOO

Event Highlights

- Featured Activities
 - Pumpkin launchers
 - Scarecrow contest
 - Crafts
 - Hayrides
 - Bouncy houses and inflatables
 - Petting Zoo w/ Miracle Ranch
 - Pee Wee Rodeo
 - Makers Market & Food Vendors
 - Pumpkin carving demonstration
 - Estimated attendance 5,000+
(exceeded estimated attendance for 2023)



Scarecrow Contest

- 21 Total Scarecrows
 - The Richmond Family
 - The Tucker Family
 - Gig Harbor Pierce County Library
 - PenMet Parks Specialized Recreation
 - Gig Harbor Now
 - Peninsula Lutheran Church
 - Kitsap OMS
 - Sound Elite Athletics
 - The Alicraft Studio
 - Finley's Traveling Groomers
 - Teen Advisory Council
 - Gig Harbor Dragon Boats
 - Ghost Light Performing Arts
 - Olympic Civic Services
 - 3 Same Day Drop-off Scarecrows



Event Sponsors & Partners

Sponsors

Presenting Sponsor:

- Paige Schulte – Neighborhood Experts Real Estate Team



Additional Sponsors:

- Olympic Civic Services
- BECU
- Kitsap OMS
- Sound CU
- Ocean5
- Sign Gypsies

Partners

- **Kiwanis Club of Gig Harbor**
 - Collected 125 lbs. of food and \$40
 - Sold 325 hot dogs and 225 drinks

Budget Summary

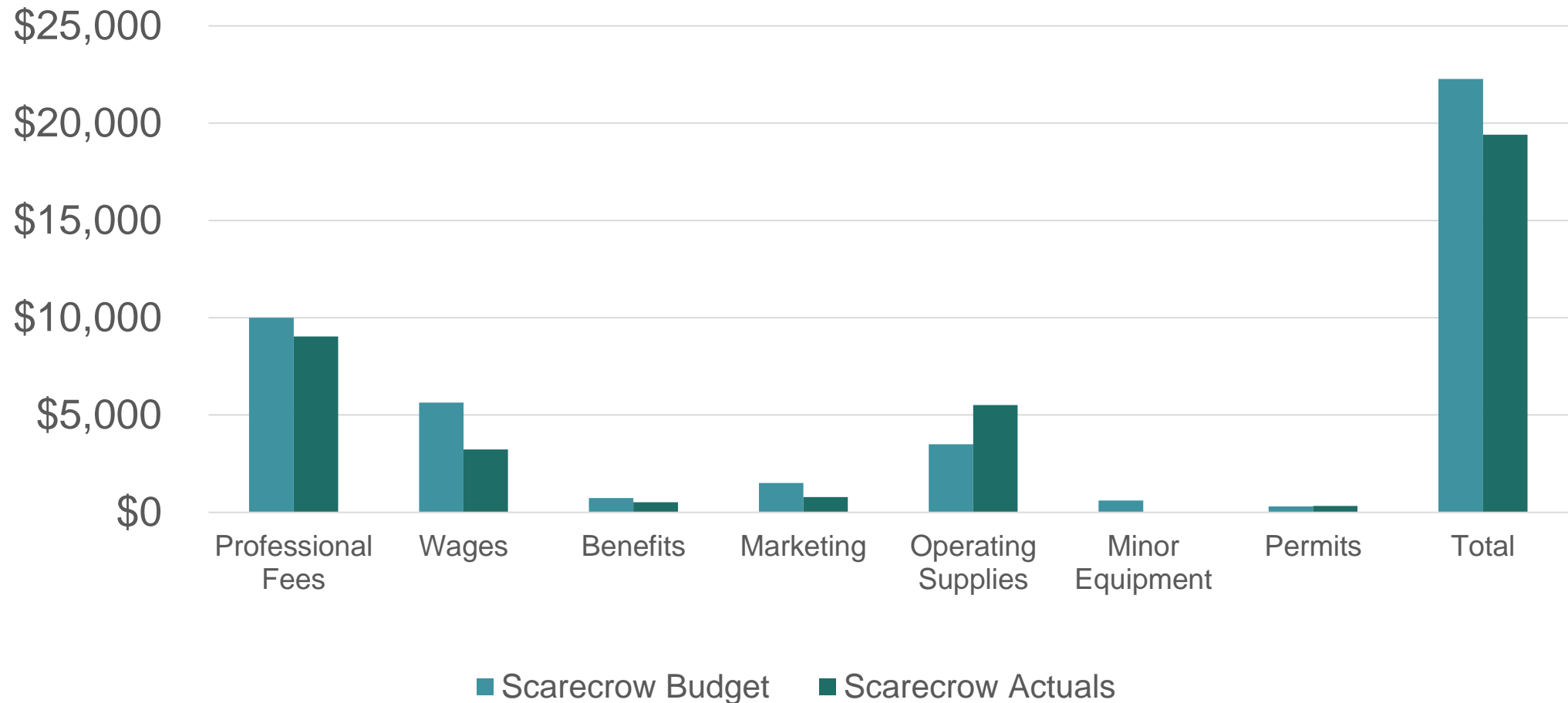
Total Event Expenses - Scarecrow		
Category	Budget	Actuals
Professional Fees	\$10,000	\$9,037.58
Wages	\$5,644.22	\$3,235.40
Benefits	\$733.75	\$522.17
Marketing	\$1,500	\$778.20*
Operating Supplies	\$3,500	\$5,512.05
Minor Equipment	\$600	\$0
Permits	\$300	\$330
Total	\$22,277.97	\$19,415.40

**\$1,658.25 was coded to the Administrative Services Marketing Budget*

Scarecrow Revenue	
Sponsorship	\$16,000
Pumpkin Launcher	\$3,859
Vendor Fees	\$3,035
Total	\$22,894

Budgeted Revenue	
Sponsorship	\$10,300
Pumpkin Launcher	\$2,500
Vendor Fees	\$3,250
Total	\$16,050

Budget Summary



Looking Forward: Survey Results & Team Debrief Suggestions

- Shuttles & Parking – add another shuttle pick up location
- Evaluate Event Timing – Consider starting earlier in the day
- Improved Line Management
- Purchase equipment to support improved event communications
- Develop contingency plan in the event of inclement weather
- Improved plan for when park is at capacity and front gate must be closed
- Explore adding additional family friendly activities



October 25, 2024

Trunk or Treat

Event Overview

Goals:

- Provide a safe, fun alternative trick or treating event prior to Halloween for the community.
- Engage community partners and provide an opportunity to distribute treats in a safe and fun environment.
- Successfully promote and advertise event within the community to support robust attendance.

Event Details:

- October 25, 2024
- 5-7 PM
- Sehmel Homestead Park

Totals	2024	2023
Attendance	602	967
Trunks	20	20







SIGN
GYPSIES



SPECIAL
THANKS TO
OUR
SPONSORS!

ZUCKERMAN
FAMOUS PIG

2024 Trunks

- PenMet Parks Commissioners
- Proper Smiles Orthodontics
- PenMet Parks Teen Advisory Council
- The Adventurous Learner
- Country Road Rabbit Rescue
- Peninsula High School Key Club
- Gig Harbor Women's Co-Op
- Gig Harbor Self Defense
- Gig Harbor Elk's Lodge
- YMCA of Pierce and Kitsap County
- Ghostlight Performing Arts
- Kiwanis Club of Gig Harbor
- The Readwin Family
- Sign Gypsies - Sponsor
- Girl Scout Troop #44527
- The Smart Orthodontic Group
- Harbor Christian Center
- Harbor Speech Pathology
- Finley's Traveling Groomers

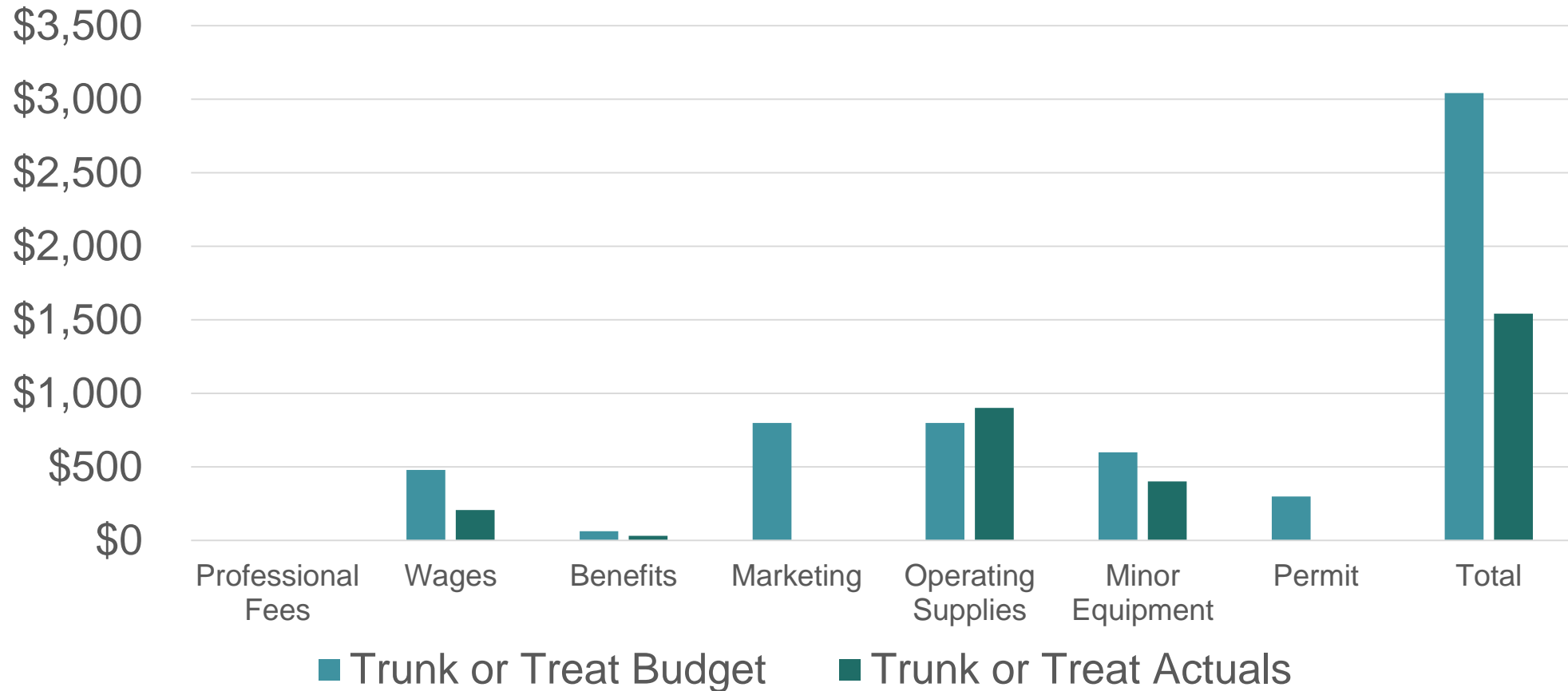
Trunk or Treat Summary

Event Expenses		
Category	Budget	Actuals
Professional Fees	\$0	\$0
Wages	\$479.29	\$206.60
Benefits	\$62.31	\$31.29
Marketing	\$800	\$0*
Operating Supplies	\$800	\$901.91
Minor Equipment	\$600	\$401.59
Permit	\$300	\$0
Total	\$3,041.60	\$1,541.39

**\$198.90 was coded to the Administrative Services Marketing Budget*

Budget Summary

Budgeted vs Actuals



Looking Forward: Survey Results & Team Debrief Suggestions

- Event Timing – Two hours felt about right this year.
- Improved line management.
- Indoor event space.
- Food/beverage alternatives.
- Consider hosting at the Recreation Center in 2025.



December 14, 2024

Cookies with Mr. and Mrs. Claus

Event Overview

Purpose:

- Provide a fun, festive, and memorable holiday event for the community.
- Continue the tradition of a holiday-themed event while utilizing partnership with Peninsula School District.

Goals:

- Move event to a new location to provide more space for families.
- Provide a memorable holiday event for families within the community.
- Collect food in partnership with Kiwanis for Gig Harbor Fish Food Bank.









Event Sponsors & Partners

Sponsors

- **Sign Gypsies**
 - Provided free event signage

Partners

- **Kiwanis Club of Gig Harbor**
 - Provided over 300 cookie kits
 - Collected 31 toys and 305 lbs of food
- **Gig Harbor Fred Meyer**
 - Donated cookies and frosting
- **Point Fosdick Starbucks**
 - Donated coffee, hot water and cups



Item 3a.



Budget Summary

Total Event Expenses		
Category	Budget	Actuals
Professional Fees	\$1,600	\$1,615.80
Wages	\$1,579.76	\$1,585.07
Benefits	\$205.37	\$260.22
Marketing	\$800	\$0*
Operating Supplies	\$1,800	\$1,530.43
Total	\$5,985.13	\$4,991.52

**\$127.25 was coded to the Administrative Services Marketing Budget*

Budget Summary

Total Event Donation Revenue		
Year	Budget	Actuals
2023	\$2,000	\$1,751.33
2024	\$6,000	\$1,476.54

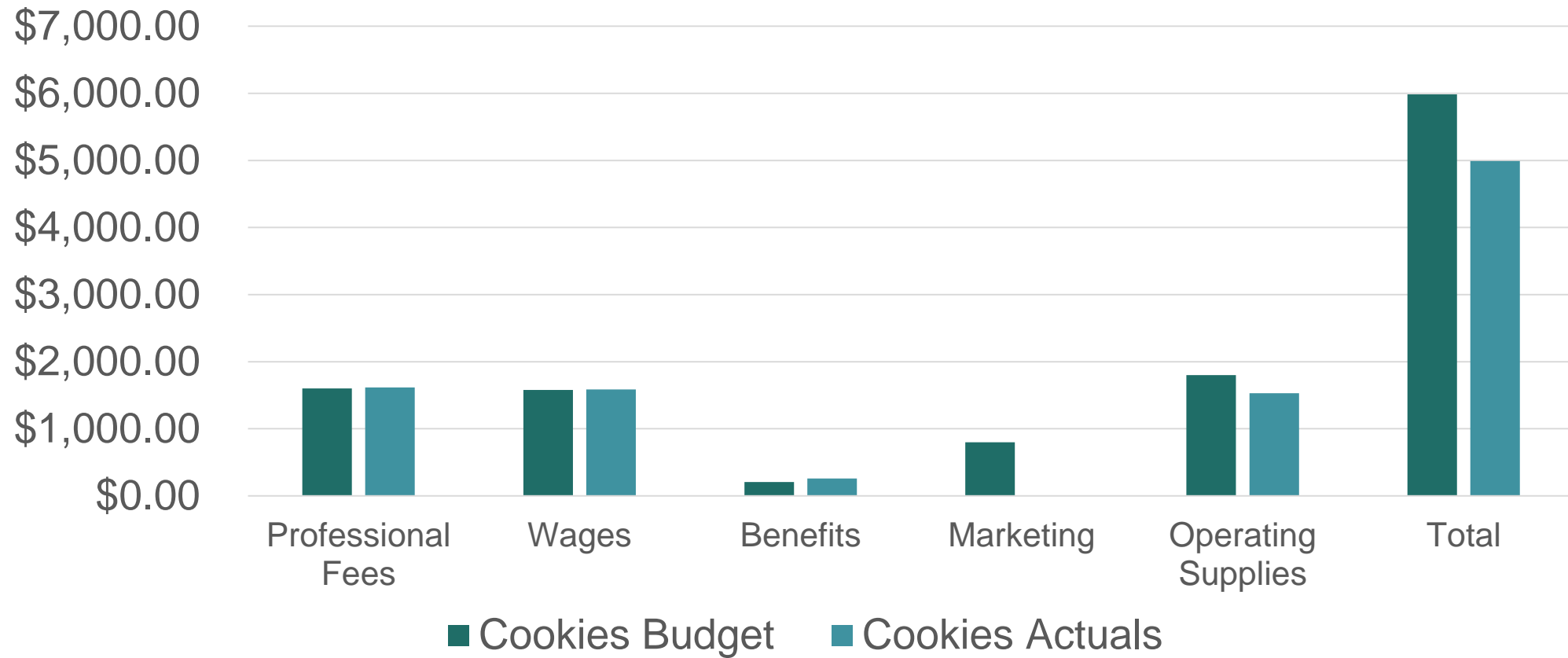
Approximately 450 people attended the event in 2024.

2023 event had 600 attendees.

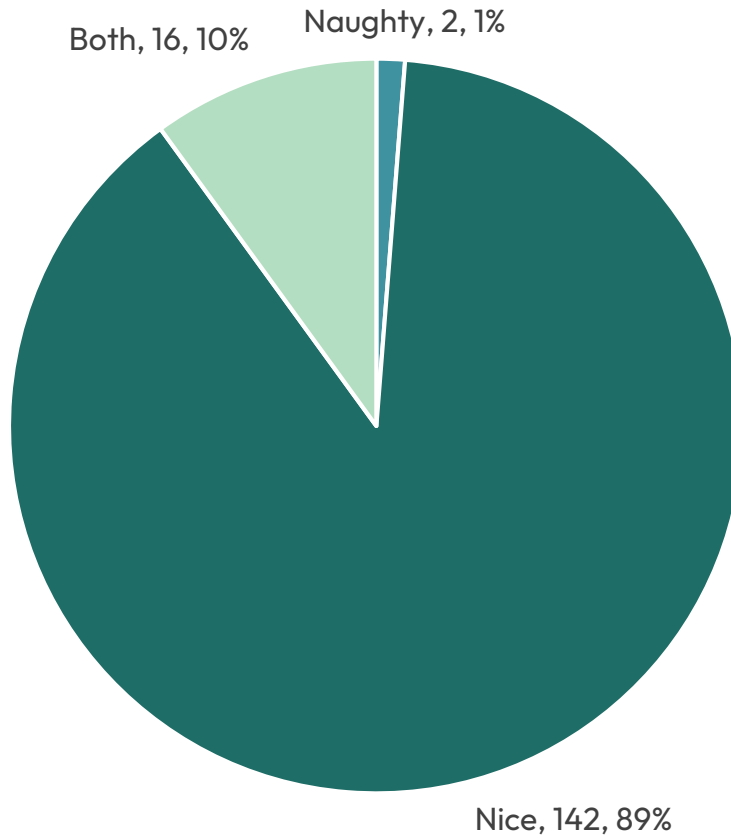


Budget Summary

Budgeted vs Actuals



Letters to Santa



160 letters received.



Looking Forward: Survey Results & Team Debrief Suggestions

- Time Slots – Evaluate expanding length of time slots.
- Facility – Explore hosting event at Recreation Center in 2025.
- Event activities – Explore event additions and improvements such as doing a Breakfast with Santa next year.
- Community Feedback:
 - “This was so well done”
 - “Amazing event, hopefully happening every year! Our kids loved it!”
 - “Everything about the event was great! From set up & Photo Booth to cookies and other activities. Thanks so much for such a wonderful event and making this holiday season a fun and memorable for all of us in this fantastic Gig Harbor community.”



Item 3a.



Thank You!

Financial Review – November 2024

Board of Park Commissioners Meeting
January 21, 2025

General Fund

General Fund

Revenue: Budget-vs-Actual

General Fund Revenue	Nov. 2024 Actuals	YTD 2024 Actuals	2024 Budget
Real & Personal Property Tax	543,134	8,471,594	8,524,917
Sales Tax	49,999	522,290	540,000
Private Harvest Tax	3,016	6,031	2,000
Leasehold Excise Tax	329	1,264	5,000
REET/Impact Fees	0	0	143,000
Investment Interest	69,159	849,965	929,056
Deposits Received	1,002	26,432	0
Other General Fund Revenue	0	11,430	5,000
Sale of Machinery &/or Equipment	6,370	20,617	10,000
Total General Fund Revenue	\$673,010	\$9,909,625	\$10,158,973

- Actuals through November are at 98% of budget, which includes the increase in budgeted investment interest from the 2024 operating budget amendment.

General Fund Expenses: Budget-vs-Actual

- General Fund expenses are under budget @ ~83% spent YTD, including the 2024 operating budget amendment reducing expenses related to the Recreation Center.

General Fund Operating Expenses by Division	Nov. 2024 Actuals	YTD 2024 Actuals	2024 Budget
Legislative	9,208	129,700	183,095
Executive	27,418	387,941	593,561
Finance & IT	74,377	1,066,110	1,295,310
Administrative Services	39,711	534,797	680,925
Recreation Services	22,150	248,485	297,553
Maintenance & Operations	130,213	1,475,543	1,803,854
Park Services	50,864	549,445	830,162
Total General Fund Expenses	\$353,941	\$4,392,021	\$5,684,460

Recreation Enterprise Fund

Recreation Enterprise Fund

Revenues by Program Type

Rec Enterprise Fund Revenue	Nov. 2024 Actuals	YTD 2024 Actuals	2024 Budget
Donations	0	2,111	2,500
Sponsorships	500	27,670	50,000
Program Fees – Sports & Fitness	19,347	457,511	559,701
Program Fees – Adaptive Rec	24	8,948	30,027
Program Fees – Camps	(1,337)	269,020	275,226
Program Fees – Youth Programs	(620)	31,125	48,721
Program Fees – Adult Programs	35	9,404	14,872
Program Fees – Senior Programs	1,840	49,804	48,759
Event Fees	0	5,297	20,020
Other Recreation Revenue	0	1,401	0
Total Rec Enterprise Fund Revenue	\$19,789	\$862,290	\$1,049,826

- In Nov., Finance processed returns of old credit balances on customer accounts in preparation of filing/paying Unclaimed Property tax, which is reflected as negative revenue in the monthly column in Camps & Youth Programs.

Recreation Enterprise Fund

Revenues by Program Type

Through Nov., the highest % Earned vs. Budget YTD for Program Revenue was:

- Senior Programs (102%)
- Camps (98%)
- Sports & Fitness (82%)



Recreation Enterprise Fund

Expenses by Program Type

Recreation Enterprise Fund Expenses	Nov. 2024 Actuals	YTD 2024 Actuals	2024 Budget
Software for Rec Program	0	10,621	10,536
Uniforms	0	841	1,750
Sports & Fitness	46,014	389,631	484,344
Adaptive Recreation	5,502	58,149	98,037
Camps	4,160	221,662	311,567
Youth Sports	4,113	25,021	80,705
Adult Programs	1	7,688	17,113
Senior Programs	14,636	114,193	99,691
Events	11,585	162,206	118,535
General Recreation Expenses	9,315	288,284	251,730
Total Rec Enterprise Fund Expenses	\$95,326	\$1,278,296	\$1,474,008

- Recreation expenses are trending below budget YTD (~90% spent vs. budgeted).

Facility Enterprise Fund

Facility Enterprise Fund

Revenue: Budget-vs-Actual

Facility Enterprise Fund Revenue	YTD 2024 Actuals	2024 Budget
Facility Rental Fees – CRC Admin	0	11,550
Facility Rental Fees – CRC Phase II	0	33,300
Park & Field Rental Fees	121,423	165,350
Facility Rental Fees	29,510	97,500
Facility Membership Fees	0	17,975
Long Term Golf Course Lease	89,851	72,000
Housing Rentals/Leases	38,146	43,463
Concession Lease Facilities	0	1,000
Total Facility Enterprise Fund Revenue	\$278,930	\$442,138

- Through Nov., rental income from athletic fields is the highest YTD (~\$103K), followed by rental income for Sehmel Homestead Park Volunteer Vern Pavilion (~\$22K), & rental income from athletic courts (~\$9K).

Facility Enterprise Fund Revenue: Budget-vs-Actual

Item 3b.



- Through Nov., there is \$5.5K in facility rental revenue at Hales Pass Park/Arletta Schoolhouse, and \$2K at Rosedale Hall.

Facility Enterprise Fund Expenses: Budget-vs-Actual

- There is a projected fund excess over the 90-day reserve. There is a projected transfer of \$110K to the Unrestricted Maintenance Reserve Fund, leaving a project fund balance of \$224K.

Facility Enterprise Fund Expenses	YTD 2024 Actuals	2024 Budget
Wages & Benefits	161,169	266,913
Operating Supplies	7,361	10,000
Minor Equipment	6,135	10,000
Sales Tax on Facility Rentals	13,595	24,924
ActiveNet Fees on Rentals	5,327	11,293
Total Facility Enterprise Fund Expenses	\$193,588	\$323,130

Capital Fund

Capital Fund

Item 3b.



PenMet Parks Recreation Center

- ~\$15.9MM



Rosedale Hall Renovations

- ~\$1.2MM



Other Projects

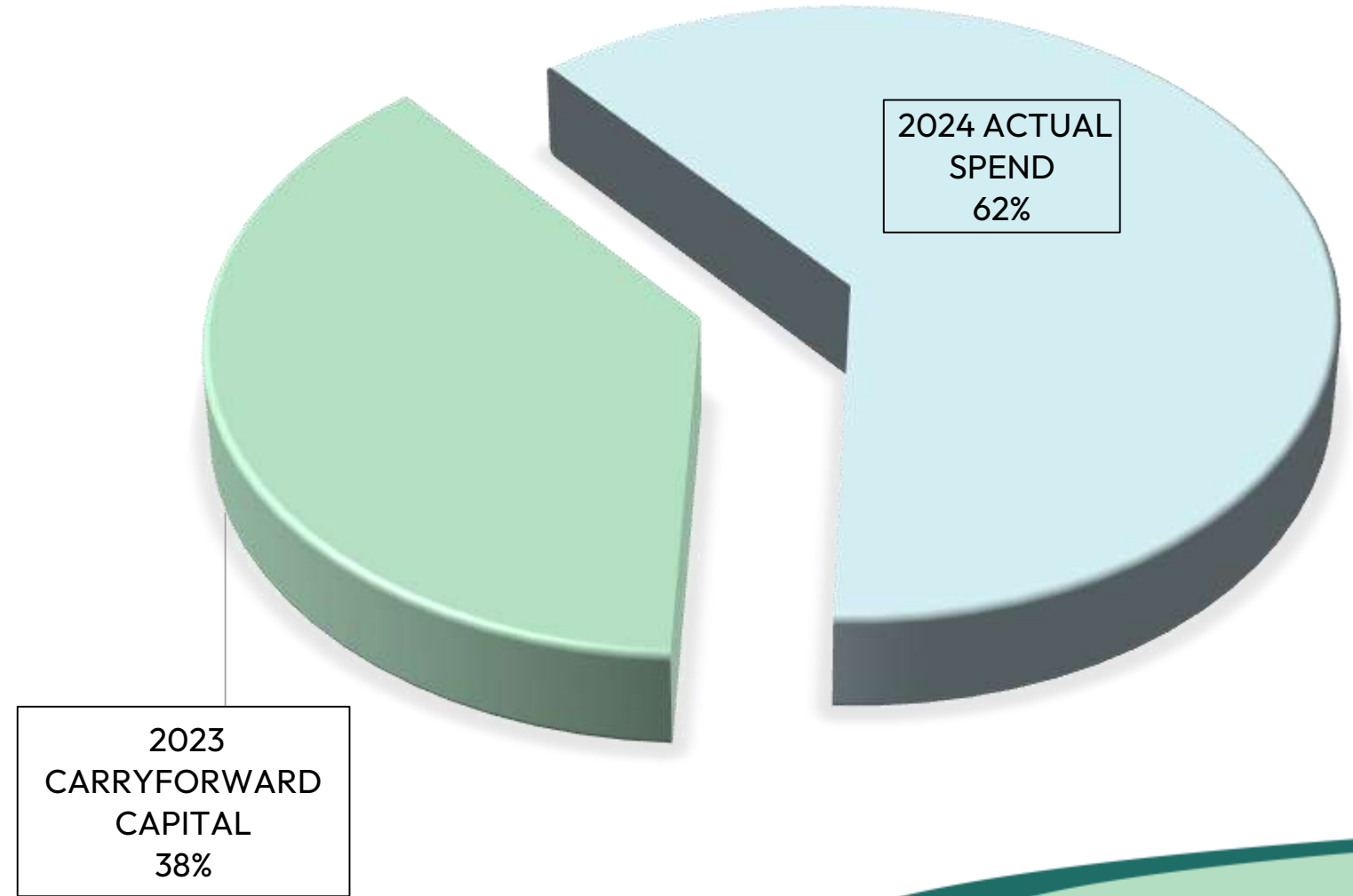
- Narrows Beach Repair/Repave Road ~\$283K
- DeMolay Master Plan ~\$223K
- Rec Center Mini Golf Course ~\$193K
- Pen Gardens Master Plan ~\$130K

- 2024 Capital Budget is ~\$2.4MM. \$18.7MM is spent through November.

Capital Fund Carryforward

- Approx. \$31MM carryforward in the Capital Fund from 2023.

2024 ACTUAL VS. 2023 CAPITAL CARRYFOWARD



Questions?



Peninsula Metropolitan Park District

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STUDY SESSION – MINUTES

January 7, 2025, 5:30 PM

PenMet Parks District Headquarters - 2416 14th Ave NW, Gig Harbor, WA 98335

1 Call to Order Time: 5:30 pm

2 Commissioner Roll Call

	Present	Excused	Comment
President Hill	x		
Commissioner Kingsbury	x		
Commissioner Grimmer	x		
Commissioner Nixon	x		
Commissioner Sehmel	x		

Quorum: Yes

3 Board Discussion

3.a. Board Enrichment and Engagement Discussion

- Presentation by Executive Director Ally Bujacich, Secretary Amanda Walston, Recreation Manager Brycen Toney, Recreation Director Tracy Gallaway, Development Director Tracy Stirrett.
- Review of proposed Board Schedule and exceptions; Agenda topics and frequency; District Priorities and highlights by quarter; Board training opportunities.
- **Board Question:** Is it possible to shift to a different day or week to avoid meeting on Election Day, 1st Tuesday in November, at least for major election years? **Answer:** It is possible; will keep as is for 2025, but revisit closer to November.
- **Board Question:** Will Board Retreat be full-day, weekday or weekend? **Answer:** All are options, will include as part of polling.
- **Board Comment:** Appreciate the snapshot of staff survey results on culture, opportunity to celebrate accomplishments; please include these kinds of items as part of presentation on regular basis. Staff concurs; will continue.
- Review of upcoming 2025 events, including return of Great Sasquatch Hunt, now a month long event with multiple activities and tie-ins.
- **Board Question:** Exciting event for all; will it be only at Sehmel, or also other



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Parks, locations? **Answer:** Each week will move to different areas throughout district, hosting variety of activities.

- Review of Recreation Center Grand Opening targeted for Spring; date to be determined as construction wraps up, last finishing touches complete; creating an annual legacy event to celebrate the entire Recreation Center campus and trails. Recreation Committee seeking feedback, suggestions.
- Review of sponsorships and partnerships, up 169% from 10 sponsors/partners in 2023 to 28 in 2024; opportunities in 2025 for sponsors to support events, programming, financial assistance.
- Review of updated Board SharePoint site; Secretary to add Board requested items including Committee materials, Master Plans and training links.
- Board thanks staff for presentation.

4 Adjournment Time: 6:07 pm

BOARD OF PARK COMMISSIONERS MEETING PROCEDURES

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Approved By the Board on _____

Laurel Kingsbury, Board President

William C. (Billy) Sehmel, Board Clerk

Attest: Amanda Walston, Board Secretary



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REGULAR MEETING – MINUTES

January 7, 2025, 6:00 PM

PenMet Parks District Headquarters - 2416 14th Ave NW, Gig Harbor, WA 98335

1 Call to Order Time: 6:12 pm

2 Commissioner Roll Call

	Present	Excused	Comment
President Hill	x		
Commissioner Kingsbury	x		
Commissioner Grimmer	x		
Commissioner Nixon	x		
Commissioner Sehmel	x		

Quorum: Yes

3 President's Report

- President Hill gives deep thanks constituents for trusting her to do this work; also, to PenMet staff for their deep commitment and efforts beyond merely job responsibilities. Passion shines through in all we do, 2024 was a truly remarkable year.

4 Nominations of 2025 Board Officers

- The Board of Park Commissioners has two officers: the President and the Clerk. Board members shall nominate a President and a Clerk from its members. The Board shall elect its officers after the nominations have been closed and at the first meeting of the new calendar year by a majority vote. The Board members elected as officers shall then immediately take office. Nominations are accepted at the last meeting of the calendar year and again at the first meeting of the new calendar year. A Board member may nominate themselves for any officer position.
- Commissioner Kingsbury was nominated for the position of 2025 Board President at the December 18, 2024, meeting. Hearing no further nominations, nominations are closed.
- Voice vote and show of hands. Commissioner Kingsbury received a majority of the votes and is elected 2025 Board President, taking office immediately.
- Commissioners Hill and Sehmel were nominated for the position of 2025 Board Clerk at the December 18, 2024, meeting. Hearing no further nominations, nominations for Clerk are closed.
- Voice vote and show of hands. Commissioner Sehmel received a majority of the votes and is elected 2025 Board Clerk, taking office immediately.



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5 Executive Director's Report

- Executive Director Ally Bujacich congratulates new officers and thanks former President Hill for her outstanding service and leadership in 2024, noting her strategic decision making, insistence on excellence and steadfast commitment to our community has allowed us to advance our vision and achieve many accomplishments this past year.
- Introduction of new staff, Community Recreation Coordinator Justin Lowe; Facility Maintenance Specialist Joshua Maurmann.
- Review of upcoming events including Middle School Masquerade Ball on 1/25/25; Family Sweetheart dances on 2/8/25; Night to Shine Pierce County, a nationally coordinated event PenMet is a sponsor, many volunteer opportunities available for staff, Board members and the community.
- Review of information and recent inquiries regarding a planned 2025 Capital Project to provide multi-use, community trails at McCormick Forest Park and Rotary Bark Park.
 - \$550,000 in capital budget funds were adopted and approved for scope and development of Community Use Trails; this was a top item of interest in the PROS (Parks, Recreation, Open Space) plan survey feedback.
 - Planning and design have not started yet. There will be public participation and comment opportunities included and considered in the design and engineering phases. New trails not impacting off leash dog area and existing, future tree protection will also be taken into account.
 - The public is encouraged to participate and sign up as interested parties. No dates are set or scheduled yet, but once dates are confirmed, staff will pull from this list when publishing and sending notice of public meetings, comment periods. A website for this project is also being built.

6 Special Presentations

6.a. Staff MVP (Making Values a Priority) Awards

- Executive Director Bujacich invites Board to join in celebrating recipients of these awards in each of the five Values and Safety award.
- President Kingsbury acknowledges and thanks award recipients, highlighting their accomplishments.
 - Stewardship – Edie Morgan, Sr. Program Coordinator
 - Inspiration – John Adams, Capital Project Manager
 - Responsibility – Aiden Krug-Norem, Facility Rental Coordinator
 - Collaboration – Sam Shjerven, IT Specialist
 - Integrity – Bob Swenson, Lead Grounds Specialist
 - Safety – Garrett Lindberg, Lead Grounds Specialist



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7 Board Committee Reports

- 7.a. **Park Services Committee** – has not met since last meeting
- 7.b. **Finance Committee** – has not met since last meeting
- 7.c. **Administrative Services Committee** – has not met since last meeting
- 7.d. **Recreation Services Committee** – has not met since last meeting
- 7.e. **Campaign Committee**
 - Committee met 12/6/24.
 - Capital Campaign is over 70% complete; Park Naming options discussed; Recreation Center Donor Wall being prepared for review.
 - Next mtg 1/24/25.
- 7.f. **External Committees**
 - Commissioners Nixon and Kingsbury attended 12/12/24 Tacoma Narrows Airport Advisory Board training and onboarding session. Next meeting 1/14/25.
 - Commissioner Hill attended a walkthrough on Wednesday for the Gig Harbor YMCA Advisory Board. Next steps coming later this month.

8 Public Comments

- Comment by: Rene Essig, Gig Harbor
- Comment by: Gigi Saunders, Gig Harbor
- Comment by: Megan Moller, Gig Harbor
- Comment by: Betty Lilienthal, Gig Harbor

9 Minutes

- 9.a. **Approval of December 3, 2024, Study Session Minutes**
- 9.b. **Approval of December 3, 2024, Regular Meeting Minutes**
- 9.c. **Approval of December 18, 2024, Special Meeting Minutes**
 - Commissioner moved to adopt minutes as presented.
 - Commissioner seconded.
 - Roll Call Vote. Approved unanimously. Motion Carried.

10 Consent Agenda



Peninsula Metropolitan Park District

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10.a. Resolution C2025-001 Approving Asset Names for Certain PenMet Parks Recreation Center Campus Facilities

10.b. Resolution C2025-002 Approving Vouchers from December 2024

- Commissioner moved to adopt minutes as presented.
- Commissioner seconded.
- Roll Call Vote. Approved unanimously. Motion Carried.

11 Unfinished Business

11.a. Second Reading of Resolution RR2024-012 Accepting the Master Plan for Peninsula Gardens

- This Item was moved and seconded on December 3, 2024. There is a motion on the table.
- Director of Park Services, Sue O'Neill, provides update regarding changes made, based on feedback from Commissioners following first reading, for updated septic system design and covers for each playground added under subsequent phases.
- **Board Comment:** Appreciation for the effort and care put into this plan; believe it is a good plan, believes community will likely be disappointed that it will occur in phases and not all at once.

12 New Business

12.a. Purchasing Resolutions Requiring One Reading for Adoption – None

12.b. Single Reading Resolutions Requiring One Reading for Adoption – None

12.c. Two Reading Resolutions Requiring Two Readings for Adoption – None

13 Comments by Board

- Commissioners thank outgoing President Hill for her service, highlighting her work and communication in helping through challenging situations, recognize her as a great leader, valuing her direction and leadership.
- Commissioners thank staff for opportunity to recognize and thank MVP award recipients; staff recognition is very important, great to see and be part of this tonight.
- President Kingsbury thanks fellow Commissioners for their votes, trust in her as President. Looking forward to upcoming year, has treasured the past 5 years as Commissioner.

14 Upcoming Board Meetings



Peninsula Metropolitan Park District

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

www.penmetparks.org

January 21, 2025, *No Study Session*; Regular Meeting at 6:00 pm, held at the PenMet Parks Administrative Headquarters – 2416 14th Ave NW, Gig Harbor, WA 98335

15 Adjournment Time: 7:08 pm

BOARD OF PARK COMMISSIONERS MEETING PROCEDURES

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

Approved By the Board on _____

Laurel Kingsbury, Board President

William C. (Billy) Sehmel, Board Clerk

Attest: Amanda Walston, Board Secretary



DISTRICT COMMISSION MEMO

To: Board of Park Commissioners

Through: Ally Bujacich, Executive Director

From: Tracy Stirrett, Director of Development

Date: January 21, 2025

Subject: **Resolution C2025-003 Approving Asset Names for Certain PenMet Parks Recreation Center Campus Facilities**

PenMet Parks has been conducting a capital campaign to support the new Recreation Center. The memorial naming below has been proposed by the community honoring the inspirational life of Gig Harbor High School and University of Washington sports hero Joseph David Jarzynka. Community members, friends, and family of Joseph David Jarzynka making contributions to this campaign would be properly recognized for their important contributions with special donor appreciation signage.

The proposed names and locations are as follows:

<u>Name(s)</u>	<u>Location(s)</u>
Jarzynka Memorial Fieldhouse	PenMet Parks Recreation Center Fieldhouse

Name(s) would remain on each location for a 20-year period beginning upon project completion.

Pursuant to Park Naming Policy P10-102, the Board must approve the naming of District assets. Staff recommends the approval of the above proposed names and locations.

Staff Contact

If you have any questions or comments, please contact Tracy Stirrett, Director of Development, at tstirrett@penmetparks.org or (253) 858-3400.

Attachments

Exhibit A: C2025-003



Peninsula Metropolitan Park District

RESOLUTION C2025-003

APPROVING ASSET NAMES FOR CERTAIN PENMET PARKS RECREATION CENTER CAMPUS FACILITIES

WHEREAS, PenMet Parks has been conducting a capital campaign to support the new Recreation Center; and

WHEREAS, the memorial naming below has been proposed by the community honoring the inspirational life of Gig Harbor High School and University of Washington sports hero Joseph David Jarzynka. Community members, friends, and family of Joseph David Jarzynka making contributions to this campaign would be properly recognized for their important contributions with special donor appreciation signage.

The proposed names and locations for placement of the names are as follows:

<u>Name(s)</u>	<u>Location(s)</u>
Jarzynka Memorial Fieldhouse	PenMet Parks Recreation Center Fieldhouse

WHEREAS, Naming Policy P10-102 provides for responsible management of the naming of District Assets and requires approval from the Board of Park Commissioners before any Asset is named;

NOW THEREFORE BE IT

RESOLVED, by the Board of Park Commissioners that the names and locations for placement of the names specified above are approved.

The foregoing resolution was adopted at a regular meeting by the Board of Park Commissioners of the Peninsula Metropolitan Park District held on January 21, 2025.

Laurel Kingsbury, Board President

William C. (Billy) Sehmel, Board Clerk

Attest: Ally Bujacich



DISTRICT COMMISSION MEMO

To: Board of Park Commissioners

Through: Ally Bujacich, Executive Director

From: Sue O'Neill, Director of Park Services

Date: January 21, 2025

Subject: **Resolution C2025-004 Authorizing the Executive Director to Sign the Conservation Futures Application - Receiving Agency Affidavit**

Background/Analysis

The Peninsula Metropolitan Park District is committed to providing safe and enjoyable recreational spaces for the residents of our community. PenMet Parks strategic themes include delighting and engaging the community and balanced financial accountability. Seeking grant funding to complete property acquisition, construct park improvements, develop park properties, construct park improvements, and maintain park assets meets the intent of these goals.

The Pierce County Conservation Futures Program offers grant funding opportunities to preserve open spaces such as fish and wildlife habitats, farm and timber lands, urban open spaces, parks and trails to enhance Pierce County's quality of life. It provides health, educational, economic, and recreational benefits while fostering community spaces and ensuring lasting access to natural resources for future generations.

The 2025 Pierce County Conservation Futures Program application period is now open and Greater Peninsula Conservancy (GPC) plans on submitting a grant application to support the Trail Property Acquisition (Campen property). GPC will submit the grant application as a sponsor and PenMet Parks will be the receiving agency. In this way, GPC is able to manage appraisals and negotiations for the project, and PenMet Parks would take ownership at closing. Grant submittal requirements include PenMet Parks signature on the Conservation Futures Application – RECEIVING AGENCY AFFIDAVIT.



Funding

PenMet Parks applied for a Recreation and Conservation Funding Board (RCO) Washington Wildlife and Recreation Program (WWRP) Urban Wildlife Habitat grant for acquisition of the Campen property in 2024. Based on grant scoring and indications from RCO, if anticipated legislative funding is received for RCO grant programs, PenMet Parks should expect to receive \$858,125 in funding for the acquisition. If the District is successful in obtaining both an RCO grant and a Pierce County Conservation Futures grant for the Campen property acquisition, the grants would serve as match for each other and additional grant match from the capital budget would not be needed. If one of the acquisition grants was successful, PenMet Parks funding match would be required. The 2025 Capital Budget and six-year Capital Improvement Plan, which is updated annually, does not contain dedicated funding for this potential acquisition.

Policy Implications/Support

The acquisition of RCO Grant funding is supported by the following goals and objectives:

- Elevate the Community Experience.
 - PenMet Parks Serves Everyone in Our Community
 - Assess inclusion/accessibility to all aspects of service
- Effectively manage and maintain assets to preserve existing infrastructure to provide parks and recreation opportunities for the community.
- Create meaningful places.
- Balanced financial accountability.

Staff Recommendation

Staff recommends the Board pass Resolution C2025-004 authorizing the Executive Director to sign the Conservation Futures Application – RECEIVING AGENCY AFFIDAVIT.

Staff Contact

If you have any questions or comments, please contact Sue O'Neill, Director of Park Services at (253) 330-2638 or via e-mail at soneil@penmetparks.org.



Attachment

Exhibit A: Resolution C2025-004



Peninsula Metropolitan Park District

RESOLUTION C2025-004

AUTHORIZING THE EXECUTIVE DIRECTOR TO SIGN THE CONSERVATION FUTURES APPLICATION - RECEIVING AGENCY AFFIDAVIT

WHEREAS, the Peninsula Metropolitan Park District is committed to providing safe and enjoyable recreational spaces for the residents of our community; and

WHEREAS, the Pierce County Conservation Futures Program offers grant funding opportunities to preserve open spaces such as fish and wildlife habitats, farm and timber lands, urban open spaces, parks and trails to enhance Pierce County's quality of life; and

WHEREAS, the Pierce County Conservation Futures Program provides grants that align with the mission and objectives of PenMet Parks to create and maintain recreational spaces that contribute to the overall well-being of our community; and

WHEREAS, the Greater Peninsula Conservancy plans to act as sponsor and submit a grant application for funding to acquire the Trail Property (Campen property) with PenMet Parks designated as the receiving agency taking ownership at closing; and

WHEREAS, the Pierce County Conservation Futures Program requires signature by the receiving agency on the Conservation Futures Application – RECEIVING AGENCY AFFIDAVIT, attached hereto as Exhibit A

NOW THEREFORE BE IT

RESOLVED, that the Peninsula Metropolitan Park District hereby affirms its intent to work with the Greater Peninsula Conservancy as the grant sponsor for funding the Campen property acquisition through the Pierce County Conservation Futures Program and to be the receiving agency taking ownership at closing.

IT IS FURTHER

RESOLVED, that the Board of Park Commissioners authorizes the Executive Director to sign the Conservation Futures Application – RECEIVING AGENCY AFFIDAVIT 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 January 21, 2025.



Laurel Kingsbury, President

William C. (Billy) Sehmel, Board Clerk

Attest: Ally Bujacich



DISTRICT COMMISSION MEMO

To: Board of Park Commissioners

Through: Ally Bujacich, Executive Director

Through: Sue O'Neill, Director of Park Services

From: John Adams, Project Manager

Date: January 21, 2025

Subject: **Resolution P2025-002 Authorizing the Executive Director to Sign the Construction Contract for District Headquarters Construction Corrections with J.A. Morris Construction, LLC**

Background/Analysis

On December 7, 2021, the Board of Park Commissioners passed Resolution R2021-036 adopting the total project budget of \$31.6 million for the PenMet Parks Recreation Center. The total project budget included funding for Phase I, renovating the District Headquarters.

PenMet Parks conducted an inspection and there is additional work that the Phase I contractor did not complete, or does not conform with the plans and specifications. The District Headquarters Construction Corrections project will perform repairs and correct additional work that was either not installed or installed improperly by the original contractor. Work will include restroom plumbing, HVAC, insulation, and electrical.

Bid Process

PenMet Parks issued an Invitation to Bid for the District HQ Construction Corrections Project on November 7, 2024 to five hundred forty-nine (549) companies on the MRSC Small Works Roster. Sealed bids were due by 3 p.m. on December 18, 2024. Three bids were received. The lowest responsive and responsible bidder was identified as J.A. Morris Construction, LLC. The bid summary is listed below.



Bidder	Bid Amount (excluding WSST)
American West Construction LLC	\$132,296.42**
JA Morris Construction LLC	\$136,500.00
Westmark Construction, Inc.	\$196,612.98

** Not responsive and responsible

Budget Analysis

The lowest responsive and responsible bid is \$136,500.00, excluding WSST. Correcting and completing work that does not conform with the plans and specifications, or was not installed, will be funded using the unpaid balance of the original contract amount. If the costs to complete Phase I exceed the original contract amount, PenMet Parks will hold the original contractor accountable for any costs required to correct or complete work so that those costs are not borne by the taxpayers.

Policy Implications/Support

1. The Board approved Resolution R2021-036 adopting the total project budget of \$31.6 million for the PenMet Parks Recreation Center.
2. Phase I work, Renovation of District Headquarters, by the original contractor was not installed and/or installed improperly causing damage to the District Headquarters building. Requiring necessary corrections to protect and maintain the building in useable condition.
3. Completing the District Headquarters Construction Corrections project will advance District goals and objectives, including:
 - a. Effectively manage and maintain assets to preserve existing infrastructure to provide parks and recreation opportunities for the community.
 - b. Create meaningful places.
 - c. Balanced financial accountability.

**Staff Recommendation**

Staff recommend the Board pass Resolution P2025-002 authorizing the Executive Director to execute a Small Works Roster Contract with J.A. Morris Construction for the District Headquarters Construction Corrections Project.

Staff Contact

If you have any questions or comments, please contact Sue O'Neill at (253) 330-2638 or via e-mail at soneill@penmetparks.org.

Attachments:

Exhibit A: Resolution P2025-002



Peninsula Metropolitan Park District

RESOLUTION NO. P2025-002

AUTHORIZING THE EXECUTIVE DIRECTOR TO SIGN THE CONSTRUCTION CONTRACT FOR DISTRICT HEADQUARTERS CONSTRUCTION CORRECTIONS WITH J.A. MORRIS CONSTRUCTION, LLC

WHEREAS, the Board of Park Commissioners passed Resolution R2021-036 approving the project budget for the Recreation Center, including Phase I, renovating the 7,000 former Performance Golf Center that is now known as the District Headquarters; and

WHEREAS, additional corrections are required to complete and correct work originally performed in Phase I; 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 November 7, 2024 (ITB 32601-0025), and held a bid opening on December 18, 2024, and the lowest responsive and responsible bidder was identified as J.A. Morris Construction, LLC

NOW THEREFORE BE IT

RESOLVED, by the Board of Park Commissioners that the Executive Director be authorized to sign the contract with J.A. Morris Construction, LLC for District Headquarters Construction Corrections in the amount of One Hundred Thirty-Six Thousand Five Hundred Dollars (\$136,500.00), 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 Commissioner Peninsula Metropolitan Park District held on January 21, 2025.

Laurel Kingsbury, Board President

William C. (Billy) Sehmel, Board Clerk

Attest: Ally Bujacich



DISTRICT COMMISSION MEMO

To: Board of Park Commissioners

Through: Ally Bujacich, Executive Director

Through: Sue O'Neill, Director of Park Services

Date: January 21, 2025

Subject: **Resolution P2025-003 Authorizing the Executive Director to Purchase Mini Golf Theming Elements**

Background/Analysis

The Board of Park Commissioners passed Resolution RR2022-011 on November 15, 2022 approving the 2023 Capital Budget and Capital Improvement Plan, including the appropriation of \$80,000 to restore the existing mini golf course. The Board discussed options for the mini golf course renovation, including the addition of up to ten themed elements and other amendments to the scope of the project, during the May 17, 2024 and June 18, 2024 study sessions. The Board of Park Commissioners passed Resolution RR2024-007 on July 16, 2024, adopting the amended 2024 Capital Budget, which increased the original budget appropriation for the Mini Golf project by \$520,000 for a new total authorized project budget of \$600,000. The increased budget was funded through a combination of funds appropriated for deferred maintenance, fundraised dollars, and capital reserves.

Monster City Studios was retained to provide theme and concept designs for the mini golf course including cost estimates for each concept. Eleven themed elements will be fabricated for the Mini Golf course. To facilitate the start of fabrication, a purchase order for the first four elements was executed on January 10, 2025, for a total cost of \$44,893.00 excluding Washington State Sales Tax. The purchase order will be amended by \$90,202.00, adding the remaining elements and increasing the total cost to \$135,095 excluding Washington State Sales Tax.



Budget Analysis

The cost for the theming elements falls within the authorized budget for the Mini Golf project. Other project costs in addition to purchasing theming elements include replacing turf beyond the end of its useful life, landscape, irrigation, fencing, lighting upgrades and design services.

Policy Implications/Support

1. The Board passed Resolution RR2022-011 approving the 2023 Capital Budget and Capital Improvement Plan, including the appropriation of \$80,000 for the Mini Golf project.
2. The Board passed Resolution RR2024-007 increasing the original budget appropriation for the Mini Golf project by \$520,000 for a new total authorized project budget of \$600,000.
3. The Mini Golf project is supported by the following goals and objectives.
 - Deliver high-quality park and recreation facilities.
 - Provide innovative experiences.

Staff Recommendation

Staff recommends the Board pass Resolution P2025-003 authorizing the Executive Director to sign the purchase order for mini golf theming elements.

Committee Recommendation

This action was reviewed by the Park Services Committee at its January 14, 2025 meeting with a recommendation to bring this action to the full Board for its approval at the January 21, 2024 Regular Board meeting.

Staff Contact

If you have any questions or comments, please contact Sue O'Neill at 253-330-2638 or via e-mail at soneill@penmetparks.org.

Attachments:

Exhibit A: Resolution P2025-003 Authorizing the Executive Director to Purchase Mini Golf Theming Elements



Peninsula Metropolitan Park District

RESOLUTION NO. P2025-003

AUTHORIZING THE EXECUTIVE DIRECTOR TO PURCHASE MINI GOLF THEMING ELEMENTS

WHEREAS, the Peninsula Metropolitan Park District Board of Park Commissioners adopted the goal to deliver high-quality park and recreation facilities; and

WHEREAS, the Board of Park Commissioners passed Resolution RR2022-011 approving the 2023 Annual Capital Budget and Capital Improvement Plan which appropriated \$80,000 for restoring the Mini Golf course; and

WHEREAS, the Board of Park Commissioners passed Resolution RR2024-007 increasing the original budget appropriation for the Mini Golf project by \$520,000 for a new total authorized project budget of \$600,000; and

WHEREAS, the total cost for Mini Golf theming elements falls within the authorized budget for the Mini Golf project

NOW THEREFORE BE IT

RESOLVED, by the Board of Park Commissioners that the Executive Director be authorized to negotiate the terms and conditions and sign the change order to the purchase order to purchase additional Mini Golf theming elements in an amount not to exceed Ninety Thousand Two Hundred and Two and 00/100 Dollars (\$90,202.00), exclusive of applicable WSST, in substantially the form attached as Exhibit "A" for new contract total amount of not more than One Hundred Thirty-Five Thousand and Ninety-Five and 00/100 Dollars (\$135,095.00), exclusive of applicable WSST.

The foregoing resolution was adopted at a regular meeting of the Board of Park Commissioners of the Peninsula Metropolitan Park District held on January 21, 2025.

Laurel Kingsbury, Board President

William C.(Billy) Sehmel, Board Clerk

Attest: Ally Bujacich



PENINSULA METROPOLITAN PARK DISTRICT
 PO Box 425
 Gig Harbor, WA 98335
 Phone: 253.858.3400
 Fax: 253.858.3401

PURCHASE ORDER
 Federal ID #: 33-1094284
 PO #: 2025-0001 CO-001
 Date: 1/16/25

TO:

ADDRESS:
 CITY, STATE:
 PHONE:
 ACCOUNT:

Monster City
 411 S West Ave
 Fresno, CA 93706
 559-498-0540

Park Name	Job Location #
Crescent Lake	312
Cushman Trail	310
Dog Park	308
Fox Island Ferry Landing	313
Fox Island Fishing Pier	314
Hales Pass Park	304
Harbor Family Park	307
Horseshoe Lake	322
Knight Forest	321
Kopachuck Heights	305
Madrona Golf Course	317
Maplewood	306
McCormick Forest Park	309
Narrows Park	311
Narrowsgate	320
Peninsula Gardens Park	319
Peninsula Recreation Area	315
Rosedale Park	302
Sehmel Homestead Park	301
Sunrise Beach Park	316
Tacoma DeMolay Sandspit Nature Preserve	318
Wollochet Estuary	303

Date:	Invoice #	Purchase:	QTY	PRICE	TOTAL	ACCOUNT NUMBER	JOB LOCATION	FUND (CLASS)
1/16/25		Ferry Defiance	1	\$14,671.00	\$14,671.00	594-76-41-300	2023-9	
		Lighthouse w/ Light Beacon	1	\$19,818.00	\$19,818.00	594-76-41-300	2023-9	
		Mounts, 2 Ranges and Mt. St. Helens	1	\$4,584.00	\$4,584.00	594-76-41-300	2023-9	
		Ships Wheel	1	\$6,471.00	\$6,471.00	594-76-41-300	2023-9	
		Logging Scene, Logs and Logging Donkey	1	\$20,667.00	\$20,667.00	594-76-41-300	2023-9	
		Seal Busts (2)	1	\$7,992.00	\$7,992.00	594-76-41-300	2023-9	
		Crabs (6)	1	\$11,172.00	\$11,172.00	594-76-41-300	2023-9	
		Salmon (2)	1	\$4,827.00	\$4,827.00	594-76-41-300	2023-9	
		Monster City Studios will deliver all theming elements to PenMet Parks by April 11, 2025. Shipping costs are included in total cost.						
		See attached proposal for added scope of work						

Subtotal \$90,202.00

Tax

Total \$90,202.00

Purchasing Agent _____

Executive Director _____



411 S. West Ave. Fresno CA 93706

Phone: (559) 498-0540

www.monstercitystudios.com

January 15, 2025

PROPOSAL

DERRICK EBERLE
THE BAUMWELT
919 MLK WAY
TACOMA, WA 98405
253.245.1400
derrick@thebaumwelt.com

BALANCE of 9 HOLE MINI GOLF PROPS

Dear Derrick:

Monster City Studios is pleased to provide pricing to you for the scenic elements and services outlined below. Pricing is based on conversation and email correspondence with you and the following drawing files.

DRAWINGS / EMAILS - LIST HERE -

<u>FERRY DEFIANCE</u>	\$	14,671.00
8' Long Ferry		
<u>LIGHTHOUSE w/ LIGHT BEACON</u>	\$	19,818.00
Approximately 8' Tall		
<u>MOUNTAINS, 2 RANGES AND MT ST HELENS</u>	\$	4,584.00
Approximately 2' Tall Mt. St. Helens and 1' tall obstacle ranges		
<u>SHIP'S WHEEL</u>	\$	6,471.00
Ship Wheel Prop, Wood, Static		
<u>LOGGING SCENE, LOGS AND LOGGING DONKEY</u>	\$	20,667.00
8' Tall Steam Donkey Prop and 3- 1' Diameter Log Props		
<u>SEAL BUSTS (2)</u>	\$	7,992.00
QTY 2, 3' Tall Seal Busts (breaching playing surface, as in water)		
<u>CRABS (6)</u>	\$	11,172.00
QTY 6, 1' Diameter Crabs, SS interior armature, crawling		

SALMON (3)

Qty 2 Salmon @ 18" Long, "Water Line Models"

\$

4,827.00

BALANCE OF SALMON

Set Element Sub-Total \$**90,202.00**Trucking

Description

INCLUDED

Note:

Additional charges may apply. Please refer to the Terms & Conditions Rider.

Unless specifically noted, quotes for deliveries and pick-ups are between the hours of 9am to 4pm for non-holiday weekdays.

Exclusions:

Detention charges onsite.

Storage

\$

-

Any articles that cannot be received by the client after the pre-determined ship date will incur a pre-determined and agreed upon storage fee of \$2.00 per SQ foot of area used per month.

Labor and Trucking Sub-Total \$

-

Set Element Sub-Total \$

90,202.00

Pre-Tax Sub-Total \$

90,202.00

Sales Tax (8.350%) State of California + Fresno District

N/A

*Sales tax excluded if client provides Monster City Studios with valide tax exempt/resale certificate

General Exclusions (unless listed above):

Post-Event Disposal and / or storage of scenery

Onsite support and materials handling equipment

Local labor

Permits

After Hours Work Permits

Engineering review

Applicable sales tax

Graphic design

Print-Ready graphic files

TOTAL \$**90,202.00****Payment Terms:**

50% to begin due upon award

\$

45,101.00

50% due before shipping

\$

45,101.00

Project Milestones

Proposal Expires

2/14/2025

Construction Documents Due Date

Digital Graphic File Due Date

Minimum Fabrication Term

Rental Term

Rental Return Date

Installation Date

Installation Time

Strike Date

Strike Time

Thank you for the opportunity to bid on this exciting project. Please do not hesitate to call with questions or concerns. I look forward to speaking with you.

Offered by Monster City Studios, Inc.

Signed:

Printed Name:

Title: Founder & Vice President of Sales

January 15, 2025

James A Powell

James A Powell

Signed:

Printed Name:

Title: MCS Project Manager

January 15, 2025

Accepted By:

Printed Name:

Date:

the terms and conditions included with this form are part of this agreement.

General Terms and Conditions

- 0.5 All of the products produced from Monster City Studios are hand made and custom in nature. Unless otherwise determined, pieces will be organic and may have imperfections such as pinholes, orange peel paint, stipple finish, etc. MCS Representative Initials ____
Client Initials ____
- 1 This proposal defines the extent of the scope of work (SOW) of Monster City Studios, Inc. Monster City Studios, Inc. SOW is limited solely to items listed in this proposal.
- 2 No work will be begin until receipt of signed acceptance of proposal and initial payment.
- 3 Above prices are valid only if this proposal is accepted in its entirety. Monster City Studios, Inc. reserves the right to revise pricing for elements awarded individually if not ordered as a whole package above.
- 4 Any schedule delays, cancellations, additions, deletions or other changes to this proposal may result in adjustments to the proposed cost and delivery schedule.
- 5 This proposal contains proprietary information. No portion, part, drawings, and/or photographic reproductions included in this proposal are to be shared with or provided to other vendors, customers, suppliers or competitors of Monster City Studios, Inc.
- 6 Client agrees to indemnify, defend and hold harmless Monster City Studios, Inc., its directors, officers, employees and agents from and against any and all claims, damages, losses, actions, fines, expenses, costs and liabilities, whether indirect or consequential, alleged to have resulted from or arising from any acts, errors, or omissions by Client, or its agents, contractors, representatives or employees.
- 7 In no event will Monster City Studios, Inc., assume any liability or responsibility for work or services performed by contractors, subcontractors, or other entities directly retained by Client or its agents. Client agrees to indemnify, defend and hold harmless Monster City Studios, Inc., its directors, officers, employees, and other agents from and against all claims, demands, judgments, obligations, liabilities and costs (including reasonable attorneys' and expert fees) relating in any way to the performance or non-performance of work by another entity directly retained by client. Monster City Studios, Inc. may, in its sole discretion, directly retain sub-consultants, subcontractors, or other entities to assist in the performance of any services hereunder.
- 8 Any additional services, including attendance at meetings and site surveys, that are not in the scope of the original agreement will be billed at the following hourly rates. The first eight (8) hours of travel will be billed at half-rate.
- 9 Mileage will be billed at \$0.565 per mile plus travel related expenses; tolls, parking, etc.
- 10 Monster City Studios, Inc. retains the right to make video and photographic recordings of the project itself and any aspects of the project during the fabrication and installation processes. These recordings will be limited to archival and self-promotional uses. If these recordings appear accompanied by any description of the project, client will be listed as the sole client.
- 11 Unless specifically noted, permits, licensing, review and/or documentation by a licensed professional engineer if required, are not included in this proposal.
- 12 Unless specifically noted, material handling and/or motorized support equipment and operators as required by Monster City Studios, Inc. are not included in this proposal.

- 13 Incidental billable expenses are reimbursed at cost plus 5% , and are in addition to the fee arrangement and will include, but not be limited to, all printing , travel, travel-related expenses, overnight shipping and communication related to this project.
- 14 Failure to comply with the terms and conditions as outlined in the section Graphics & Signage File Requirements can result in additional fees and/or late charges.
- 15 Unless specifically noted, all labor is based on straight time rates per call. Overtime will be billed based on actual hours worked.

GRAPHICS & SIGNAGE FILE REQUIREMENTS

File Formats:

- 1 Please provide a PDF that can be referenced for content. Review the PDF carefully to ensure all elements appear correctly in the final output.
- 2 For straight output, our preferred file format is CMYK Adobe Illustrator EPS or Adobe Photoshop EPS at final printed size with a resolution of 150ppi and no bleed.
- 4 If the job will be digitally die-cut or if it will require alterations, then the preferred file format is CMYK Adobe Illustrator AI with outlined fonts and all images provided and linked as Adobe Photoshop EPS with a resolution of 150ppi at the final printed size. Files that will be digitally die-cut must include .25" bleed on all sides. Die line MUST be in a color that is viewable & placed on the top layer
- 5 Photoshop image sizes larger than 1.5GB or 30,000 pixels in either dimension, will require resolution to be lowered in order to save the images as in EPS file format.
- 6 We also accept the following formats but additional pre-imaging fees may apply: "Press Quality" PDF, Adobe Illustrator, Adobe Photoshop & Adobe InDesign.
- 7 All files are printed as full color process. Working in 1 or 2 colors will not lower costs. All files must be CMYK or CMYK-based Pantone colors.
- 8 For color accuracy, please reference all Pantone colors and include a color proof for each file.

File Preparation

- 1 All Adobe Photoshop files should be CMYK and saved as a TIFF or EPS. In the EPS Options box change the Preview to Macintosh (JPEG) and the Encoding to Binary. Do NOT choose JPEG Encoding. All other options should NOT be checked. TIFF's should be saved using LZW compression.
- 2 Do not save images as PSD, JPEG, GIF, Photoshop DCS or other file formats.
- 3 Set a resolution of at least 150ppi at the final printed size unless file exceeds 1.5GB. The maximum resolution needed is 200 ppi.
- 4 Include both printer and screen fonts or outline fonts before sending files.
- 5 For documents created in either Photoshop, Illustrator, or InDesign and, if you are certain that there will be no additional changes, please turn all fonts to outline. Please include the font. If we must make a change, we can substitute.
- 6 Leave Adobe Illustrator files layered. Do not flatten. Please delete all hidden objects and unused objects/layers.
- 7 Send any guidelines or print samples for approximate color matching. Desired colors are to be specified in Pantone.
- 8 Pantone specifications allow for closest colors matching. Exact color matches are not always possible.

Tips for Preparation

- 1 In most cases use 4-Color Black instead of straight black. We recommend the following values: 65%C, 53%M, 51%Y, 100%K
- 2 When possible, logos and text should be created and kept in vector formats (Adobe Illustrator AI or EPS)
- 3 Scanned images should be saved as Adobe Photoshop EPS files in CMYK (150ppi at the final output size)
- 4 If a particular substrate is required, please allow adequate lead time for delivery of materials. We can possibly suggest other materials that would also be satisfactory.



DISTRICT COMMISSION MEMO

To: Board of Park Commissioners

Through: Jessica Wigle, Director of Finance

From: Ally Bujacich, Executive Director

Date: January 21, 2025

Subject: **Resolution R2025-001 Designating Certain Individuals as Authorized Signers at District Financial Institutions**

Background/Analysis

The Board must designate certain individuals as authorized signers that may enter into any and all transactions related to the District's accounts at its financial institutions, including Bank of America and Key Bank. The designation is updated when new Board officers are elected or when staffing changes necessitate an update.

Resolution R2025-001 designates the Board President Laurel Kingsbury, Board Clerk William C. (Billy) Sehmel, and Commissioner Maryellen Hill as individuals with signing authority at Bank of America and Key Bank. Further, the Resolution revokes any signing authority that was previously granted to other persons. The Resolution also states that the authorized signers acknowledge and accept Key Bank and Bank of America's policy of accepting any check with one authorized signature.

Policy Implications/Support

1. Board Policy P10-101, adopted by Resolution R2021-038, states the Board of Park Commissioner officers shall serve one-year terms, or until new officers have been elected, or upon removal.
2. An objective of the Comprehensive Financial Management Policy P40-101, adopted by Resolution R2023-010, is to set forth operating principles to minimize the cost of government and limit financial risk.



Staff Recommendation

Staff requests that the Board approve Resolution R2025-001, which designates authorized signers at District financial institutions and revokes previously authorized signers.

Staff Contact

If you have any questions or comments, please contact Jessica Wigle at (253) 400-6169 or via e-mail at jwigle@penmetparks.org.

Attachments

Exhibit A: Resolution R2025-001



Peninsula Metropolitan Park District

RESOLUTION NO. R2025-001

DESIGNATING CERTAIN INDIVIDUALS AS AUTHORIZED SIGNERS AT DISTRICT FINANCIAL INSTITUTIONS

WHEREAS, the Board of Park Commissioners has designated Bank of America and Key Bank as its financial institutions for the District's banking needs; and

WHEREAS, the Peninsula Metropolitan Park District seeks to designate the authorized signers at its financial institutions to its current officers (its President and Clerk), a Commissioner, and its Executive Director; and

WHEREAS, the Board of Park Commissioners elects its President and Clerk to serve one-year terms or until new officers have been elected or upon removal as described in Policy P10-101, and currently Laurel Kingsbury is the President and William C. (Billy) Sehmel is the Clerk

NOW THEREFORE BE IT

RESOLVED by the Board of Park Commissioners of the Peninsula Metropolitan Park District that Board President Laurel Kingsbury, Board Clerk William C. (Billy) Sehmel, Commissioner Maryellen Hill, and Executive Director, Ally Bujacich shall have signing authority at Bank of America and Key Bank on behalf of the District and are authorized to enter into any and all transactions relating to the District's accounts at those financial institutions. It is further

RESOLVED that the signing authority granted to any other persons than the above-named individuals is revoked and shall be deleted from the list of authorized signers. It is further

RESOLVED that the authorized signers acknowledge and accept Key Bank and Bank of America's policy of accepting any check with one authorized signature.

The foregoing resolution was passed and adopted at a regular meeting of the Board of Park Commissioners of the Peninsula Metropolitan Park District held on January 21, 2025.

Laurel Kingsbury, Board President

William C. (Billy) Sehmel, Board Clerk

Attest: Ally Bujacich