



# Peninsula Metropolitan Park District

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

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## REGULAR MEETING AGENDA

January 04, 2022, 6:00 PM

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

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### Oath of Office for Incoming Commissioners

#### Call to Order

#### Commissioner Roll Call:

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

#### ITEM 1 President's Report

#### ITEM 2 Election of 2022 Officers

#### ITEM 3 Executive Director's Report

#### ITEM 4 Special Presentations

- 4a. Evergreen Mountain Bike Alliance
- 4b. PEG Grant Report - Tubby's Trail Shelter
- 4c. PEG Grant Report - McCormick Forest Signage

#### ITEM 5 Board Committee Reports

- 5a. CIP Committee
- 5b. Finance and Administration Committee
- 5c. Recreation Services Committee
- 5d. Stewardship Committee
- 5e. External Committee Reports

#### ITEM 6 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](http://www.penmetparks.org)

#### ITEM 7 Minutes



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- 7a. [Approval of Minutes of the December 7, 2021 Study Session](#)
- 7b. [Approval of Minutes of the December 7, 2021 Regular Meeting](#)

**ITEM 8 Consent Agenda**

- 8a. [Resolution C2022-01: Approval of Vouchers](#)

**ITEM 9 Unfinished Business: None**

**ITEM 10 New Business**

- 10.1 Purchasing Resolutions Requiring One Reading for Adoption: None
- 10.2 Single Reading Resolutions Requiring One Reading for Adoption: None
- 10.3 Two Reading Resolutions Requiring Two Readings for Adoption: None

**ITEM 11 Comments by the Board**

**ITEM 12 Next Board Meetings**

January 18, 2022, Study Session at 5:00 pm and Regular Meeting at 6:00 pm at the Community Recreation Center.

**ITEM 13 Adjournment**

## **BOARD OF PARK COMMISSIONERS MEETING PROCEDURES**

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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](http://www.penmetparks.org).



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## STUDY SESSION MINUTES

December 07, 2021, 5:00 PM

ZOOM

ATTENTION: Park Board meetings are being held online via Zoom to ensure District business may be conducted in an environment that is safe for Commissioners, staff, and members of the public. Members of the public are encouraged to join the study session and/or regular meeting by using the Meeting ID 884 3838 6194 Password: PenMet1207, or call in at +1 253-215-8782 Password: 9694264639. Meeting agendas can be accessed online at PenMetParks.org.

<https://us02web.zoom.us/j/88438386194?pwd=R1A5VDM1c0xheURFVU1MZlZjQmHNKZz09>

**Call to Order:** The meeting was called to order by President Babich at 5:01 pm

### Commissioners Present:

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

### Staff:

Ally Bujacich  
 Matthew Kerns  
 Louise Tieman  
 Stacie Snuffin  
 Nicole Jones-Vogel  
 Denis Ryan

### Outside Staff:

Curt Gimmestad/Absher  
 Connie Osborn/BRS  
 Kevin Armstrong/BRS  
 Lee Driftmier/ Driftmier Architects

### ITEM 1 Approval of Agenda

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

### ITEM 2 Capital Project Update

#### 2a. Community Recreation Center (CRC)

Project Manager Curt Gimmestad from Absher Construction gave an overview of session goals and a big picture overview of the CRC Project.

Connie Osborn from BRS presented two site layout options and gave an overview of key features and cost reduction measures. Kevin Armstrong from BRS explained the pros and cons of the two different options. Feedback from the Steering Committee indicated Option 3M with an elevated track is preferred.

Gimmestad gave a budget summary for the two design options, which included the new CRC building, project site, and administration building renovation using the design-bid-build method. Gimmestad and



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Commissioners discussed using the design-bid-build method rather than the GC/CM method and the preference for the 3M design option versus the 4M design option.

Osborn gave an overview of the design development schedule. Osborn, Gimmestad, and Commissioners discussed cost escalations, risk contingencies, the design-bid-build method, and the GC/CM method.

Gimmestad requested approval for moving forward with the general concept for a preferred design option from the Board. President Babich asked the Board for their preference for the CRC design. The Board supported the 3M design.

## 2b. Hale Pass

Project Manager Curt Gimmestad gave a brief project update on the Arletta Schoolhouse Renovation. Lee Driftmier from Driftmier Architects gave an overview of the work that will be done to renovate the project. Gimmestad and Driftmier discussed the permitting status, Driftmier presented interior finishes, and Gimmestad presented the current budget and target schedule.

**ITEM 3 Adjournment:** President Babich adjourned the meeting at 6:07 pm

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

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

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

Submitted By: Stacie Snuffin



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## REGULAR MEETING MINUTES

December 07, 2021, 6:00 PM

ZOOM

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<https://us02web.zoom.us/j/88438386194?pwd=R1A5VDM1c0xheURFVU1MZlJqMHNKZz09>

**Call to Order:** The meeting was called to order by President Babich at 6:08 pm

### Commissioners Present:

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

### Staff:

Ally Bujacich  
 Matthew Kerns  
 Louise Tieman  
 Stacie Snuffin  
 Nicole Jones-Vogel  
 Denis Ryan

### Outside Staff:

Curt Gimmestad/Absher Construction  
 Mark Roberts/Legal Counsel

## ITEM 1 Approval of Agenda

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

## ITEM 2 Citizen Comments

The following citizens provided comment:

Betty Lilienthal  
 Jill Guernsey  
 Joe Loya  
 Rob Moore

## ITEM 3 Presentations

### 3a. Executive Director's Report

Executive Director Ally Bujacich introduced PenMet's new staff member, Director of Park Services Denis Ryan, to the Board.

Bujacich gave a brief overview of the upcoming special event, Cookies with Mr. & Mrs. Claus, and reported that PenMet is partnering with Kiwanis to



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hold a food drive at the event. Bujacich announced an overview of 2021 events, and a look into 2022 events would be discussed at the next study session on January 4, 2022.

Bujacich reported staff are researching best practices for park host programs at similar day-use park properties and evaluating PenMet Parks' properties to determine if any parks may benefit from this type of program. In addition, Bujacich reported that staff have been in contact with a representative from FICRA regarding Fox Island properties.

### 3b. 20/21 Recreation Scholarship Report

Planning and Special Projects Manager Nicole Jones-Vogel provided a report on the academic year 2020/2021 Recreation Scholarship Program to the Board. Jones-Vogel gave an overview of the Recreation Scholarship Policy, reporting criteria, data for the reporting period, and funding mechanisms for the program. In addition, Jones-Vogel shared observations of tracking applications, eligibility, and next steps to modify and update the current scholarship policy. The Board had a discussion.

### 3c. President's Report

President Babich reflected on 2021 achievements which included a new permanent executive director being hired, held a planning retreat for the Board to establish goals and objectives for the 2022 budget, implemented board education sessions, developed a policy review schedule, updated or implemented a significant number of policies, developed new standing committees as well as a new organizational structure and a new classification and salary grid. Babich also reported that PenMet completed the budget adoption process, phase I of the CRC project design, secured a top architect and engineering firm for phase II final design, and secured \$16 million limited tax dollars for the CRC project, and achieved an upgraded credit rating. Executive Director Ally Bujacich added that PenMet was awarded just over \$3.7 million in grant funding in 2021.

## ITEM 4 Consent Agenda

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

### 4a. Approval of Minutes

11/16/2021 Study Session and Regular Meeting

### 4b. Approval of Vouchers

\$24,939.25 Reference Number: 211103001-211103021

\$283,832.15 Reference Number: 211105001-211105023

\$18,714.74 Reference Number: 211201001-211201004

### 4c. Renumbering of Duplicated Resolution Numbers



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R2021-023: Resolution to Authorize Interagency Data Sharing Agreement with the Office of the Washington State Auditor Revise Resolution Number to R2021-033

R2021-025: Authorize ED to Sign Agreement for Design Services for SHP Turf Replacement Revise Resolution Number to R2021-034

R2021-026: Adopt Policy P10-106: Rules of Decorum for Board Meetings Revise Resolution Number to R2021-035

## ITEM 5 Unfinished Business: None

## ITEM 6 New Business

### 6a. Nominations of Officers for 2022

President Babich asked for nominations for the 2022 Board President and Clerk positions. Commissioner Nixon nominated Commissioner Babich for Board President, and Commissioner Hill nominated Commissioner Nixon for Board Clerk for 2022. President Babich said nominations will re-open and officers will be elected at the January 4, 2022, regular meeting.

### 6b. R2021-036: Adopt the Community Recreation Center Project Budget and Amended Delivery Method

Project Manager Curt Gimmetstad of Absher Construction gave the background and recommendation to adopt the CRC project budget and amended delivery method.

Commissioner Nixon made the motion to Resolution R2021-036 adopting the Community Recreation Center project budget and amended project delivery method, seconded by Commissioner Kingsbury. The motion passed with a 5-0 vote.

### 6c. R2021-037: Adopt P30-102: Public Records Disclosure Policy

Executive Director Ally Bujacich gave the background and recommendation to adopt the attached amended Policy 30-102: Public Records Disclosure Policy.

Commissioner Hill made the motion to approve Resolution R2021-037 adopting the attached amended Policy P30-102: Public Records Disclosure Policy, seconded by Commissioner Nixon. The motion passed with a 5-0 vote.

### 6d. R2021-038: Adopt Policy P10-101: Board Policy

Executive Director Ally Bujacich gave an overview of the purpose of the Board Policy and reported that the name of the policy would change to Board Policy and Procedures. Bujacich went over two amendments to the version of the policy included in the packet and made the recommendation to approve Resolution R2021-038 adopting the attached amended policy with the amendments to Exhibit A.

Commissioner Nixon made the motion to approve Resolution R2021-038 adopting the amended Policy P10-101: Board Policy and Procedures



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seconded by Commissioner Kingsbury. Commissioner Nixon made a motion to amend the main motion to amend Exhibit A as recommended by staff, seconded by Commissioner Hill. The motion to amend passed with a 5-0 vote. The amended main motion passed with a 5-0 vote. Board and PenMet Parks Council had a discussion.

## ITEM 7 Comments by Board

Commissioner Nixon commented that he had participated in a Jurassic Parliament webinar that he thought was very helpful regarding public comment and reported that he passed some of the information on to others and that there was another webinar coming up on meeting minutes. Nixon also thanked the public for their comments earlier in the evening.

Commissioner Hill commented on the recent Gig Harbor Veteran’s Day event and thanked Joe Loya for his comments earlier in the evening. Hill also commented on PenMet’s past sponsorship for an event called the AUSA Picnic that was built into PenMet’s passed budget but may have been removed. Hill suggested considering including the sponsorship in the annual budget. Hill also commented that she had participated in a walk at Sehmel Homestead Park and that one of the other participants commented on her appreciation for a POW flag that is in the park.

Commissioner Kingsbury thanked President Babich and Executive Director Bujacich for all the hard work and leadership over the last year. Kingsbury commented on her experience taking her dog to Rotary Bark Park. Lastly, Kingsbury commented that seniors are a big part of the community and supporting a feasibility study and figuring out how PenMet can support the seniors in the community should remain in the immediate foresight of the District.

Commissioner Hill welcomed Director of Park Services Denis Ryan.

## ITEM 8 Next Board Meetings

January 4, 2022, Study Session at 5:00 pm and Regular Meeting at 6:00 pm at the Community Recreation Center.

## ITEM 9 Adjournment: President Babich adjourned the meeting at 7:15 pm

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

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

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

Submitted By: Stacie Snuffin





# Peninsula Metropolitan Park District

## RESOLUTION NO. C2022-001

### APPROVING VOUCHERS FROM DECEMBER 2021

WHEREAS, the Peninsula Metropolitan Park District Board of Park Commissioners approved the 2021 budget in Resolution R2020-026 on December 1, 2020; 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 January 4, 2022.

\_\_\_\_\_  
President

\_\_\_\_\_  
Clerk

\_\_\_\_\_  
Attest

**Attachment A to Resolution C2022-001**

For the period beginning 12/02/2021 and ending 12/28/2021  
Voucher #211202001 through #211202030 are approved for payment in the amount of  
\$277,141.09.