



# Peninsula Metropolitan Park District

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

**REGULAR MEETING AGENDA:** Tuesday, January 21, 2020, 7:00 pm  
Gig Harbor Civic Center Council Chambers (3510 Grandview St., Gig Harbor, WA 98335)

**Call to Order** \_\_\_: \_\_\_

**Commissioner Roll Call:**

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

**ITEM 1 Approval of Agenda**

**ITEM 2 Citizen Comments** (three-minute time limit)

**ITEM 3 Presentations**

**3.a Teen Committee**

**3.b Executive Director's Report** (pg. 8)

**3.c Financial Report**

**3.d President's Report**

**ITEM 4 Consent Agenda**

**4.a Approval of Meeting Minutes** (pg. 9-11)  
1-7-20 Regular minutes

**4.b Approval of Vouchers** (pg. 12-13)  
▪ \$52,091.70 Reference Number: V2020-001-020

**ITEM 5 Unfinished Business**

**5.a Hales Pass Roofing Project Update** (pg. 16-18)

**5.b Sehmel Homestead Park Turf Lighting Update** (pg.14-15)

**ITEM 6 New Business**

**6.a R2020-004 Purchasing Park Maintenance Equipment (Truck)** (pg. 19-25)

**ITEM 7 Comments by Board**

**ITEM 8 Next Board Meetings:** Tues. February 4, 2020 (Study and Regular) at City Hall location

**ITEM 9 Executive Session:** None

**ITEM 10 Adjournment** \_\_\_: \_\_\_



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## DEPARTMENT STAFF REPORT: January 7, 2020 - January 21, 2020

### EXECUTIVE

- The Property Exchange agreement between PenMet Parks and the Peninsula School District has been signed and recorded as of Wednesday, January 15<sup>th</sup>, 2020
  - Special thanks to Attorney at Law Mark Roberts for his efforts in helping both parties come to a mutually beneficial agreement.
- We received word from Glenn Akramoff that he will be unable to assist PenMet staff with the Request for Qualifications (RFQ) process for the next phase of architectural design on the PenMet Parks Community Recreation Center. As a result, our staff has been working quite extensively with our internal and external resources to move the RFQ from draft form to final form. Part of that process has included the collection of comparable project scopes from neighboring agencies of Seattle Parks and Metro Parks Tacoma, review and input from Mark Roberts, and consult and expertise from local experts. It is PenMet Parks' intention to acquire the services of a qualified professional to help with the final review and approval of the RFQ. We are also expediting the hiring process (with Board input and approval) for the Capital Projects Manager who will also provide needed expertise and management oversight.
- In the past two weeks, I have attended the following civic meetings/functions:
  - Chamber Lunch & 40<sup>th</sup> Anniversary Celebration at Canterwood
  - Two public affair forums
  - Welcome reception for Gig Harbor City Administrator Bob Larson
- I attended a meeting with Commissioner's Babich and Nixon with members from the GGHF to discuss our current agreements
- I have been working with several members of the PenMet staff to provide communication updates for the web-site, upcoming public meetings, and other outreach efforts to help keep our community and Commissioners up to date. Renovations and updates to the web-site are underway with the assistance of the website designers. A special announcement banner has been added and many other enhancements to improve the customer experience and flow of information.

### ADMINISTRATION

- Doug Nelson was placed on all Bank Institution documents
- The audit is still ongoing, completion date unknown
- New DRS 457 staff account has been opened
- Finance staff starting to reconcile all accounts of the closing year 2019
- Final Year-End Reports from Pierce County will be available to PenMet Parks on February 3, 2020
- PenMet Park's year-end 2019 financials will be finalized for the Board once these reports are received

## **MARKETING**

- The Spring Parks and Recreation Guide layout is currently in progress to include a 3-month calendar of events and activities. This will be a 20-page guide with 4 pages dedicated to summer camps, for a total page count of 24 pages
- Working with the Senior Center to provide space for programming and messaging in the Spring Parks and Recreation Guide
- Working with Maintenance on imagery/wrap for the new trailer that will be at events/parade
- Capital Projects page on the website is in development. This will include a brief overview of what the Capital Facilities Plan is along with the Capital Improvement Plan and an update on the three projects that are currently in development (Hales Pass Arletta School House, SHP Lighting Project and the Community Recreation Center)
- FAQ Sheets are in progress pertaining to Hales Pass Arletta School House, SHP Lighting Project and the Community Recreation Center projects. This will provide clear and concise answers to specific question around the projects
- Special announcement page created for the website. This will be utilized to convey important/urgent messaging as they pertain to the District
- A “News Ticker” has been utilized for the first time to convey a “Weather Advisory” for notification that the District is keeping a close watch on the weather and will notify constituents of any cancellations or closures
- Marketing met with the Recreation team to start the process of “Changing the Conversation” around Recreational Sports. This includes scheduling frequent check-ins and updates from the Specialist administrating the leagues, access to schedule links and providing key upcoming dates
- Working with Adaptive Recreation to support the promotion of upcoming activities and programs to raise awareness/increase attendance
- Currently scheduling open houses/information sessions relative to upcoming/ongoing projects
- Working with Ron Martinez to provide signage at parks advising the use of trails and facilities during in-climate weather

## **CAPITAL**

- SHP Lighting project: See Memo 200115
- Negotiating with GPC over amphitheater parking lights
- Permits in progress for SHP Lighting Project
- HP Projects: see memo 200115
- Processing permits for Hales Pass roof replacement
- Approved contract for Hales Pass renovation design
- Discussion of Memorials and Donations Policy to continue.
- The city of Gig Harbor conducted a planning meeting on Cushman Trail Phase V to refine route from Borgen Blvd to PC Line.
- All computers have been upgraded to Windows 10 (Windows 7 won't be supported after 2019). Other computer upgrades in progress.
- Finalizing post-move IT and phone adjustments.

## **PEG GRANTS**

- Tubby's small dog area shelter (finalizing application)
- Narrows fencing (preparing application)
- McCormick trail map and signs (preparing application)
- Voyager PTA Playground (approved, in progress)
- Three other scouts currently discussing projects including Harbor Family Park signage

## **VOLUNTEER PROJECTS**

- Working with community service people at Narrows continues
- PHS runners trimmed trails at McCormick Forest; GHHS to trim trails at Rotary Bark Park
- Considering the National Trails Day event in June
- Discussing GPC tree planting project at Sehmel Homestead Park

## **EVENTS**

- Spring Easter Egg Hunt – April 11, 2020
- PAD – April 25, 2020

## **MAINTENANCE & FACILITIES**

- Recertification on fire extinguishers for all parks
- Boardwalks approach repairs installing boards to hold gravel in place
- Installing door skirts on barn doors in the pavilion
- Pruning trees at SHP
- Getting design and estimates for new Pen Met trailer Wrap
- Getting website estimate for a broken window at Hales Pass

## **RECREATION**

- Recreation team held interviews for the open Recreation Specialist position on Jan. 9 for the 3 top candidates. Hoping to have the new staff picked and start the first week in February.
- Kelly held a Lynn Fit open house on Jan. 4 where people could come in and check out the classes we offer, which was well attended.
- Teen Advisory Committee will have a Rock N Roll Bingo night on Jan. 17 at Ocean 5.
- 20 Kids are signed up for the Kids Night Out on Jan. 18, The theme this month is Mad Scientists! They will be making slime and other fun things.
- Lauren Stephens talked with Chuck about the December Kids Night Out and was very complimentary
- Mike and Kelly went to the Senior Center on Jan. 15 and taught an iPhone class to 12 seniors who had a lot of questions. They asked us to come back in March and teach another iPhone class.
- Recreation Department is working hard on the Spring Guide which will have upcoming classes along with our Summer Guide in it. Excited for the community to see all the new and exciting things we have planned for the Summer of 2020.
- Father/Daughter Dance is having a lot of signups. Kelly was able to add more spots this year as well due to moving venues to Peninsula High School this year.
- Spencer is taking registrations already for Spring Flag Football and Baseball which will start in March and April, respectively.
- Basketball is in full swing and we added 2 teams to put us at 63 now for the league.



<b>Tues 3/3</b>	2/28	7:00p	Regular Meeting	<p>Presentation:</p> <p>Discussion: Vehicle Surplus</p> <p>Approval: CRC Design contract</p> <p><u>Consent:</u></p> <p>Minutes:</p> <p>Vouchers:</p> <p>Executive Session:</p>
<b>Tues 3/17</b>	3/14	6:00p	Study Session	<p>Discussion: ??Board discussion on external committee involvement; i.e. commissions, boards, foundations, etc. - Doug</p>
<b>Tues 3/17</b>	3/14	7:00p	Regular Meeting	<p>Presentation:</p> <p>Discussion: PEG grant updates</p> <p>Approval: Legislative Funds</p> <p><u>Consent:</u></p> <p>Minutes:</p> <p>Vouchers:</p> <p>Executive Session:</p>
<b>BUDGET</b>	Leadership staff review budget goals, accomplishments and performance objectives			



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- **Questions?** Please contact Doug Nelson at (253) 858-3408 or [dnelson@penmetparks.org](mailto:dnelson@penmetparks.org)



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## **REGULAR MEETING MINUTES: Tuesday, January 7, 2019, 6:00 pm**

Gig Harbor Civic Center Council Chambers (3510 Grandview St., Gig Harbor, WA 98335)

**Swearing-in Ceremony:** Laurel Kingsbury was sworn in to become a Commissioner (position #4) under oath by Commissioner Kingsbury's father Howard Johns and Kurt Grimmer was sworn in to become Commissioner (positions #1) under oath by President Maryellen (Missy) Hill.

**Call to Order:** The meeting of the Peninsula Metropolitan Park District was called to order by President Hill at 6:08 pm

### **Commissioners Present:**

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

### **Staff:**

Doug Nelson  
Eric Guenther  
Aiden Krug  
Elaine Sorensen

### **Citizens:**

Jessi Marquardt  
Billy Sehmel

**Call to Order:** 6:08

### **ITEM 1 Approval of Agenda**

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

### **ITEM 2 Citizen Comments: None**

### **ITEM 3 Board Officers Election**

President Hill opened voting for Board President and Clerk for 2020. Commissioner Babich was elected Clerk for 2020 with a 5-0 vote. Commissioner Hill was elected President for 2020 with a 5-0 vote.

### **ITEM 4 Presentations**

#### **4.a Executive Director's Report**

Executive Director Doug Nelson discussed the orientation process for incoming commissioners, providing an updated orientation packet for the Board with staff member Sandra Kern's help. President Hill thanked Nelson and Kern for their work on the orientation packet. E.D. Nelson recommended the Board to discuss subcommittees moving forward and introduce the idea of having community stake-holders being on the subcommittees. More discussion will be held at a future Study Session. Other highlights included the purchase of the Performance Golf property for the home of the future PenMet Community Recreation Center,



the ongoing audit is going smoothly, the PenMet safety program is in full effect thanks to Commissioner Nixon's legislative funds, the Spring guide will be released March 6<sup>th</sup>, and the Recreation Department is thriving with record registration for youth basketball, Breakfast with Santa was a hit at Goodman Middle School, and the first annual Adaptive Recreation/Special Populations holiday party hosted over 40 participates at the Sehmel Pavilion. Commissioner Grimmer inquired about the timeline of the lighting project and the Hales Pass roofing project. Staff member Eric Guenther explained the lights are functional, but the parking lot lights need to be installed to complete the project. The Hales Pass chimney was approved to be removed by the State and Pierce County. Commissioner Babich suggested staff to do more community due-diligence process for that project. E.D. Nelson explained a public meeting calendar is being drafted and will be given to the board as soon as it is completed.

#### **4.b Financial Report**

Staff member Elaine Sorenson informed the Board about the year-end Capital budget, the third week with State Auditors, three students from Henderson Bay High School shadowing staff, and she has scheduled all-staff trainings through March.

#### **4.c President's Report**

President Hill and Commissioner Babich have been in weekly meetings with Executive Director Doug Nelson.

#### **4.d Special Presentations**

Eagle Scout William Hardaway presented his Rotary Bark Park Enhancement grant project. Installing new metal map signs around various post markers, cleaning up the trails, adding 18 new marker posts, and trail restoration. Thanked the Board for their sponsorship and staff member Eric Guenther for his support on the project.

Eagle Scout Tim Hand presented his Hales Pass and Curious by Nature Bat House project. Build six bat houses were constructed, three bat houses placed at Hales Pass and 3 at Curious by Nature. These bat houses were constructed and placed in strategic places of good sunlight and proper condition for good health. Thanked the Board for the Park Enhancement Grant and grateful for staff member Eric Guenther for his continued support and guidance.

### **ITEM 5 Consent Agenda**

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

#### **5.a Approval of Meeting Minutes**

12-03-2019 Regular minutes were approved.

#### **5.b Approval of Vouchers**

\$179,472.70 Reference number: V2019 609-V2019 653 were approved.

### **ITEM 6 Unfinished Business: none**

**ITEM 7            New Business**

**7.a        Renumbering R2019-021 Amending 3<sup>rd</sup> Party Contract Agreement with KCDA and MUSCO to R2019-026**

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

**7.b        R2020-001 Adopting a 457 Deferred Compensation Plan with the State of Washington Deferred Compensation Program**

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

**7.c        R2020-002 Authorize Executive Director Doug Nelson as Financial Institution and Signers**

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

**7.d        R2020-003 Madrona Lease Extension**

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

**ITEM 8            Comments by Board**

Commissioner Babich welcomed Commissioner Kingsbury and Executive Director Doug Nelson. Commissioner Grimmer thanked staff member Sandra Kern for creating the new Commissioner orientation packet. Commissioner Kingsbury thanked the Commission and Staff for the friendly welcome, wanted to thank her family and her husband K.C. Kingsbury for their support. She also mentioned how well PenMet maintenance staff maintains the parks, and how successful recent events and sports programs have been. President Hill echoed other Commissioner's welcoming comments.

**ITEM 9            Next Board Meeting: Tues. January 21<sup>st</sup>, 2020 (Study Session and Regular Meeting) at the City Hall location at 6 pm**

**ITEM 10          Adjournment**

Commissioner Hill adjourned the meeting at 6:55 pm

**APPROVED BY THE BOARD ON: \_\_\_\_\_**

\_\_\_\_\_  
**President**

\_\_\_\_\_  
**Clerk**

Submitted by: *Aiden Krug*



Finance Department  
District Payment Transmittal

District Name: Metro Park District-Peninsula

**PAYMENT LISTING**

Trans Date	District Ref #	Payee Printed Name	Amount
1/9/20	V2020-001	Pacific Office Automation Headquarters	\$3,652.77
1/9/20	V2020-002	PENINSULA SCHOOL DISTRICT	\$1,121.00
1/9/20	V2020-003	Swank Motion Pictures Inc.	\$255.00
1/9/20	V2020-004	HEMLEYS HANDY KANS	\$815.00
1/9/20	V2020-005	DEPARTMENT OF REVENUE	\$4,885.47
1/9/20	V2020-006	Snodgrass Freeman Associates	\$3,335.00
1/9/20	V2020-007	Kitsap Office Furniture	\$409.32
1/9/20	V2020-008	Brown Dog Realty LLC	\$9,152.74
1/9/20	V2020-009	DEPARTMENT OF REVENUE	\$969.34
1/9/20	V2020-010	WESTBAY AUTO PARTS	\$76.21
1/9/20	V2020-011	Fireshield	\$427.28
1/9/20	V2020-012	Strohs Water Company Inc.	\$93.19
1/9/20	V2020-013	Washington Tractor	\$841.98
1/9/20	V2020-014	GRAINGER	\$318.01
1/9/20	V2020-015	Tacoma Winsupply	\$79.06
1/9/20	V2020-016	Demarche Consulting Group, Inc	\$6,140.00
1/9/20	V2020-017	HEALTH CARE AUTHORITY	\$17,916.00
1/9/20	V2020-018	Doug Nelson	\$50.95
1/9/20	V2020-019	Radio Parties	\$1,235.00
1/9/20	V2020-020	Department of Labor and Industries	\$4,318.38
Payment Count: 20		Total Amount:	<b>\$56,091.70</b>

Payment Count: 20  
Payment Total: \$56,091.70

**CERTIFICATION**

I, the undersigned do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered or labor performed as described herein, and that the claim is a just, due and unpaid obligation, and that I am authorized to authenticate and certify to said claim.



1/9/2020

_____ Authorized District Official Signature	_____ Date	_____ Authorized District Official Signature	_____ Date
_____ Authorized District Official Signature	_____ Date	_____ Authorized District Official Signature	_____ Date
_____ Authorized District Official Signature	_____ Date	_____ Authorized District Official Signature	_____ Date
_____ Authorized District Official Signature	_____ Date	_____ Authorized District Official Signature	_____ Date

**INSTRUCTIONS FOR USE:**  
Submit signed Transmittal To Pierce County Finance Department  
FAX: 253-798-6699      EMAIL: PCACCOUNTSPAYABLE@co.pierce.wa.us

**PC Finance Department Use Only**  
Authorization Recieved on \_\_\_\_\_  
Batch Verified by \_\_\_\_\_



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## DISTRICT COMMISSION MEMO

**To:** District Commission  
**From:** Eric Guenther, Planning & Special Projects Manager  
**Date:** January 15, 2020  
**Subject:** **Sehmel Homestead Park (SHP) Lighting Project Update**

### Background

#### **PenMet Planning & Public Meetings**

SHP Turf Lights have been on PenMet’s capital projects list since 2013. PenMet conducted an extensive comprehensive planning process in 2018 which included references to the lighting of the SHP turf field.

PenMet conducted public meetings in August of 2019 to share and exchange information and issues related to the lighting project. Project information, Q&A, and citizen comment documents have been previously shared and are on the PenMetParks.org website.

#### **RCO Grant**

PenMet submitted a Washington State Recreation and Conservation Office (RCO) grant application for funding from the Youth Athletic Facilities (YAF) category for SHP Turf Lights in 2018. The grant amount of \$350,000 was awarded in 2019 and represents the maximum award for the YAF category and almost half of the estimated \$723,000 project cost.

#### **RFQ**

At the end of a Request for Qualifications (RFQ) process the Commission approved Resolution R2019-010 authorizing the Executive Director to sign the Architectural/Engineering Agreement with Cross Engineers, Inc. to design lighting at the Sehmel Homestead Park turf field.

#### **KCDA**

During the planning and granting phases of the Sehmel Homestead Park Lighting Project, staff consulted with other jurisdictions and industry professionals to identify efficient processes to complete the project. The use of KCDA to purchase the lighting system was highly recommended.

Subsequently, staff has worked with KCDA staff to understand the process and prepare the foundation for using KCDA on the SHP Lighting project. KCDA arranged for contractors to evaluate the project to provide KCDA-contracted pricing. Resultant numbers from Musco Sports Lighting were very competitive with prices quoted during a 2019 lighting systems evaluation process.

#### **Bid**

The purchase of the field lighting system through KCDA was only part of the project. The installation of parking lot lighting and the extension of utilities required a public works bidding process. The bid for the Sehmel Homestead Park Lighting Project was published on September 20 & 25, 2019, and opened on October 10, 2019. The Board of Park Commissioners awarded the bid for the Sehmel Homestead Park Lighting Project to the low bidder, MB Electric, in the amount of \$207,168 which includes Washington State Sales Tax.

## **Project**

The primary elements of the project include:

- Four LED, directed light standards for the turf field.
- Approximately eleven parking area light posts, similar to existing SHP lights, but LED, for the turf-area parking.
- Approximately eleven parking area light posts, similar to existing SHP lights, but LED, for the amphitheater-area parking.
- Arranging power from the amphitheater area and new restroom area.

## **Field Lighting**

As designed, the field lighting portion of the project consisted of four LED, directed light standards for the turf field. The location of the poles was designed for placement just outside the eastern fence line for the field, to be placed outside of the field activity safety zone. The fence line is the demarcation between the active and natural areas of the park there. The SHP Conservation Easement (CE), which provides for the management of the natural areas portion of SHP, has language related to the allowance of utilities serving the active areas, and the Great Peninsula Conservancy (GPC) felt that placing the poles outside of the field safety zone, in the natural area, would be an acceptable allowance.

## **Parking Lighting**

There are two areas of parking related to this project which have been designated for safety lighting. The area near the turf field and turf restroom is completely within the active recreation area and permitted.

The area between the amphitheater and the “T” intersection is primarily within the natural area, and is governed by the SHP CE. PenMet and the GPC have discussed the issues related to the goals of the CE and the need for safely lit parking areas, and are currently working to refine language and identify concessions which will amend the CE to recognize the goals and the needs of both organizations.

## **Scoreboard**

A scoreboard for the Boeing Mariners Care Baseball Field (Field #1) has been on the District’s wish list since the park was built in 2010. Due to cost savings in the project bid, the expense of adding the scoreboard could fit within the project budget. The RCO was consulted and agreed that the scoreboard could also be part of the grant reimbursement.

The design and selection of a scoreboard is in process.

## **Budget**

The budget for the project (\$723,000) comes from capital funding (\$605,000), RCO grant (\$350,000 reimbursement), and other contributions including Harbor Soccer Club (HSC, \$30,000 allocation), Narrows FC (\$2,500 allocation), and potentially others. The RCO grant is a reimbursement grant in that after spending the funds, reimbursement documents will be submitted to the RCO.

## **Recommendation**

Staff recommends continuing to share project updates at Commission meetings and on the District’s website, [PenMetParks.org](http://PenMetParks.org).

Should you have any questions or comments please contact me at the earliest opportunity should additional research be required to provide answers at the meeting: 253-858-3400x1222 or via e-mail at [EGuenther@PenMetParks.org](mailto:EGuenther@PenMetParks.org).



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## DISTRICT COMMISSION MEMO

**To:** District Commission  
**From:** Eric Guenther, Planning & Special Projects Manager  
**Date:** January 15, 2020  
**Subject:** **Hales Pass Arletta Schoolhouse Update & Chimney Removal**

### Background/Analysis

PenMet has two current projects in process at Hales Pass Park and the Arletta School House:

- Replace the roof on the school building. Roofing contract approved November 5, 2019, R2019-019 through KCDA.  
Preliminary project elements include:
  - Remove and replace school building roof
  - Replace vents with ridge vent and low-profile vents (see below)
  - Remove chimney (see below)
  - Remove at least south section of play area fencing (roof removal access).
- Building renovation. Design contract approved December 3, 2019, R2019-023, Driftmier.  
Preliminary project elements include:
  - ADA access from parking to, and into the building
  - ADA parking
  - ADA access to restrooms
  - Electrical systems
  - Plumbing systems
  - Kitchen facilities including appliances
  - Well replacement
  - Roof on shelter and walkway

A walkthrough with the architect and engineering teams was cancelled for Monday, January 13, 9:00am, at Hales Pass, and is currently rescheduled for January 20<sup>th</sup>.

The non-building area including the ball field and tennis courts are future projects, but have no renovation activity planned at this time.

### Chimney Removal & Roof Vents

Related to the roofing project, the Hales Pass school house chimney is no longer used. The current heating system uses natural gas and vents horizontally to the outside at the back of the building. The previous systems used wood or oil and vented out the chimney.



During interviews to select the renovation designer, all applicant firms were asked about the chimney, and whether it should be structurally reinforced to meet current seismic requirements (required during renovation) or whether it should be removed. All firms recommended removing the chimney.

During meetings with the roofing companies, they were asked a similar question and they also recommended removing the chimney. They subsequently provided an estimate for the two options. Below are budget numbers for work on the chimney.

- Remove chimney above decking and dispose thereof, install new decking: \$4,100.00
- Tuck point brick of existing chimney (replace mortar, essentially rebuilding) and install a fabricated chimney brace (angle brace) that will be flashed into the roof: \$11,500.00

The roofing professionals also recommended a ridge vent instead of the pop-up vents currently on the building.

With the Arletta School on the National and Pierce County Historic Registers, the next step was to discuss the options with the Pierce County Landmarks and Historic Preservation Commission (PCLHPC). Meeting with the Commission on December 17, 2019, the group of commissioners included citizens of various backgrounds including architects, and they agreed that removing the chimney was the better solution and approved from a historical preservation perspective. They also recommended the roof vent modification (ridge vent and low-profile vents).

Chad Williams, Pierce County Staff Contact for the PCLHPC followed up with:

We will need to consult with the state (DAHP) concerning your proposed re-roof/chimney project...Per the rules, the state handles the review. In looking at DAHP's webpage it appears that form EZ3 is where we will need to start.

PenMet staff completed and submitted the EZ3 form. The Washington State Department of Archaeology & Historic Preservation replied:

There is no requirement to consult with DAHP on this project. At any rate, the chimney does not appear to be a character defining feature of the property, and as such its removal will not have an adverse impact on the National Register listing status of the building.

Nicholas Vann, AIA | Deputy State Historic Preservation Officer

360.586.3079 (d) | 360.628.2170 (c) | [nicholas.vann@dahp.wa.gov](mailto:nicholas.vann@dahp.wa.gov)

In summary, the chimney is not visible from the front of the building (street-side). The seismic reinforcing identified would require visible bracing. There is currently leaking around the chimney, and structures like this, passing through a roof, are more susceptible to leakage in the future. Removal of the chimney as part of the re-roofing project would allow for solid roofing material to cover the removal spot, rather than patching at some later date.

After this research and the collection of expert opinions, staff has concluded that removal of the chimney is the better option. We will explore options to salvage the bricks for alternative purposes.

A public meeting has been suggested to share information with the public on the re-roofing project as well as the building renovation.



### **Recommendation**

Staff recommends holding a public meeting at Hales Pass on Monday, January 27, 2020, at 4:00pm (in some daylight) to share with the public the general plans for the upcoming projects. This could be a Special Meeting if three or more Commissioners plan to attend and deliberate.

Should you have any questions or comments please contact me at the earliest opportunity should additional research be required to provide answers at the meeting: 253-858-3400x1222 or via e-mail at [EGuenther@PenMetParks.org](mailto:EGuenther@PenMetParks.org).



# Peninsula Metropolitan Park District

PO Box 425 – Gig Harbor, WA 98335  
253-858-3400 – info@penmetparks.org  
[www.penmetparks.org](http://www.penmetparks.org)

## DISTRICT COMMISSION MEMO

**To:** Peninsula Metropolitan Park District Board of Commissioners  
**From:** Ron Martinez  
**Date:** January 14, 2020  
**Subject:** Split the surplus of one larger truck into two smaller trucks

### Background/Analysis

Truck #103 will be surplus in 2019. It is proposed that the money from the large surplus truck be split into two smaller trucks, one for manager activities and quick trips, and a crew-cab half-ton truck.

The Peninsula Metropolitan Park District Maintenance Manager must go to multiple parks and facilities daily. Some of these trips do not require a large PenMet truck. Having a smaller truck will save gas, money, time, and space if other maintenance crew members need to use the larger vehicle.

### Timeline and Funding

Planning to place the order by November 1<sup>st</sup>. Due to the 2 trucks being delivered in February 2020 (4 months). PenMet truck #103 F-550 due to be surplus in 2019 (\$79,683) and the quoted truck from Columbia Ford would cost \$35,584.37 and the truck from Bud Clary Chevrolet would cost \$37,195.29. If PenMet surplus maintenance truck #103, the funds would be enough to pay for these quoted vehicles due to the combined cost of these quoted trucks being \$72,779.76.

### Recommendation

District Staff recommends smaller vehicles for various tasks such as rounds, park inspections, on-call, etc.

District Staff has gone and requested quotes from two different dealerships on trucks that would be adequate for the duties.

### Policy Implications/Support

1. Equipment to be replaced is scheduled and funded via the equipment depreciation fund.
2. This surplus and replacement meet the District mission and vision of developing and maintaining high-quality facilities.

**Motion**

I move to approve Resolution R2020-04 authorizing the Executive Director to purchase park maintenance equipment

**Staff Contact**

Should you have any questions or comments please contact me at the earliest opportunity should additional research be required to provide answers at the meeting: 253-858-3400x1224 or via e-mail at [RMartinez@PenMetParks.org](mailto:RMartinez@PenMetParks.org).

## Organization Purchase Request Details

### Organization Information

[Return to Org Requests](#)

<b>Contract #:</b> 05916 - Motor Vehicles	<b>Quote #:</b> 2019-10-289
<b>Status:</b> On Order	<b>Submit Date:</b> 10-14-2019
<b>Organization:</b> 84401 - PENINSULA METROPOLITAN PARK DISTRICT - 84401	<b>Order Date:</b> 11-15-2019
<b>Order Contact:</b> Ron Martinez	<b>Expected Delivery Date:</b> 03-15-2020
<b>Contact Phone:</b> 253-255-9177	<b>Delivery Date:</b>
<b>Contact Email:</b> rmartinez@penmetparks.org	<b>Cancel Date:</b>
<b>Dealer:</b> Bud Clary Chevrolet - W262	<b>Organization Reference #:</b> 84401
<b>Dealer Address:</b>	<b>Organization PO #:</b> 84401
<b>Internal Notes:</b>	<b>Dealer Contact:</b> Becky Davis
<b>Comments To Dealer:</b>	<b>Dealer Phone:</b> (360) 423-1700
<b>Dealer Reference #:</b> WA474	<b>Dealer Email:</b> Becky.davis@budclary.com
<b>Dealer Comments:</b> GM ORDER#XJZTKB	

### Color Options

Color Name	Quantity

Summit White(GAZ)	1
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Tax Exempt: N

**Vehicle Options**

Order Code	Order Code Description	Qty	Unit Price	Ext. Price
2020-0704-001	2020 Chevrolet Colorado 4wd	1	\$29,308.00	\$29,308.00
2020-0704-004	2020 Chevrolet Colorado 4wd Crew Cab Long Box(12T43)3.6L V6 motor w/8-speed aut transmission(LGZ)(M5T) 141"WB	1	\$2,796.00	\$2,796.00
2020-0704-024	Trailer package heavy duty (Z82)	1	\$250.00	\$250.00
2020-0704-025	Trailer brake controller, integrated(JL1)	1	\$230.00	\$230.00
2020-0704-204	Bedliner, Spray On(Over The Rails And Tailgate) (DLR)-Line-x	1	\$415.00	\$415.00
2020-0704-250	Pro Tech Cab Guard w/Mesh(DLR-PTC)	1	\$720.00	\$720.00
2020-0704-252	LED Amber Minibar installed on cab guard with beacon plate(ECC05585A)(DLR-PTC)	1	\$594.00	\$594.00

**Request Totals**

<p>Total Vehicles: 1</p> <p>Sub Total: <b>\$34,313.00</b></p> <p>8.4 % Sales Tax: <b>\$2,882.29</b></p> <p>Request Total: <b>\$37,195.29</b></p>
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# Peninsula Metropolitan Park District

## RESOLUTION NO. R2020-004

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### A RESOLUTION OF PENMET PARKS AUTHORIZING THE EXECUTIVE DIRECTOR TO PURCHASE PARK MAINTENANCE EQUIPMENT

WHEREAS, it is a goal of the Peninsula Metropolitan Park District (PenMet Parks) Board of Park Commissioners to “develop and maintain high-quality facilities”; and

WHEREAS, the PenMet Parks Board of Park Commissioners has approved funding via the equipment depreciation fund; and

WHEREAS, the Board of Park Commissioners has reviewed the equipment procurement request on November 12, 2019; and

WHEREAS, the PenMet Parks Board of Park Commissioners acknowledged that staff has properly and effectively-researched the procurement of said equipment; and

WHEREAS, PenMet Parks will purchase all park maintenance equipment under the Washington State Purchasing Contract and as a consequence competitive bidding requirement have been met according to District purchasing policies and State statute RCW 39.34.03; and

WHEREAS, PenMet Parks purchasing policies require purchases of \$25,000 or more be approved by resolution; NOW THEREFORE BE IT

RESOLVED by the PenMet Parks Board of Park Commissioners that the Executive Director be authorized to purchase park maintenance equipment through the Washington State Purchasing Contract in an amount not to exceed \$73,000.

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, 2020.

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President

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Clerk

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Attest

Peninsula Metropolitan Park District Commission