



# 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

**February 21, 2023, 6:00 PM**

Arletta Schoolhouse at Hales Pass Park - 3507 Ray Nash Drive NW, Gig Harbor, WA 98335

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### Call to Order

#### Commissioner Roll Call:

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

**ITEM 1 President's Report**

**ITEM 2 Executive Director's Report**

**ITEM 3 Special Presentations**

**3a. Evergreen Mountain Bike Alliance**

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

**ITEM 6 Minutes**

**6a. [Approval of the February 7, 2023 Study Session Minutes](#)**

**6b. [Approval of the February 7, 2023 Regular Meeting Minutes](#)**

**ITEM 7 Consent Agenda**



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## ITEM 8 Unfinished Business

- 8a. [Second Reading of Resolution RR2023-001 Adopting Amended P50-102: Recreation Scholarship Policy](#)
- 8b. [Second Reading of Resolution RR2023-002 Adopting the Project Budget for the Tacoma DeMolay Sandspit Nature Preserve Master Plan, Facility, and Accessibility Improvements](#)

## ITEM 9 New Business

- 9.1 Purchasing Resolutions Requiring One Reading for Adoption: None
- 9.2 Single Reading Resolutions Requiring One Reading for Adoption: None
- 9.3 Two Reading Resolutions Requiring Two Readings for Adoption: None

## ITEM 10 Comments by Board

## ITEM 11 Next Board Meetings

March 7, 2023 Study Session at 5:00 pm and Regular Meeting at 6:00 pm at the Arletta Schoolhouse at Hales Pass Park - 3507 Ray Nash Drive NW, Gig Harbor, WA 98335

## ITEM 12 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

**February 07, 2023, 5:00 PM**

Arletta Schoolhouse at Hales Pass Park - 3507 Ray Nash Drive NW, Gig Harbor, WA 98335

**Call to Order Time: 5:00 PM**

### Commissioner Roll Call:

	Present	Excused	Comment
Steve Nixon, President	x		
Maryellen (Missy) Hill, Clerk	x		Arrived 5:43 pm
Amanda Babich	x		
Kurt Grimmer	x		
Laurel Kingsbury	x		Arrived 5:07 pm

Quorum: Yes

### ITEM 1 Board Discussion

- 1a. Board Training Jurassic Parliament
- PowerPoint Training Presentation by Ann Macfarlane

### ITEM 2 Adjournment: 5:55 PM

Approved By the Board on \_\_\_\_\_

\_\_\_\_\_  
Steve Nixon, Board President

\_\_\_\_\_  
Maryellen "Missy" Hill, Board Clerk

\_\_\_\_\_  
Attest: Ally Bujacich

Submitted by: Robyn Readwin, Board Secretary



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## REGULAR MEETING MINUTES

**February 07, 2023, 6:00 PM**

Arletta Schoolhouse at Hales Pass Park - 3507 Ray Nash Drive NW, Gig Harbor, WA 98335

### Call to Order: 6:03 PM

#### Commissioner Roll Call:

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

Quorum: Yes

#### ITEM 1 President's Report

- Campaign Committee and Transition meeting with CCS on 1/31/2023
- Met regarding Seniors and Aquatic facilities
- Hard Hat Tour of the CRC Project with Robyn Denson of Pierce County

#### ITEM 2 Executive Director's Report

- Director of Recreation introduction, Tracy Gallaway, February 1<sup>st</sup> as Director of Recreation.
- Director of Administrative Services, Zemorah Murray, acknowledgment as interim Director of Recreation. Also, acknowledgment Recreation Staff for their work during the interim.
- Labor negotiations underway
- Capital Projects – Phase 2 of CRC, permit application submitted in November. Fire has approved the main building. Conditional approval of plumbing and mechanical.

#### ITEM 3 Special Presentations

##### 3a. Developing a Cost Recovery Model Update

Agenda Packet PowerPoint Presentation by Teresa Jackson, BerryDunn.

##### 3b. December 2022 Financial Report

Agenda Packet PowerPoint Presentation by Department of Finance Manager Stephanie Buhrman

#### ITEM 4 Board Committee Reports

##### 4a. Park Services Committee

- Removable Turf Discussion



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- Playground Discussion
- Event field Discussion
- Project Closeout
- DeMolay
- PROS Plan

## 4b. Finance Committee

- Year-End Reconciliation of General Fund
- Refund Process
- Service Charge discussion
- Employee Benefits
- CPA usage

4c. **Administrative Services Committee** - Has not met since last meeting

4d. **Recreation Services Committee** - Has not met since last meeting

## 4e. Campaign Committee January Hard Hat Tour

- CRC Event Presentation
- Letters of Intent and Grant Review
- Campaign Strategies

4f. **External Committees** – None

## ITEM 5 Public Comments Provided By:

1. Betty Lilienthal
2. Larry Johnson

## ITEM 6 Minutes

6a. **Approval of the January 17, 2023 Study Session Minutes**

6b. **Approval of the January 17, 2023 Regular Meeting Minutes**

Commissioner moved;  
 Commissioner seconded;  
 Roll call vote. Approved Unanimously. Motion Carried

## ITEM 7 Consent Agenda

7a. **Resolution C2023-003: Accepting Contract for Construction Services Project No. 2022 Demolition Project 2022-03 as Complete**

7b. **Resolution C2023-004: Approving Vouchers from January**  
 Commissioner moved to adopt the consent agenda as presented;  
 Commissioner seconded;  
 Roll call vote. Approved Unanimously. Motion Carried

## ITEM 8 Unfinished Business: None

## ITEM 9 New Business

9.1 **Purchasing Resolutions Requiring One Reading for Adoption: None**

9.2 **Single Reading Resolutions Requiring One Reading for Adoption:**



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## 9.2a Resolution R2023-001: Establishing the Advisory / Steering Committee to Assist with the Feasibility Study of Creating a Dedicated Space for Seniors

Commissioner moved;  
 Commissioner Seconded.  
 Memo overview by Director of Park Services, Denis Ryan.  
 Board Question: Committee member breakdown. Staff Answer: 16 members on each committee including Stakeholders and Community members.  
 Roll call vote. Approved Unanimously. Motion Carried

## 9.2b Resolution R2023-002: Establishing the Advisory / Steering Committee to Assist with the Feasibility Study of Creating a Community Aquatic Facility

Commissioner moved;  
 Commissioner Seconded.  
 Memo overview by Director of Park Services, Denis Ryan.  
 Board Question: Have organizations chosen the same or separate representatives? Staff Answer: Some organizations have chosen the same representative and some have different representatives for each Feasibility Study.  
 Roll call vote. Approved Unanimously. Motion Carried

## 9.3 Two Reading Resolutions Requiring Two Readings for Adoption:

### 9.3a Resolution RR2023-002: Adopting the Tacoma DeMolay Sandspit Nature Preserve Master Plan, Facility, and Accessibility Improvements Project Budget

Commissioner moved;  
 Commissioner Seconded.  
 Memo overview by Director of Park Services, Denis Ryan.  
 Board Comment: Totally support master plan and accessibility improvements.  
 The Second Reading of RR2023-002 will be at the February 21, 2023 Regular Meeting.

## ITEM 10 Comments by Board

Commissioner Hill: Thank you to everyone who came today, we do this for you. We hope we do you proud. Late for study session, met with Gig Harbor Rotary Service Committee to present Sehmel Bus Shelter option. Rotary passed to support bus shelter up to \$15,000. Commissioner Babich: Parents just moved to Gig Harbor and started Tai Chi. Now they are a multi-generational family and their kids participate in programs, family attends events, and now parents attend Tai



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Chi. PenMet Parks needs outreach for programs, especially for seniors.  
 Commissioner Kingsbury: This attendance is a visual reminder that you are supporting us and we are supporting you. Staff is competent in their research and provides good presentations.

## ITEM 11 Next Board Meetings

February 21, 2023 Study Session at 5:00 pm and Regular Meeting at 6:00 pm at the Arletta Schoolhouse at Hales Pass Park - 3507 Ray Nash Drive NW, Gig Harbor, WA 98335

## ITEM 12 Adjournment: 7:11 PM

### BOARD OF PARK COMMISSIONERS MEETING PROCEDURES

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Approved By the Board on \_\_\_\_\_

\_\_\_\_\_  
 Steve Nixon, Board President

\_\_\_\_\_  
 Maryellen "Missy" Hill, Board Clerk

\_\_\_\_\_  
 Attest: Ally Bujacich

Submitted by: Robyn Readwin, Board Secretary



## DISTRICT COMMISSION MEMO

**To:** Board of Park Commissioners

**From:** Ally Bujacich, Executive Director  
Denis Ryan, Director of Park Services

**Date:** February 21, 2023

**Subject:** **Second Reading of Resolution RR2023-001 Adopting Amended P50-102: Recreation Scholarship Policy**

### Background/Analysis

The Board of Park Commissioners passed Resolution R2012-016 on June 4, 2012 adopting Policy P50-102: Recreation Scholarship Policy. The proposed amended purpose of Policy P50-102 is to provide more access to PenMet Parks' fee-based recreation programs by providing financial assistance to individuals in need.

The policy and proposed changes were discussed with the Board during the December 6, 2022 study session and during the January 17, 2023 study session. The First Reading of Resolution RR2023-011 was heard during the January 17, 2023 regular Board meeting.

The proposed amended policy attached to Resolution RR2023-001 as Exhibit A contains additional changes made since the First Reading that are intended to advance the program goals. The proposed amendments primarily regard three areas:

- Specifies the total scholarship award amount per eligible person per year (individual caps) will be determined during the annual budget process.
- Defines household size and household income used to determine program eligibility.
- Contains provisions allowing the Executive Director or designee to make exceptions to the maximum scholarship amount for each program and the scholarship cap for hardships or other circumstances.

Staff will request the Board consider amending Resolution RR2023-001 to incorporate these changes to the Policy.

The proposed amended policy has been reviewed by legal counsel.





### **Policy Implications/Support**

1. P50-102: Recreation Scholarship Policy establishes the policy for PenMet Parks' recreation scholarship program.
2. The Board passed Resolution R2022-016 adopting goals and objectives including:
  - Review and elevate the recreation scholarship program.
  - Establish and implement an ongoing policy review schedule.

### **Recommendation**

Staff recommends the Board pass Resolution RR2023-001 adopting the amended Policy P50-102: Recreation Scholarship Policy at its Second Reading on February 21, 2023.

### **Staff Contact**

If you have any questions or comments, please contact Ally Bujacich at (253) 858-3400 or via email at [executivedirector@penmetparks.org](mailto:executivedirector@penmetparks.org) or Denis Ryan at (253) 313-0423 or via e-mail at [dryan@penmetparks.org](mailto:dryan@penmetparks.org).

### **Attachments**

Exhibit A: Resolution RR2023-001



# Peninsula Metropolitan Park District

## RESOLUTION NO. RR2023-001

### ADOPTING THE AMENDED POLICY P50-102: RECREATION SCHOLARSHIP POLICY

WHEREAS, Policy P50-102: Recreation Scholarship 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 the Policy on June 4, 2012 and wishes to 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: Recreation Scholarship Policy attached as Exhibit A, which supersedes all previous versions of Policy P50-102.

The foregoing resolution was adopted at a regular meeting of the Board of Park Commissioners of the Peninsula Metropolitan Park District held on February 21, 2023.

\_\_\_\_\_  
Steve Nixon, President

\_\_\_\_\_  
Maryellen “Missy” Hill, Clerk

\_\_\_\_\_  
Attest: Ally Bujacich



# Peninsula Metropolitan Park District

## Recreation Scholarship Policy

Policy Number:	Resolution Number:	Date Approved:	Supersedes the following Resolutions and Policies:
P50-102	RR2023-001	February 21, 2023	R2012-016 June 4, 2012

**Policy:** Recreation Scholarship Policy

**Purpose:** This Recreation Scholarship 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, PenMet Parks further advances its mission.

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## Section 1. Recreation Scholarship Program

The PenMet Parks Scholarship Program will provide partial funding to persons who want to participate in a PenMet Parks' fee-based recreation program and meet the eligibility requirements.

## Section 2. Scholarship Applicability

- A. Scholarship awards will be dependent on funding availability and will be provided on a first come, first serve basis.
- B. The maximum scholarship award for any program is seventy-five percent (75%) of the program fee.
- C. The total scholarship award amount per eligible person per year, called a "cap", will be based on the program goals and determined during the annual budget process. Caps, as well as the availability and applicability of scholarship funds, will limit award amounts.
- D. Scholarship awards will be applied at the time of program registration and are not reservable for future program registrations.
- E. In order to receive a recreation scholarship, interested persons must make application and meet the program eligibility requirements in Section 3, below.

## Section 3. Program Eligibility

- A. Program eligibility is determined by a combination of two factors: (1) household size and (2) household income for the previous calendar year.
- B. To be eligible, the applicant's household income must be equal to or below eighty percent (80%) of the Median Income established in the current Tacoma WA HUD Metro Fair Market Rate Area Income Limits Summary for the applicant's household size. Household income is defined as the total income before taxes of all adult household members for the year. A household is defined as all persons living at the same address.
- C. Applicants must attest to their household size, household income, and residency when applying for a scholarship. Applicants must also attest that their participation in the recreation program is made possible by the scholarship award.
- D. Applicants must agree to furnish sufficient documentation regarding program eligibility.
- 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 substantially similar 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; and/or
  - f. Government-subsidized daycare.
- F. The Executive Director or designee may make exceptions to the program eligibility requirements, the maximum scholarship amount for each program and the scholarship cap for hardships or other circumstances.

#### **Section 4. Funding**

- A. PenMet Parks will endeavor to obtain funding for the scholarship 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. Scholarship 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 scholarship amount available and may place additional conditions on the use of those funds.

#### **Section 5. Roles and Guidelines for the Recreation Scholarship 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 scholarship funds paid to applicants, the number and type of requests that did, and did not, result in scholarships, relevant demographic data, and any recommendations for program revisions including program eligibility beyond this policy.



## DISTRICT COMMISSION MEMO

**To:** Board of Park Commissioners

**Through:** Ally Bujacich, Executive Director

**From:** Denis Ryan, Director of Park Services

**Date:** February 21, 2023

**Subject:** **Second Reading of Resolution RR2023-002 Adopting the Project Budget for the Tacoma DeMolay Sandspit Nature Preserve Master Plan, Facility, and Accessibility Improvements**

### Background/Analysis

During the 2023 Capital Improvement Plan development, developing a master plan for the Tacoma DeMolay Nature Preserve and implementing the highest priorities was identified as a District priority. The master plan will identify use for the existing block building, potential shelter, pathway locations, accessibility improvements to the beach, and other elements of the property. The project budget contemplates addressing deferred maintenance needs at the block building while improving accessibility and usability, as well as site improvements.

The Board of Park Commissioners passed Resolution RR2022-011 adopting the 2023 Annual Capital Budget and Capital Improvement Plan, which allocated funding for the DeMolay Sandspit master plan and implementation project.

Additionally, the Board of Park Commissioners passed Resolution R2021-029 adopting the 2022 Annual Capital Budget and Capital Improvement Plan, which allocated funding to demolish damaged structures at the DeMolay Sandspit and provide a picnic shelter if feasible. Demolition of the deteriorated house and beach shack was completed in 2022 as part of the demolition project. Staff recommend incorporating the picnic shelter into the 2023 master plan project to allow the project team to consider the picnic shelter as part of a comprehensive site master plan.

### Funding

Funding to support this project is allocated in the adopted 2023 capital budget in the amount of \$1,690,489.00.



The 2022 Capital Improvement Plan allocated \$245,000 to the demolition of damaged structures and, if feasible, providing a picnic shelter at the DeMolay Sandspit. Of the allocated funding, \$205,299.72 is remaining after the cost of demolition. In accordance with the Comprehensive Financial Management Policy P40-101, the Executive Director has the authorization to transfer money between funds and between projects within the CIP, if approved by the Board in advance and as part of amending the adopted budget.

<b>Project Budget Summary</b>	
2023 Capital Improvement Plan allocation	\$1,690,489.00
2022 Capital Improvement Plan allocation (remaining after demolition)	\$205,299.72
<b>Total project budget</b>	<b>\$1,895,788.72</b>

### **Policy Implications/Support**

1. The Tacoma DeMolay Sandspit Nature Preserve Master Plan, Facility, and Accessibility Improvements project is supported by the following 2023 goals and objectives:
  - Effectively manage and maintain our assets to preserve existing infrastructure and provide parks and recreation opportunities for our community.
2. The Board passed Resolution RR2022-011 adopting the 2023 Annual Capital Budget and Capital Improvement Plan, which allocated funding for the DeMolay Sandspit master plan and implementation project.
3. The Board passed Resolution R2021-029 adopting the 2022 Annual Capital Budget and Capital Improvement Plan, which allocated funding to demolish damaged structures at the DeMolay Sandspit and provide a picnic shelter if feasible.

### **Staff Recommendation**

Staff recommends the Board pass Resolution RR2023-002 approving the project budget for DeMolay Master Plan, Facility, and Accessibility Improvements Project in the amount of \$1,895,788.72 at its second reading on February 21, 2023.

### **Committee Recommendation**

This action was reviewed by the Park Services Committee at its January 23, 2023, meeting with a recommendation to bring this action to the full Board for its approval.





**Staff Contact**

If you have any questions or comments, please contact Denis Ryan, Director of Park Services at (253) 649-5254 or via e-mail at [dryan@penmetparks.org](mailto:dryan@penmetparks.org).

**Attachments:**

Exhibit A: Resolution RR2023-002



# Peninsula Metropolitan Park District

## RESOLUTION RR2023-002

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### **ADOPTING THE TACOMA DEMOLAY SANDSPIT NATURE PRESERVE MASTER PLAN, FACILITY, AND ACCESSIBILITY IMPROVEMENTS PROJECT BUDGET**

WHEREAS, the Board of Park Commissioners evaluated District-wide capital improvement needs; and

WHEREAS, the Board of Park Commissioners passed Resolution RR2022-011 adopting the 2023 Annual Capital Budget and Capital Improvement Plan (CIP); and

WHEREAS, Tacoma DeMolay Sandspit Nature Preserve Master Plan, Facility, and Accessibility Improvements was ranked at priority three in the 2023 CIP; and

WHEREAS, the Board of Park Commissioners passed Resolution R2021-019 adopting the 2022 Annual Capital Budget and CIP; and

WHEREAS, Tacoma DeMolay Sandspit Nature Preserve demolition of deteriorated structures and providing a picnic shelter, if feasible was ranked at priority five in the CIP; and

WHEREAS, demolition was completed in 2022 and \$205,299.72 remained allocated to provide a picnic shelter, if feasible; and

WHEREAS, evaluating the feasibility and siting of the picnic shelter may be completed as part of a comprehensive DeMolay Sandspit master plan; and

WHEREAS, the scope of the project generally includes master planning, building updates, ADA accessibility upgrades, a picnic shelter, and limited site improvements; and

WHEREAS, PenMet Parks analyzed the estimated project costs required to complete the project to meet the community needs and estimated that the total project budget necessary to complete the project scope is \$1,895,788.72;

NOW THEREFORE BE IT

RESOLVED, Tacoma DeMolay Sandspit Nature Preserve Master Plan, Facility, and Accessibility Improvements total project budget is \$1,895,788.72.

The foregoing resolution was adopted at a regular meeting of the Board of Park Commissioners of the Peninsula Metropolitan Park District held on February 21, 2023.



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Steve Nixon, Board President

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Maryellen "Missy" Hill, Board Clerk

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Attest: Ally Bujacich