



Peninsula Metropolitan Park District

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

REGULAR MEETING AGENDA

January 20, 2026, 6:00 PM

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

Call to Order

Commissioner Roll Call:

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

ITEM 1 President's Report

ITEM 2 Executive Director's Report

ITEM 3 Special Presentations

3a. [November 2025 Financial 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 January 6, 2026 Study Session Minutes](#)

6b. [Approval of January 6, 2026 Regular Meeting Minutes](#)

ITEM 7 Consent Agenda



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ITEM 8 Unfinished Business

- 8a. [Resolution RR2026-001 Adopting Amended Policy P50-102: Financial Assistance Policy \(second reading\)](#)

ITEM 9 New Business

- 9.1 Purchasing Resolutions Requiring One Reading for Adoption
- 9.2 [Single Reading Resolutions Requiring One Reading for Adoption](#)
[Resolution R2026-001 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 3, 2026 - 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 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.

Financial Review – November 2025

Board of Park Commissioners Meeting
January 20, 2026

General Fund

General Fund Revenue: Budget-vs-Actual

General Fund Revenue	Nov. 2025 Actuals	YTD 2025 Actuals	2025 Budget
Real & Personal Property Tax	494,862	8,602,801	8,665,018
Sales Tax	52,472	538,261	540,000
Private Harvest Tax	5,009	7,178	2,000
Leasehold Excise Tax	790	2,154	5,000
REET/Impact Fees	1,872,000	1,872,000	700,000
Investment Interest	41,142	544,141	250,000
Deposits Received	1,778	14,660	0
Other General Fund Revenue	0	7,156	5,000
Sale of Machinery & Equipment	0	6,971	0
Total General Fund Revenue	\$2,468,053	\$11,595,322	\$10,167,018

- Interest rates were lower in November (3.983%) vs. October (4.205%). YTD investment interest income exceeds budget by \$294K.
- Overall General Fund revenue is ahead of budget YTD, at 114% earned (or \$1.4M).

General Fund Expenses: Budget-vs-Actual

Expenses are under budget, at 87% expended through November YTD.

General Fund Operating Expenses by Division	Nov. 2025 Actuals	YTD 2025 Actuals	2025 Budget
Legislative	6,961	117,928	205,700
Development	23,251	201,854	256,738
Executive	50,067	633,983	566,691
Finance & IT	93,770	1,399,110	1,402,054
Administrative Services	41,536	416,592	814,178
Recreation Services	27,421	280,519	314,698
Maintenance & Operations	188,287	1,866,549	2,202,700
Park Services	58,500	718,160	735,788
Total General Fund Expenses	\$489,793	\$5,634,695	\$6,498,547

Recreation Enterprise Fund

Recreation Enterprise Fund

Revenues by Program Type

Rec Enterprise Fund Revenue	Nov. 2025 Actuals	YTD 2025 Actuals	2025 Budget
Donations	0	3,400	2,500
Sponsorships	21,542	68,550	60,000
Program Fees – Sports & Fitness	14,913	468,827	702,340
Program Fees – Drop Ins	11,873	49,186	96,520
Program Fees – Adaptive Recreation	10	15,548	20,860
Program Fees – Camps	158	304,585	272,847
Program Fees – Youth Programs	60	27,883	41,470
Program Fees – Adult Programs	761	12,913	16,240
Program Fees – Senior Programs	5,474	88,486	74,090
Program Fees - Events	0	6,065	4,500
Program Fees – Mini Golf	168	99,899	92,113
Other Recreation Revenue	0	169	0
Total Rec Enterprise Fund Revenue	\$54,959	\$1,145,511	\$1,383,480

83% of budgeted revenue is earned through Nov. YTD. Revenue from Recreation Fall & Winter programming will continue through the end of the year.

Recreation Enterprise Fund

Revenues by Program Type



Through November YTD, revenue is ahead of budget in:

- Events (135%)
- Senior Programs (119%)
- Camps (112%)
- Mini Golf (108%)

Recreation Enterprise Fund

Expenses by Program Type

Actual expenses are under budget at 84% expended through Nov. Fall & Winter Rec programs will put expenses closer to budget through the end of the year.

Recreation Enterprise Fund Expenses	Nov. 2025 Actuals	YTD 2025 Actuals	2025 Budget
General Recreation Expenses	9,139	303,057	301,285
Sports & Fitness	123,643	462,644	653,357
Drop Ins	490	1,743	32,332
Adaptive Recreation	6,755	74,376	82,061
Camps	7,208	267,813	314,350
Youth Programs	7,742	75,628	81,226
Adult Programs	4,659	31,399	17,947
Senior Programs	12,027	137,678	175,921
Events	15,199	196,217	173,078
Mini Golf	834	23,368	51,535
Total Rec Enterprise Fund Expenses	\$187,696	\$1,573,923	\$1,883,092

Facility Enterprise Fund

Facility Enterprise Fund Revenue: Budget-vs-Actual

Facility Enterprise Fund Revenue	YTD 2025 Actuals	2025 Budget
Facility Rental Fees – Admin Bldg	0	0
Facility Rental Fees – Rec Center	40,556	122,960
Park & Field Rental Fees	103,635	210,700
Facility Rental Fees	57,426	120,000
Long Term Golf Course Lease	215,324	72,000
Housing Lease	20,345	11,097
Concessions	7,184	2,500
Concessions - Leased	522	0
Total Facility Enterprise Fund Revenue	\$444,992	\$539,257

- 83% of budgeted revenue is earned through Nov. YTD.
- Budget exceeds revenue from the golf course and housing lease, as well as concessions.

Facility Enterprise Fund

Revenue by Park/Fields

- Through November YTD, rental income from athletic fields was the highest earned (~\$84K), followed by athletic courts (~\$11K).



Facility Enterprise Fund

Revenue by Facility



- Through Nov. YTD, rental income for the SHP Volunteer Vern Pavilion was the highest (~\$33K), followed by Arletta/Hales Pass & Rosedale Hall (~\$12K each).

Facility Enterprise Fund Expenses: Budget-vs-Actual

Facility Enterprise Fund Expenses	YTD 2025 Actuals	2025 Budget
Wages & Benefits	456,432	513,782
Professional Services	4,766	10,000
Operating Supplies – Facilities	16,749	20,000
Operating Supplies – Concessions	3,190	0
Operating Supplies – Golf Course	8,634	0
Minor Equipment – Facilities	10,287	10,000
Sales Tax – Facilities	16,323	38,879
ActiveNet Fees – Facilities	6,099	13,610
ActiveNet Fees – Concessions	63	0
Total Facility Enterprise Fund Expenses	\$522,543	\$606,271

86% of FEF expenses are expended to budget through Nov. YTD. With the Recreation Center opening & supporting labor hired, expenses are trending towards budget as the year progresses.

Capital Fund

Capital Fund



Recreation Center

- \$7M



Mini Golf Course Upgrades

- \$416K



DeMolay – Island Blvd.

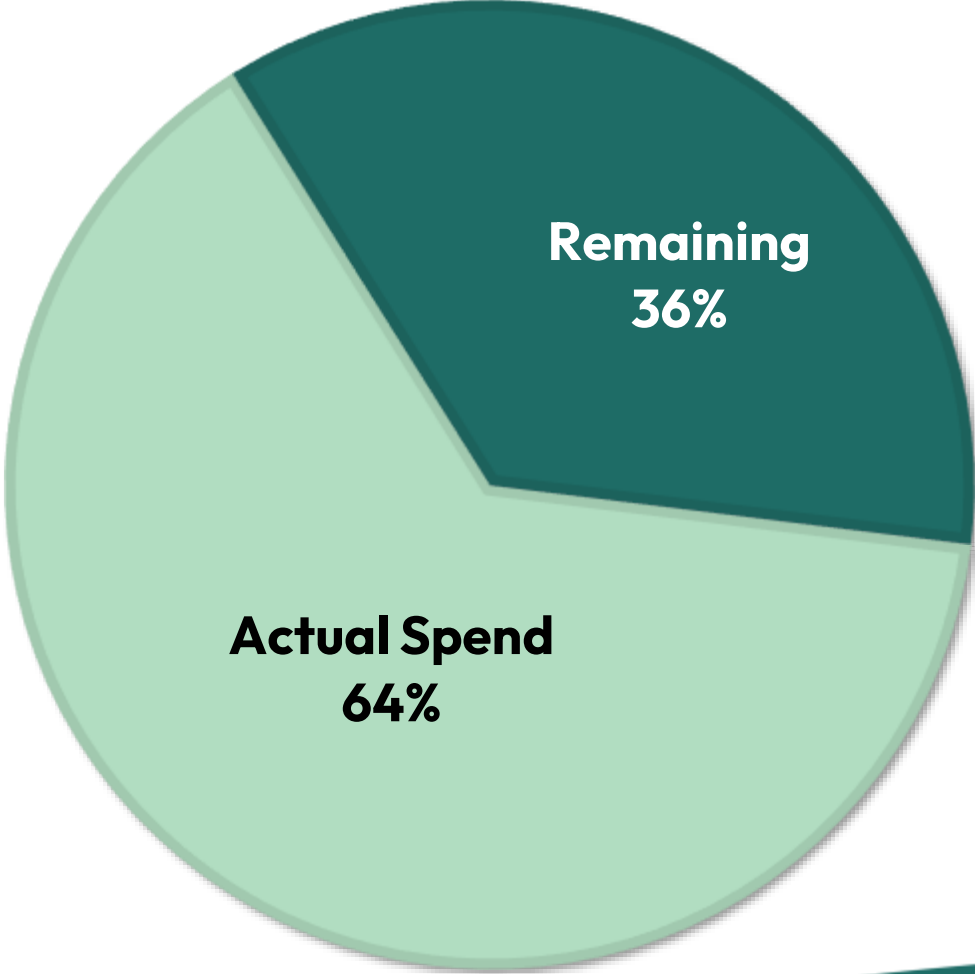
- \$406K

The 2025 Capital Budget is ~\$3.15M. \$8.83M is spent through November YTD.

Capital Fund Carryforward

ACTUAL SPEND VS. CAPITAL CARRYFORWARD

- There is \$13,759,085 carryforward in the Capital Fund from previous budgets.
- ~\$7MM of that amount is for the Recreation Center.



Questions?



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STUDY SESSION – MINUTES

January 06, 2026, 5:00 PM

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

Call to Order Time: 5:03 PM

Clerk Sehmel will preside in President Kingsbury’s excused absence for this Study Session.

Commissioner Grimmer is appointed Board Clerk for this Study Session.

Commissioner Roll Call:

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

Quorum: Yes

ITEM 1 Board Discussion

1a. Training - Parliamentary Procedure

Executive Assistant and Board Secretary, Amanda Walston, introduces Ann Macfarlane, of Jurassic Parliament, trainer for tonight’s presentation.

ITEM 2 Adjournment Time: 6:20 PM

BOARD OF PARK COMMISSIONERS MEETING PROCEDURES

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REGULAR MEETING – MINUTES

January 06, 2026, 6:30 PM

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

Call to Order Time: 6:30 PM

Commissioner Roll Call:

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

Quorum: Yes

ITEM 1 Swearing in of Commissioners Kurt Grimmer and Laurel Kingsbury

Newly elected Commissioner Kurt Grimmer is sworn into office by Pat Schmidt.

Newly elected Commissioner Laurel Kingsbury is sworn into office by Mark Roberts.

ITEM 2 President's Report

Happy New Year. I trust everyone had a safe, fun, and meaningful celebration. I took some time to reflect on the past year, and I couldn't help but feel a sense of pride and genuine accomplishment when thinking about what we have achieved. I believe that 2025 has been an exceptional year for PenMet Parks, it has been both rewarding and fulfilling to witness the progress, growth, and success we have experienced as an organization.

I believe I've mentioned several times that the Gig Harbor area is becoming increasingly well known for its parks and recreation opportunities. That sentiment was reinforced again just the other day while I was out walking with a friend and our dogs through the woods and my friend who works in Bremerton with the County shared that, within her professional circles, PenMet is really developing a strong reputation. She shared that surrounding park districts and local government service agencies are taking notice of PenMet's work and accomplishments, and that PenMet is increasingly viewed as a model of success for others to aspire to.

That recognition is no small matter. It's a big deal, in fact! But I want to reiterate that this success is not credited to one individual or one group within our organization, rather this success is the result of a significant collective effort. We have become an example to our neighbors and peers because of our entire staff, our division leaders, our directors, our volunteers, our community partners, our engaged and active residents, our legal advisors, and, if I may be so bold, our board members all working together toward a shared goal. It is because of this extraordinary



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collaboration that PenMet continues to evolve into the impactful community organization we are today.

Now that being said, we are only experiencing this success and accolades because individuals and teams within the collaborative effort are doing extraordinary work. And over the course of the past year, as I served as Board President, I have had the opportunity to highlight and recognize a wide range of individual accomplishments and departmental successes. I know I haven't been able to call out every effort or accomplishment, but that does not diminish the reality that PenMet's momentum and success are driven by many unsung heroes, dedicated individuals and dynamic teams who consistently show up, put in the time, and demonstrate a commitment to excellence.

There is, however, one individual and department that I have not specifically acknowledged, and shining the spotlight in that direction is long overdue. And that is our Director of Development, Tracy Stirrett.

When Tracy came on board, I'm not sure she had any real idea of what she was getting herself into. But whether she did or didn't know, we sure are fortunate that she joined our team regardless. The Rec Center project was well underway and we had designated no small sum in the budget to be outsourced or fundraised, yet we did not have any experience in fund raising, we did not have a donor base, all we had was basically an empty rolodex and a board comprised mostly of hard working public servants (so not your typical deep pocketed non-profit board members).

Yet despite this, Tracy rolled up her sleeves and jumped right in. And what she has accomplished in a few short years is nothing short of remarkable. She has built PenMet's capital campaign from the ground up, quite literally from scratch. It's akin to building a plane mid-flight. Yet through vision, persistence, relationship-building, and an unwavering belief in this community, she has brought us to within inches of completing a \$4 million goal. That level of success does not happen by accident, it happens because of trust, credibility, and meaningful relationship building, which Tracy consistently demonstrates with grace and ease.

Tracy's work will leave a lasting legacy on the people that live and reside here in the greater Gig Harbor area. The impact of this campaign will be felt for decades and not just in the Rec Center facility itself, but also in expanded access, opportunity, and community connection. On behalf of the Board and the community we serve, I want to sincerely thank you, Tracy, for the leadership, dedication, and heart you have brought to this effort. We quite literally could not have built this Rec Center to the degree and magnitude it is today without you. Thank you, Tracy!

And before I close I'd like to touch on one more thing - I want to express how grateful I am to serve alongside my fellow board members. You four are dedicated, capable, engaged, and deeply committed public servants. While we may come from different backgrounds, hold differing personal or even political views, or move in different circles, we are unified by something far more important than any individual agenda: a shared commitment to our community and to providing high-quality, accessible parks and recreation for all. That shared purpose has strengthened our governance and contributed to a meaningful impact on the community we serve.



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As I close out this past year as President, I do so with immense pride, not in any single accomplishment, but in the collective body of work we have achieved together. PenMet Parks is strong. It is respected. It is well-governed. And it is well positioned for continued success.

Thank you to my fellow commissioners for your collaboration and trust. Thank you to our Executive Director, Ally Bujacich, and thank you to our staff for your excellence and accountability. And thank you to our community for believing in the value of parks, recreation, and public spaces.

It has been a privilege to serve as President, and I look forward to continuing this work alongside all of you in the years ahead.

ITEM 3 Nominations and Elections of 2026 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 Sehmel was nominated for the position of 2026 Board President at the December 2, 2025, meeting.

Seeing and hearing no further nominations, nominations for the 2026 Board President are closed.

Board Secretary takes the vote by voice and show of hands.

Commissioner Sehmel has received the majority of votes and is elected 2026 Board President.

Commissioner Grimmer was nominated for the position of 2026 Board Clerk at the December 2, 2025, meeting.

Seeing and hearing no further nominations, nominations for the 2026 Board Clerk are closed.

Board Secretary takes the vote by voice and show of hands.

Commissioner Grimmer has received the majority of votes and is elected 2026 Board Clerk.

Newly elected President Sehmel assumes presiding duties.

ITEM 4 Executive Director's Report

Executive Director, Ally Bujacich, provides brief presentation, congratulating and thanking newly elected Commissioners and Officers and outgoing President Kingsbury for dedication and excellent leadership.



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Update regarding PenMet Parks' work to advance water safety and aquatics program, acknowledging it is a top community priority, evidenced in PROS plan and study; provides brief timeline, noting the 2024 feasibility study was the first step to gather data, inform decisions and planning as part of the 20-year plan; funding source and sustainability plan are still needed; no timeline for completion but District will continue to listen to community and work to advance goals.

Some steps taken include, as part of PenMet's partnership with Tom Taylor YMCA provision of park vouchers, available to allow residents once monthly access to the pool; participation in drowning prevention day; reviewing potential opportunities, cost and funding strategies; continued advocacy for this project maintaining open community communications.

Website will be updated with resources and current projects and steps taken; will pay close attention to public comment tonight and will incorporate feedback.

ITEM 5 Special Presentations

5a. December 2025 Staff MVP (Making Values a Priority) Awards

Making Values a Priority (or MVP) Awards are given to PenMet Parks staff that take exemplary actions to embody one or more of PenMet Parks values, which include stewardship, inspiration, responsibility, collaboration, and integrity. Awards are given twice each year for each of the five values, along with a Safety Award. Staff are nominated for awards in each category and selected by a committee. The Safety Award recipient is selected by the District's Safety Committee.

The Board of Park Commissioners is pleased to recognize the December 2025 MVP and Safety award recipients: MVP for Stewardship, Antone DeMello, Facilities Specialist; MVP for Responsibility, Amanda Walston, Executive Assistant; MVP for Collaboration, Ryan Sparks, Recreation Coordinator; MVP for Inspiration, Lindsey Dumovich, Recreation Center Assistant Supervisor; MVP for Integrity, Kelly Galizio, Accounting Specialist; MVP for Safety, Todd Snider, Customer Service Assistant. Thank you, and Congratulations to all our MVPs.

5b. 2026 Budget Book

Director of Finance, Jessica Wigle, provides brief presentation of the Budget Book, noting it will be distributed in final physical form to Commissioners and posted on the website; this condensed version of the budget demonstrates how PenMet achieves its strategic goals and will be available in electronic and printed form. In addition, full budget detail is also available on the website

5c. October 2025 Financial Report

Director Wigle provides brief overview of budgeted and year-to-date revenue and expenses for October 2025.

Board Question: Was the revenue in October the highest for the 2025 year? **Answer:** Yes.



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5d. Youth and Adult Sports - Summer/Fall 2025

Recreation Coordinator, Zack Brown, provides brief overview of 2025 Summer and Fall programming for youth and adult sports, including current and previous year participation levels, program format changes, survey and feedback results. Some highlights include:

Youth soccer survey showed improvement in most categories with slight decline for officiating; positive feedback on moving games to weekends, allowing all teams to have practice time on turf field.

Board Question: Did these changes help or increase capacity? **Answer:** Not necessarily more capacity but allowed more time on the turf, and reducing weather-related practice cancellations on other grass fields.

This year had enough participants to split into boys' and girls' divisions, which received positive feedback; we will explore shifting to earlier season, based on feedback regarding playing into late November.

Youth Flag Football saw 10-week season with new rules for variable points for touchdowns based on where they started the run and opportunities for defense to score points as well; survey showed growth in most categories with slight decline on officiating, which is contracted out for this program. Positive feedback for indoor play and coaching; next year explore splitting into separate boy and girls' divisions, with opportunity to feed into new State recognized sport for girls High School Flag Football; explore an adult division.

Junior All-Stars Pre-K program is curriculum based with focus on skill development, engaging kids; weeknight and Saturday morning sessions held onsite at Harborstone Field, with Rec staff instructors led to improved participation. Positive feedback received, with request to provide more information about the program on registration pages, consistent schedules.

Adult Co-ed Softball included competitive and rec divisions, with seasonal games plus playoffs. New Adult Co-ed Soccer and 4v4 Basketball received positive feedback; soccer to look at shifting from 7v7 to 6v6.

Upcoming items of note include: an Annual Youth Sports Calendar to provide a full year at a glance, subject to change; Spring Volleyball for grades 4-8; Spring Indoor Soccer for grades 2 – 8; Spring/Summer Pickleball for grades 6 – 12; Summer Sports Camps; 2026 Adult Sports including 4v4 Basketball and Volleyball.

2025 helped build interest with drop-in; hope to further develop league play.

Board Comment: Appreciate depth of the presentation; excited to see use of survey results and growth from last year to this year. There is a significant jump in improved communications. **Staff Comment:** Much credit goes to Alicia Arnott taking initiative and desire to improve the program to heart, helping build and grow the plan for communications.

Board Question: Indoor flag football previously had schedule challenges, was there any major change? **Answer:** Carving time to provide opportunities for practice or activity each day of the week to provide more flexibility.



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ITEM 6 Board Committee Reports

6a. Park Services Committee – has not met since last meeting

6b. Finance Committee

Committee met 12/29/25.

State Auditor's Office conducts its audit every two years; SAO audit of 2023-2024 data began 11/15/25 with a pre-audit meeting, followed by formal engagement on 12/19/25 and meetings with Executive Director, Finance Director and Commissioner Sehmel; areas of focus to include procurement, accounts payable, open public meetings and general financial condition

Reviewed new fee schedule for copies of public records, effective 1/20/26.

Next meeting to be scheduled in 1st quarter 2026.

6c. Administrative Services Committee – has not met since last meeting

6d. Recreation Services Committee – has not met since last meeting

6e. Campaign Committee

Committee met 12/19/25; District Counsel Mark Roberts was present.

Discussed what draft agreements, Bylaws and Board Development with PenMet Parks Foundation will look like as we move forward;

Discussed capital campaign, which is 97% complete; closing out the year.

Next mtg 1/23/26.

6f. External Committees – none to report

ITEM 7 Public Comments:

Board Comment: We recognize and appreciate those who are here tonight; it has been a long meeting, and we look forward to hearing your comments.

SPEAKER: Randall Keith, 13727 4th Ave Ct, Gig Harbor

SPEAKER: Gina Hammer, 492 6th Ave, Fox Island

SPEAKER: Marisa Merritt, 7717 77th Ave NW, Gig Harbor

SPEAKER: Ash Rempt, Gig Harbor

SPEAKER: Tera Ireland, 14117 14th Ave NW, Gig Harbor

SPEAKER: Heather Maher, 2108 22nd Ave CT NW, Gig Harbor

SPEAKER: Rachel Rempt, 4 Raft Island Dr NW, Gig Harbor

SPEAKER: Betty Lilienthal, 3615 21st Ave NW, Gig Harbor

SPEAKER: Efrain Gonzales 6819 77th Ave NW. Gig Harbor

SPEAKER: Margaret Keith, 13727 4th Ave Ct, Gig Harbor

ITEM 8 Minutes

8a. Approval of December 2, 2025 Special Meeting Minutes



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8b. Approval of December 2, 2025 Regular Meeting Minutes

Commissioner moved to adopt the minutes as presented.
 Commissioner seconded.

Roll Call Vote: Unanimously approved. Motion carried.

ITEM 9 Consent Agenda

9a. Approving November & December 2025 Vouchers

Commissioner moved to adopt the consent agenda as presented.
 Commissioner seconded.

Roll Call Vote: Unanimously approved. Motion carried.

ITEM 10 Unfinished Business – there is none.

ITEM 11 New Business

11.1 Purchasing Resolutions Requiring One Reading for Adoption

11.2 Single Reading Resolutions Requiring One Reading for Adoption

11.3 Two Reading Resolutions Requiring Two Readings for Adoption

11.3a Resolution RR2026-01 Adopting Amended Policy P50-102: Financial Assistance Policy *(first reading)*

Commissioner moved to adopt the resolution as presented.
 Commissioner seconded.

Director of Recreation Services, Tracy Gallaway, provides brief overview of proposed amendment, noting policy has undergone multiple amendments to broaden awareness and accessibility, resulting in progressive growth and participation; District has received requests to expand financial assistance rates to youth party rental package, which would provide meaningful impact to constituents.

Staff recommends approval.

Board Comment: Fully support this amendment; especially appreciate, as a parent and educator, seeing families who may not be able to host a party themselves due to financial need, and students don't always understand why they don't get to have fun parties and events like the ones they may have been able to attend.

Board Comment: Echoes fellow Commissioner's full support; thanks to staff for the mindset and willingness to listen and consider bringing this forward and finding new opportunities to meet and serve our community needs; envisioning more to be done through the Foundation.

Board Comment: Also fully support the amendment; this is a wonderful asset and fills a need in the community; has thought been given to whether seniors may be interested or possibly a future expansion to this.

Staff Comment: Not at this time, as this extends to a specific party rental package, but if the Board would like, we are happy to explore further.



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Board Comment: Also initially thought about extending to seniors; understand after discussion that while we have other support avenues for seniors, this amendment will provide for youth parties.

Second reading will be at the January 20, 2026 meeting.

ITEM 12 Comments by Board

Thanks to Commissioner Kingsbury for demonstrating strong leadership over the past year; great appreciation for her comments and opinions, please continue to share; much gratitude for a wonderful year under her Presidency.

It is a tremendous honor to be voted President by fellow Commissioners to serve the public; really have something special in this district with its beautiful parks, wonderful programming and staff all strengthening our bond as a community.

ITEM 13 Next Board Meetings

January 20, 2026 - 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 14 Executive Session

The Board of Park Commissioners will now meet in executive session for a period of 60 minutes for the purpose of considering the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price pursuant to RCW 42.30.110 (b).

The estimated length of time for the executive session is 60 minutes.

The Board is not expected to take final action following the executive session.

The board is starting executive session at: 8:22 PM

The board ended the executive session at: 9:12 PM

ITEM 15 Adjournment Time: 9:12 PM

BOARD OF PARK COMMISSIONERS MEETING PROCEDURES

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Approved By the Board on _____

William C. (Billy) Sehmel, Board President

Kurt Grimmer, Board Clerk

Attest: Amanda Walston, Board Secretary



DISTRICT COMMISSION MEMO

To: Board of Park Commissioners

Through: Ally Bujacich, Executive Director

From: Tracy Gallaway, Director of Recreation Services

Date: January 20, 2026

Subject: **Second Reading of Resolution RR2026-001 Adopting Amended Policy P50-102: Financial Assistance Policy**

Background/Analysis

The Board of Park Commissioners passed Resolution R2012-016 on June 4, 2012 adopting Policy P50-102: Recreation Scholarship Policy. The Board of Park Commissioners passed Resolution RR2023-001 on February 21, 2023 and Resolution RR2025-001 on April 1, 2025 amending the Policy to reduce barriers to accessing fee-based recreation programs. As a result, financial assistance provided for participants of PenMet Parks' recreation programs has increased from approximately \$4,630 in 2022 to \$33,608 in 2025, allowing more individuals in need to access high-quality recreational programming.

Staff recommend further amending the Policy to provide qualified applicants the opportunity to utilize financial assistance for youth party rentals. Specifically including youth party rental fees as eligible for financial assistance will increase access to this community benefit.

Policy Implications/Support

1. Policy P50-102: Financial Assistance Policy establishes the policy for PenMet Parks' recreation scholarship program.
2. The Board passed Resolution R2024-010 Adopting 2024 Goals and Objectives, including the objective to take measurable steps to reduce barriers to access, including increasing access to the District's financial assistance program.



Recommendation

Staff recommends the Board pass Resolution RR2026-001 adopting the amended Policy P50-102: Financial Assistance Policy at its second reading on January 20, 2026.

Staff Contact

If you have any questions or comments, please contact Tracy Gallaway at (253) 858-3400 or via email at tgallaway@penmetparks.org.

Attachments

Exhibit A: Resolution RR2026-001



Peninsula Metropolitan Park District

RESOLUTION NO. RR2026-001

ADOPTING THE AMENDED POLICY P50-102: FINANCIAL ASSISTANCE POLICY

WHEREAS, Policy P50-102: Financial Assistance Policy (the “Policy”) establishes the Recreation Scholarship Fund; and

WHEREAS, the Policy is intended to provide more access to Peninsula Metropolitan Park District (PenMet Parks) fee-based recreation programs by providing financial assistance to individuals in need; and

WHEREAS, by reducing the barriers for community access to fee-based programs, PenMet Parks further advances its mission; and

WHEREAS, the Board of Park Commissioners passed Resolution R2012-016 adopting Policy P50-102 on June 4, 2012, passed Resolution RR2023-001 on February 21, 2023 and Resolution RR2025-001 on April 1, 2025 amending the Policy, and wishes to further amend the 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 the amended Policy P50-102: Financial Assistance Policy.

The foregoing resolution was heard as a first reading at a regular meeting of the Board of Park Commissioners of the Peninsula Metropolitan Park District held on January 6, 2026, and was adopted at a regular meeting of the Board of Park Commissioners of the Peninsula Metropolitan Park District held on January 20, 2026.

William C. (Billy) Sehmel, Board President

Kurt Grimmer, Board Clerk

Attest: Amanda Walston



Peninsula Metropolitan Park District

Financial Assistance Policy

Policy Number:	Resolution Number:	Date Approved:	Supersedes the following Resolutions and Policies:
P50-102	RR2026-001	January 20, 2026	RR2025-001 April 1, 2025 RR2023-001 February 21, 2023 R2012-016 June 4, 2012

Policy: Financial Assistance Policy

Purpose: This Financial Assistance Policy is intended to provide more access to Peninsula Metropolitan Park District’s (PenMet Parks) fee-based recreation programs by providing financial assistance to individuals in need. In reducing the barriers for community access to fee-based programs and youth party rentals, PenMet Parks further advances its mission.

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Section 1. Financial Assistance Program

The PenMet Parks Financial Assistance Program will provide supplemental funding opportunities for persons that want to participate in fee-based recreation programs and youth party package rentals and meet the eligibility requirements. Best practices, such as proactive community outreach and barrier-reducing procedures, will further serve the recreation needs of the community.

Section 2. Applicability

- A. Financial assistance will be dependent on funding availability and will be provided on a first come, first serve basis.
- B. Financial assistance will be awarded based on a tiered income eligibility structure designed to reduce barriers and enhance access. Discounts will range from 50% to 100%. The discount amounts for each eligibility tier will be reviewed and established as part of the annual budget process.
- C. Financial assistance awards will be applied at the time of program registration and are not reservable for future program registrations.
- D. Annually, a maximum award amount per eligible person, called a “cap”, will be established as part of the annual budget process. Caps, as well as the availability and applicability of financial assistance funds, will limit award amounts.
- E. In order to receive financial assistance, program applicants must meet the program eligibility requirements in Section 3, below.

Section 3. Program Eligibility

- A. Base program eligibility is based on two factors: (1) household size and (2) household income for the previous calendar year.
- B. Base program eligibility is by applicant's household status that is at, or below, ninety percent (90%) of the Median Income, established annually in the Tacoma/Pierce County HUD Metro Fair Market Rate Area Income Limits.
- C. Applicants must attest to the size, income, and location of their household when applying for financial assistance. Applicants must also attest that their participation in the program is made possible by a financial assistance award.
- D. Applicants must agree to furnish sufficient documentation of program eligibility factors per procedural requirements.
- E. Documentation of program eligibility within the past calendar year will consist of either:

1) household income and household size, or, 2) eligibility for public services that have compatible household requirements, including:

- a. Low-income Housing assistance (such as Housing Choice Vouchers and CDBG, HOME, or LIHTC funding housing)
- b. Health and Human Services assistance (such as TANF or SNAP)
- c. Medicaid or Washington Apple Health
- d. Free or Reduced school meals
- e. Head Start and Early Head Start
- f. Government-subsidized daycare

- F. The Executive Director or designee may make exceptions to base program eligibility requirements and applicability of awards for hardships or other circumstances, based on the purpose of the Financial Assistance Policy and in compliance with state law.
- G. The Executive Director has the authority to amend program eligibility requirements, based on Financial Assistance Program goals, to include use of funding sources that specify varying eligibility standards.

Section 4. Funding

- A. PenMet Parks will endeavor to obtain funding for the Financial Assistance Program through donations from program participants, businesses, foundations, service organizations and other sources.
- B. The source of funding may result in varying eligibility conditions and award amounts.
- C. Financial assistance funding is to be allocated throughout the year, in conjunction with anticipated program registration levels to the greatest extent reasonably possible.
- D. PenMet Parks may allocate funds from the general operating budget to increase the amount available and may place additional conditions on the use of those funds.

Section 5. Roles and Guidelines for the Financial Assistance Program

- A. PenMet Parks staff shall adopt processes and procedures to administer the program based on this policy.
- B. Staff shall submit an annual report to the Board that summarizes funding sources and use, total funds paid to applicants, the number and type of requests that did, and did not, result in financial assistance, relevant demographic data, and any recommendations for program revisions including program eligibility beyond this policy.



DISTRICT COMMISSION MEMO

To: Board of Park Commissioners

Through: Jessica Wigle, Director of Finance

From: Ally Bujacich, Executive Director

Date: January 20, 2026

Subject: **Resolution R2026-001 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 R2026-003 designates Board President William C. (Billy) Sehmel, Board Clerk Kurt Grimmer, and Commissioner Laurel Kingsbury, 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 a 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 R2026-001, 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 R2026-001



Peninsula Metropolitan Park District

RESOLUTION NO. R2026-001

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 William C. (Billy) Sehmel is the President and Kurt Grimmer is the Clerk;

NOW THEREFORE BE IT

RESOLVED by the Board of Park Commissioners of the Peninsula Metropolitan Park District that the Board President, William C. (Billy) Sehmel, the Board Clerk, Kurt Grimmer, Commissioner Laurel Kingsbury, and the District’s 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 20, 2026.

William C. (Billy) Sehmel, Board President

Kurt Grimmer, Board Clerk

Attest: Amanda Walston