



Peninsula Metropolitan Park District

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

REGULAR MEETING AGENDA

October 01, 2024, 6:00 PM

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

Call to Order

Commissioner Roll Call:

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

ITEM 1 President's Report

ITEM 2 Executive Director's Report

ITEM 3 Special Presentations

3a. Collaborative Division Report

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 September 17, 2024 Study Session Minutes](#)

6b. [Approval of the September 17, 2024 Regular Meeting Minutes](#)

ITEM 7 Consent Agenda



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- 7a. [Resolution C2024-019 Approving September Vouchers](#)
- ITEM 8 Unfinished Business
- ITEM 9 New Business
 - 9.1 Purchasing Resolutions Requiring One Reading for Adoption
 - 9.2 Single Reading Resolutions Requiring One Reading for Adoption
 - 9.3 [Two Reading Resolutions Requiring Two Readings for Adoption](#)
 - [9.3a: First Reading of Resolution RR2024-008 Adopting Policy P10-108: Relocation Assistance and Real Property Acquisition Policy](#)
- ITEM 10 Comments by Board
- ITEM 11 Next Board Meetings
October 15, 2024 Study Session at 5:00 pm and Regular Meeting at 6:00 pm
at the PenMet Parks Administrative Headquarters – 2416 14th Ave NW, Gig Harbor, WA 98335
- ITEM 12 Adjournment

BOARD OF PARK COMMISSIONERS MEETING PROCEDURES

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



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STUDY SESSION MINUTES

September 17, 2024, 4:30 PM

Rosedale Hall, 8205 86th Avenue NW, Gig Harbor, WA 98332

Call to Order time: 4:45 p.m.

Commissioner Roll Call:

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

Quorum: Yes

ITEM 1 Board Discussion

1a. Rosedale Hall Ribbon Cutting Ceremony

- Remarks by President Hill.
- Remarks by Executive Director Ally Bujacich.
- Remarks by Commissioner Sehmel.
- Remarks by Commissioner Kingsbury.
- Remarks by Commissioner Nixon.
- Ribbon cutting.
- Reception.

1b. Tacoma DeMolay Sandspit Park Shoreline Restoration Preliminary Design

- Director of Park Services Sue O'Neill introduced presenters Mary Krauszer, Pierce Conservation District.
- Powerpoint presentation by Pierce Conservation District and Jessica Cote, Blue Coast Engineering.
- **Board question:** Will the abandoned dock and pilings be removed (on the northwest side of the spit) be removed? **Staff answer:** Yes, the dock will be removed as part of the project. The project team is not aware of any pilings.
- **Board question:** Is there an opportunity for another crossing at the transition from the grass to the spit? **Staff answer:** The project team will look at opportunities for a third crossing. It's important to maintain vegetation at the connection point.



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- **Board question:** Will the new wood be anchored to prevent movement during king tides? **Staff answer:** The wood will not be anchored but will be large, partially buried, and placed in a matrix for stability.
- **Board question:** Will wood and beach sediment need to be replenished over time? What are the future maintenance considerations? **Staff answer:** Minimal maintenance on the spit is expected.
- No objections to proceeding with permitting and final design.

ITEM 2 Adjournment time: 6:03 p.m.

BOARD OF PARK COMMISSIONERS MEETING PROCEDURES

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REGULAR MEETING MINUTES

September 17, 2024, 6:00 PM

Rosedale Hall, 8205 86th Avenue NW, Gig Harbor, WA 98332

Call to Order time: 6:07 p.m.

Commissioner Roll Call:

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

Quorum: Yes

ITEM 1 President's Report

- Thanked staff for the renovated Rosedale Hall and ribbon cutting ceremony.

ITEM 2 Executive Director's Report

- The final Peninsula Gardens Master Plan community meeting is scheduled for 6 p.m. on September 19 at the District Headquarters.
- Narrows Park will be closed from October 1-4 for access road paving.

ITEM 3 Special Presentations

3a. Financial Review - July 2024

- Powerpoint presentation by Director of Finance Jessica Wigle.

ITEM 4 Board Committee Reports

- 4a. **Park Services Committee:** has not met since the last Board meeting.
- 4b. **Finance Committee:** has not met since the last Board meeting.
- 4c. **Administrative Services Committee:** has not met since the last Board meeting.
- 4d. **Recreation Services Committee:** has not met since the last Board meeting.
- 4e. **Campaign Committee:** has not met since the last Board meeting.
- 4f. **External Committees:** no external committees to report.

ITEM 5 Public Comments was provided by:

- Bill Sehmel



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ITEM 6 Minutes

- 6a. Approval of the September 10, 2024 Study Session Minutes
 - 6b. Approval of the September 10, 2024 Regular Meeting Minutes
- Commissioner moved to adopt the minutes as presented.
- Commissioner seconded.
- Roll call vote. Approved unanimously. Motion carried.

ITEM 7 Consent Agenda: none

ITEM 8 Unfinished Business: none

ITEM 9 New Business

9a. Purchasing Resolutions Requiring One Reading for Adoption:

9.1a Resolution P2024-013 Authorizing the Executive Director to Sign the Agreement with MBI Seattle to Purchase Furniture for the PenMet Parks Recreation Center

Commissioner moved and seconded.

Sue O'Neill provided a staff recommendation.

Board discussion: none

Roll call vote. Approved unanimously. Motion carried.

9b. Single Reading Resolutions Requiring One Reading for Adoption: none

9c. Two Reading Resolutions Requiring Two Readings for Adoption: none

ITEM 10 Comments by Board

Commissioner Sehmel: Thanked staff for delivering the Rosedale Hall renovation and ribbon cutting ceremony. Thanked the public for attending.

Commissioner Grimmer: Thanked staff and the public for the Rosedale Hall ribbon cutting and noted that facilities like Rosedale Hall and Arletta Schoolhouse make the park district unique and strong.

Commissioner Nixon: Appreciate that the project team chose to renovate Rosedale Hall. Proud to be a part of PenMet Parks and projects like the Rosedale Hall Renovation and the Recreation Center. Thanked staff for the Rosedale Hall ribbon cutting and for all of their work.

ITEM 11 Next Board Meetings

October 1, 2024 Study Session at 5:00 pm and Regular Meeting at 6:00 pm at the PenMet Parks Administrative Headquarters – 2416 14th Ave NW, Gig Harbor, WA 98335



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ITEM 12 **Adjournment time: 6:26 p.m.**

BOARD OF PARK COMMISSIONERS MEETING PROCEDURES

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Peninsula Metropolitan Park District

RESOLUTION NO. C2024-019

APPROVING VOUCHERS FROM SEPTEMBER 2024

WHEREAS, the Peninsula Metropolitan Park District Board of Park Commissioners approved the 2024 operating budget in Resolution RR2023-014 and the amended 2024 capital budget in Resolution RR2024-007 on July 16, 2024; and

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

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

NOW THEREFORE BE IT

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

The foregoing resolution was adopted at a regular meeting of the Board of Park Commissioners of the Peninsula Metropolitan Park District held on October 1, 2024.

Maryellen (Missy) Hill, Board President

Laurel Kingsbury, Board Clerk

Attest: Ally Bujacich



Attachment A to Resolution C2024-019

For the period beginning 09/03/2024 and ending 09/03/2024

Voucher # 240901001 through # 240901016 is approved for payment in the amount of \$48,605.78.

and

For the period beginning 09/10/2024 and ending 09/10/2024

Voucher # 240902001 through # 240902062 is approved for payment in the amount of \$325,700.38.

and

For the period beginning 09/17/2024 and ending 09/17/2024

Voucher # 240903001 through # 240903026 is approved for payment in the amount of \$38,904.34.

and

For the period beginning 09/24/2024 and ending 09/24/2024

Voucher # 240904001 through # 240904038 is approved for payment in the amount of \$1,451,695.98.



DISTRICT COMMISSION MEMO

To: Board of Park Commissioners

From: Ally Bujacich, Executive Director

Date: October 1, 2024

Subject: **First Reading of Resolution RR2024-008 Adopting Policy P10-108: Relocation Assistance and Real Property Acquisition Policy**

Background/Analysis

Chapter 8.26 RCW provides a Uniform Relocation Assistance - Real Property Acquisition Policy applicable to all local public agencies, whether or not federal funding was received, including the Peninsula Metropolitan Park District (PenMet Parks).

Pursuant to WAC 468-100-004, PenMet Parks is required to adopt operating procedures for relocation assistance when acquiring property for public works projects or programs.

Proposed Policy P10-108: Relocation Assistance and Real Property Acquisition Policy adopts the procedures and provide for the appeal of relocation decisions in accordance with Chapter 8.26 RCW and Chapter 468-100 WAC.

Legal counsel has reviewed the attached policy.

Policy Implications/Support

1. Policy P10-101: Board Policy and Procedures states, in part, that PenMet Parks is accountable to its citizens for its use of public dollars. The limited financial resources of PenMet Parks must be wisely used to ensure adequate funding to support the services, public facilities, and infrastructure necessary to meet the community’s present and future needs.
2. The enabling legislation governing PenMet Parks is chapter 35.61 RCW. In addition, other local, state, and federal laws and regulations govern the conduct and business of PenMet Parks.



Recommendation

Staff recommends the Board pass Resolution RR2023-008 adopting Policy P10-108: Relocation Assistance and Real Property Acquisition Policy at its second reading planned for October 15, 2024.

Staff Contact

If you have any questions or comments, please contact Ally Bujacich at (253) 858-3400 or via e-mail at executivedirector@penmetparks.org.

Attachments

Exhibit A: Resolution RR2023-008 Adopting Policy P10-108: Relocation Assistance and Real Property Acquisition Policy



Peninsula Metropolitan Park District

RESOLUTION NO. RR2024-008

ADOPTING POLICY P10-108: RELOCATION ASSISTANCE AND REAL PROPERTY ACQUISITION POLICY

WHEREAS, the Peninsula Metropolitan Park District, commonly known as PenMet Parks, was formed pursuant to chapter 35.61 of the Revised Code of Washington (RCW) for the purposes of “management, control, improvement, maintenance, and acquisition of parks, parkways, boulevards, and recreational facilities” as provided in RCW 35.61.010; and

WHEREAS, PenMet Parks is authorized to plan, construct, and permanently operate recreational facilities and provide recreational services to meet the needs of its residents; and

WHEREAS, Chapter 8.26 RCW provides a Uniform Relocation Assistance - Real Property Acquisition Policy applicable to all local public agencies, whether or not federal funding was received, including PenMet Parks; and

WHEREAS, pursuant to WAC 468-100-004, PenMet Parks is required to adopt operating procedures for relocation assistance when acquiring property for public works projects or programs; and

WHEREAS, PenMet Parks wishes to adopt the procedures and provide for the appeal of relocation decisions in accordance with Chapter 8.26 RCW and Chapter 468-100 WAC; and

WHEREAS, the Board of Park Commissioners wishes to adopt Policy P10-108: Relocation Assistance and Real Property Acquisition Policy to ensure it continues to protect the public interest and ensure public trust;

NOW THEREFORE BE IT

RESOLVED by the Board of Park Commissioners that PenMet Parks adopts Policy P10-108: Relocation Assistance and Real Property Acquisition Policy 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 October 15, 2024.



Maryellen "Missy" Hill, Board President

Laurel Kingsbury, Board Clerk

Attest: Ally Bujacich



Peninsula Metropolitan Park District

Relocation Assistance and Real Property Acquisition Policy

Policy Number:	Resolution Number:	Date Approved:	Supersedes the following Resolutions and Policies:
P10-108	RR2024-008	October 15, 2024	N/A

Policy: Relocation Assistance and Real Property Acquisition Policy

Purpose: Chapter 8.26 RCW provides a Uniform Relocation Assistance - Real Property Acquisition Policy applicable to all local public agencies, whether or not federal funding was received, including the Peninsula Metropolitan Park District (PenMet Parks).

Pursuant to WAC 468-100-004, PenMet Parks is required to adopt operating procedures for relocation assistance when acquiring property for public works projects or programs; and PenMet Parks wishes to adopt the procedures and provide for the appeal of relocation decisions in accordance with Chapter 8.26 RCW and Chapter 468-100 WAC.

PenMet Parks also finds it to be in the public interest to adopt procedures for the acquisition of real property for public works projects or programs by condemnation.

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Policy Requirements:

Section I. Condemnation

The Park Board may authorize by resolution the acquisition of real property, rights-of-way or other interests in land using such procedures as are deemed expedient and will result in favorable conditions for the District and in compliance with chapter 8.26 RCW and chapter 468-100 WAC. The Park Board may, by resolution, contract with other agencies, public and/or private, to perform all or any part of the acquisition process, including but not limited to appraisal, acquisition, relocation, property management services, and condemnation. The Executive Director and/or designee(s) shall have the authority to negotiate and execute any and all documents, agreements, and undertakings on behalf of PenMet Parks in furtherance of the intent of this section that are either subject to Park Board approval or within cost limits as may be preauthorized by the Park Board.

Section II. Relocation Assistance

The purpose of this section is to establish a uniform policy for the fair and equitable treatment of persons displaced as a result of PenMet Parks' public works projects or programs. In addition, this section is intended to encourage and expedite the acquisition of real property for public works projects or programs by agreement to reduce litigation and to assure consistent treatment of those affected by the public works project or program. Nothing in this section may be construed as creating in any condemnation proceeding brought under the power of eminent domain any element of value or damage separate and distinct from a real property interest.

A. Relocation Assistance.

The Park Board adopts Chapter 468-100 Washington Administrative Code (WAC) as adopted or hereafter amended to govern the procedures for relocation services in the event a PenMet Parks' public works project or program will result in the displacement of persons.

B. Authorizing the Executive Director to develop guidelines.

The Executive Director or designee is hereby authorized to take all

necessary steps to create guidelines to provide relocation assistance consistent with Chapter 8.26 RCW and Chapter 468-100 WAC.

C. Relocation Assistance Appeals.

1. Any person who believes that PenMet Parks has failed to properly determine the person's eligibility for, or the amount of, a payment required under WAC 468-100-105 or RCW 8.26.200, or a relocation payment under Chapter 8.26 RCW or Chapter 468-100 WAC may file a request for reconsideration within sixty (60) days following a written determination of relocation benefits. The request must be in writing to the Executive Director and contain the information contained in subsection 2 below.

2. All requests for reconsideration and appeals under this section shall be in writing, but no specific form is required and the reconsideration or appeal shall be considered regardless of form. The notice or letter shall state what issues are being claimed, the reasons why the aggrieved person believes the claim should be allowed, and how the person believes he or she is otherwise aggrieved. The letter or notice shall clearly identify the PenMet Parks' project and parcel of real property involved and shall bear the signature and address of the aggrieved person or the person's authorized representative.

3. The Executive Director shall make a decision on the reconsideration request within thirty (30) days of receipt of the written request.

4. In the event the matter cannot be resolved by the Executive Director, PenMet Parks will appoint a qualified hearing examiner under terms of WAC 468-100-010. The hearing examiner's duties will be to administer the appeal of the aggrieved in an impartial and orderly manner in accordance with WAC Chapter 468-100. Any person may appeal the written determination of relocation benefits or the Executive Director's reconsideration decision to the hearing examiner. The appeal must be made in writing within sixty (60) days of the receipt of the written determination of relocation benefits (if reconsideration not requested) or within sixty (60) days of the written reconsideration decision (if reconsideration is requested). The hearing examiner may refuse to schedule any hearing on an appeal until receipt of all information set forth in subsection 2 above or may issue an order providing for dismissal of such appeal upon failure of the appellant to comply with subsection 2 within fourteen calendar days of a request by PenMet Parks for the required information. The decision of the hearing examiner is final.

5. Failure to file an appeal in a timely manner shall be a bar to consideration of the appeal by the hearing examiner.

6. PenMet Parks shall permit a person to inspect and copy all materials pertinent to the person's appeal, except materials which are classified as confidential by PenMet Parks and that are exempt from disclosure under the Public Records Act, Chapter 42.56 RCW. PenMet Parks may, however, impose reasonable conditions on the person's right to inspect, consistent with applicable laws.

7. Hearings shall be conducted using the procedures set forth for administrative appeals in Chapter 468-100 and 10-08 WAC. The hearing examiner may adopt additional rules of procedure to govern matters not covered by this section.

Section III. Severability

Any provision of this policy or its application to any person, legal entity, or circumstance is held invalid; the remainder of the policy or its application to other persons, legal entities, or circumstances is not affected.