



Peninsula Metropolitan Park District

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

REGULAR MEETING AGENDA: Tuesday, September 17, 2019, 6:15pm
Gig Harbor Civic Center Council Chambers (3510 Grandview St., Gig Harbor, WA 98335)

Call to Order ____:____

Commissioner Roll Call:

Present Excused Comment

Maryellen (Missy) Hill
Amanda Babich
Todd Iverson
Kurt Grimmer
Steve Nixon

ITEM 1 Approval of Agenda

ITEM 2 Citizen Comments (three-minute time limit)

ITEM 3 Presentations

**3.a Tristen Reid, Eagle Scout Project, Carnival Games Booth –
Commissioner Legislative Funds**

3.b Executive Director Report (pages 3-7)

3.c President’s Report

ITEM 4 Consent Agenda

4.a Approval of Vouchers

▪ \$120,608.21 ♦ Reference numbers: V2019418- V2019451
(pages 8-11)

4.b Approval of Consent Agenda

ITEM 5 New Business

5.a Board Orientation Packet (page 12)

5.b Comprehensive Financial Management Policy Review
(pages 13-39)

5.c Board Policy Review (pages 40-53)

5.d PSD Property Exchange Agreement (pages 54-60)
(Agreement separate attachment)

ITEM 6 Comments by Board/Subcommittee Reports

6.a Community Center

6.b Marketing

6.c Fundraising—Under Development

**ITEM 7 Next Board Meeting(s): Tuesday, October 1, 2019
(Regular and Study Session) at new City Hall location, 6:15pm**

ITEM 8 Executive Session: none

ITEM 9 Adjournment ____: ____

AGENDA POLICY

- No comments or discussion will be allowed on consent items.
- Public comment will be allowed on each Regular Agenda Action Item. Each speaker will be limited to a three (3) minute time limit and may only speak once with a total of 15 minutes per side. Comments will be included as part of the official record of the meeting.
- Citizen Comments: Citizens are afforded an opportunity at each regular and special meeting of the Board of Park Commissioners to offer their comments to the Board. Citizens are limited to a three (3) minute time limit and may only speak once during the Citizen Comment period at each meeting. Comments will be included as part of the official record of the meeting.
- Individuals requesting an item to be placed on the agenda must submit a request by 12 noon on the Tuesday preceding the Monday meeting date.

Individuals wishing to submit materials or written testimony to the Board at the meeting must provide ten (10) copies at least 15 minutes prior to the start of the meeting.



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DEPARTMENT STAFF REPORT: September 17, 2019

EXECUTIVE

- The Salary Survey has kicked off. Elaine Sorensen has taken the lead on the project with MW Management Consultants.
- The budget process is now in the Executive Director review phase. Each department is meeting the Executive Director to answer questions and refine their budget.
- Coordination of the Executive Director Search continues.
- Continue to coordinate with the school district on various issues.
- The Boys and Girls Club agreement is now resolved and completed.

MARKETING

- Website audit in process for results to be delivered the week of the 9th
- Core Internet Team first meeting (CIT) to mitigate all digital platforms and coordinate communication
- Winter Parks and Recreation Guide (16 page) layout and design review and outline
- Article published in Gate way (Front Page) on District recycling and sustainability programs
- District booth placed at last Down Town Farmers Market for community outreach
- Published adult programs flyers to promote adult fitness and wellness
- Arial photos of park properties in progress

CAPITAL PROGRAM

- PenMet Recreation Center: The Hearing Examiner, on 8/21/19, left the record open so as to allow the County to contact the City of Gig Harbor to see if any concerns remain regarding traffic.
- Reviewing Hales Pass / Arletta Schoolhouse project.
- SHP Turf Lighting continuing design assessment work
Review Public Meeting Comments

PEG GRANTS IN PROGRESS

- Eagle Scout projects for Bat houses at Hales Pass (approved, in progress).
- Rotary Bark Park trail map and signs (preparing grant for future meeting).
- Off Leash Area Obstacle Course (under review).
- Tubby's small dog area shelter (preparing grant for future meeting).
- Narrows fencing (preparing grant for future meeting).
- Three scouts currently discussing projects.

VOLUNTEERS

- Working with community service people at Narrows continues.
- PHS runners trimmed trails at McCormick Forest; GHHS to trim trails at Rotary Bark Park.
- Preparing for National Public Lands Day, 9/21/19
- Preparing for Orca Recovery Day, 10/19/19

HR

- Organized a safety training with the full staff in August; next month is Sales and Customer Service.
- Received approximately 35 resumes for the Facility Coordinator and Specialist positions.
- Received approximately 200 resumes for the Administrative Assistant position.

FINANCE

- Staff is working on Draft 2 of the budget and the revision of the Financial Management Policy.

MAINTENANCE & FACILITIES

- Replaced slide at Sehmel Park in the playground.
- Painted 7 soccer fields for 3v3 GHSC tournament.
- Painted 5 soccer fields for TYEE cup.
- Sprayed bees nests at all parks.
- Helped Recreation camps run smoothly.

RECREATION

- Camps are on their 2nd to last week. Camp Highlights this week are Wizarding World of Hogwarts, Tooniversity Art Camp, Pacific Island Ballet Camp and a Salish Sea Scientists Camp put on by Harbor Wild Watch.
- Little kickers is FULL with 128 kids in the program and will start September 7th.
- Adult Softball just wrapped up the playoffs on Sunday August 11th with 15 teams from around the community. Will look to expand our seasons in future years to offer more recreational softball opportunities to the community.
- Kelly and Mike are working away at planning for Scarecrow Festival along with an all new Monster Mash Bash around Halloween which we have partnered with Ocean 5 for and will hold it at their facility.
- Mike is continuing to review applications for the Facility Coordinator position. Some very qualified candidates and will start interviews early September.

Oct 2019				
Tues 10/1	9/25	6:15p	Study Session	Discussion: Comprehensive Plan Review (PROS)
Tues 10/1	9/25	7:15p	Regular Meeting	Presentation: none Discussion: Consent:
				Minutes: 8/20, 9/17 Vouchers: Executive Session: none
Sat 10/12	Board Retreat (8 hours, time TBD)			
Tues 10/15	10/9	6:15p	Study Session	Discussion: 2020 Preliminary Budget Presentation NOTICE THIS TO NEWSPAPER
Tues 10/15	10/9	7:15p	Regular Meeting	Presentation: none Discussion: Consent:
				Minutes: 10/1, 10/8 Vouchers: Executive Session: none

Nov 2019				
Tues 11/5	10/31	TBD	Study Session	Discussion:
Tues 11/5	10/31	6:15p	Regular Meeting	Presentation: none Discussion: 1 st Public Hearing and Levy Rate approval Consent:
				Minutes: 10/22 Vouchers: Executive Session: none
Tues 11/19	11/14	TBD	Study Session	Discussion: 2020 Preliminary Budget Presentation
Tues 11/19	11/14	6:15p	Regular Meeting	Presentation: Interim Final Report
				Minutes: 11/5 Vouchers: Executive Session: none

Dec 2019				
Tues 12/3	11/28	TBD	Study Session	Discussion:
Tues 12/3	11/28	6:15p	Regular Meeting	Presentation: none Discussion: Consent:
				Minutes: 11/19 Vouchers: Executive Session: none
Tues 12/17	12/12	TBD	Study Session	Discussion: 2020 Preliminary Budget Presentation
Tues 12/17	12/12	6:15p	Regular Meeting	Presentation: none Discussion: Consent:
				Minutes: 12/3 Vouchers: Executive Session: none



Finance Department
District Payment Transmittal

District Name: Metro Park District-Peninsula


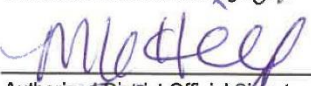
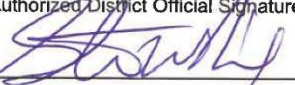
PAYMENT LISTING

Trans Date	District Ref #	Payee Printed Name	Amount
8/16/19	V2019-418	Peninsula Metropolitan Park District	\$48,359.80
8/16/19	V2019-419	Kelly Darling	\$47.36
8/16/19	V2019-420	Galbraith Tennis Center	\$504.00
8/16/19	V2019-421	Adria Hanson	\$672.00
8/16/19	V2019-422	LynnFit	\$787.50
8/16/19	V2019-423	Bricks 4 Kidz	\$1,774.50
8/16/19	V2019-424	Stacy Gargalione	\$560.70
8/16/19	V2019-425	Fischer Fitness LLC	\$552.00
8/16/19	V2019-426	The SnapBar LLC	\$547.75
8/16/19	V2019-427	Madeline Hunter	\$728.00
8/16/19	V2019-428	Harbor Gymnastics	\$1,020.00
8/16/19	V2019-429	TACOMA NEWS INC	\$2,500.00
8/16/19	V2019-430	KITSAP SUN	\$7,452.87
8/16/19	V2019-431	Northwest Playground Equipment Inc.	\$5,411.19
8/16/19	V2019-432	NW Management Consulting, LLC	\$909.00
8/16/19	V2019-433	Aiden Krug- Norem	\$185.00
8/16/19	V2019-434	Jonathan Dudley	\$185.00
8/16/19	V2019-435	Kitsap Office Furniture	\$8,063.79
8/16/19	V2019-436	Jason Faulkner	\$256.76
8/16/19	V2019-437	Southam Creative	\$8,320.00
8/16/19	V2019-438	Claire Lower	\$31.32
8/16/19	V2019-439	Durham School Services	\$2,956.55
8/16/19	V2019-440	Like Media	\$395.00
8/16/19	V2019-441	Western Washington Umpires Association	\$3,515.00
8/16/19	V2019-442	Custom Shirt Shop	\$446.53
8/16/19	V2019-443	DPI Print	\$1,121.27
8/16/19	V2019-444	Pierce County Security	\$1,664.00
8/16/19	V2019-445	Colorful Events - Jacqueline Brulotte	\$200.00
Payment Count: 28		Total Amount:	<u>\$99,166.89</u>

Payment Count: 28
Payment Total: \$99,166.89

CERTIFICATION

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

 _____ Authorized District Official Signature	<u>8/16/19</u> _____ Date	_____ Authorized District Official Signature	_____ Date
 _____ Authorized District Official Signature	_____ Date	_____ Authorized District Official Signature	_____ Date
 _____ Authorized District Official Signature	<u>9/20/19</u> _____ Date	_____ Authorized District Official Signature	_____ Date
_____ Authorized District Official Signature	_____ Date	_____ Authorized District Official Signature	_____ Date

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

PC Finance Department Use Only
Authorization Received on _____
Batch Verified by _____



Finance Department
District Payment Transmittal

District Name: Metro Park District-Peninsula


PAYMENT LISTING

<u>Trans Date</u>	<u>District Ref #</u>	<u>Payee Printed Name</u>	<u>Amount</u>
8/30/19	V2019-446	Greater Gig Harbor Foundation	\$8,332.00
8/30/19	V2019-447	Kitsap Office Furniture	\$8,063.79
8/30/19	V2019-448	PROTHMAN COMPANY	\$3,046.50
8/30/19	V2019-449	Knight Safe & Lock	\$374.33
8/30/19	V2019-450	DPI Print	\$1,519.00
8/30/19	V2019-451	Legal Shield	\$105.70
Payment Count: 6		Total Amount:	<u>\$21,441.32</u>

Payment Count: 6
Payment Total: \$21,441.32

CERTIFICATION

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

	8/30/19		
Authorized District Official Signature	Date	Authorized District Official Signature	Date
_____	_____	_____	_____
Authorized District Official Signature	Date	Authorized District Official Signature	Date
_____	_____	_____	_____
Authorized District Official Signature	Date	Authorized District Official Signature	Date
_____	_____	_____	_____
Authorized District Official Signature	Date	Authorized District Official Signature	Date
_____	_____	_____	_____

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PC Finance Department Use Only
Authorization Received on _____
Batch Verified by _____



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DISTRICT COMMISSION MEMO

To: District Commission
From: Sandra Kern, Finance & HR Assistant
Date: September 17, 2019
Subject: **Updated Board Member Orientation Packet**

Background/Analysis

With the upcoming elections and new commissioners, the District has the opportunity to review, update, and expand the Board Member Orientation Packets. Staff has researched existing materials and consulted with other agencies and authorities to gather the information for this packet. The proposed packet with current District information includes the following sections:

- Introduction and Welcome
- General District and Board Information
- Training Materials
- Divisions of Operation (specific information)
- HR Packet (Forms)
- Board Policies Notebook
- Comprehensive Plan

Recommendation

Staff requests that the Board review the Member Orientation Packet, which will be provided for you at the meeting, and give additional guidance or approval.

Should you have any questions or comments please contact me at the earliest opportunity should additional information be required to provide answers at the meeting, contact me via e-mail at skern@penmetparks.org.

Sample Notebook provided for review



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DISTRICT COMMISSION MEMO

To: Peninsula Metropolitan Park District Board of Commissioners
From: Elaine Sorensen, Deputy Executive Director
Date: September 17, 2019
Subject: **Review of the Comprehensive Financial Management Policy**

Background/Analysis

The staff has analyzed and reviewed options for a new financial reserve policy with Jim Nelson of DA Davidson. The Deputy Executive Director is recommending that the Board of Commissioners review the attached draft of District Financial Management Policies with approval at a future meeting.

Recommendation

Staff recommends that the Commission review the attached revised Comprehensive Financial Management Policy.

Policy Implications/Support

1. This report responds to the District's goal of:
Prudently Managing District Funds – To ensure the District's ability to provide high quality operations and maintenance within taxing authority.
2. These policies are to be revised and amended as necessary.
3. On August 28, 2019, Deputy Executive Director met with DA Davidson's Public Finance Banker and reviewed a draft of the financial policy.
4. On April 16, 2012, the Commission approved Resolution 2012-011 adopting the current Comprehensive Financial Management Policy.
5. At the annual Board of Commission retreat held on March 7, 2009, the Board reviewed the proposed Comprehensive Financial Management Policy and the proposed Reserve Policy amendment.
6. On August 8, 2005, the Commission approved Resolution R2005-010 adopting the original Comprehensive Financial Management Policy.

Staff Contact

Should you have any questions or comments please contact Elaine Sorensen at the earliest opportunity should additional research be required to provide answers at the meeting: 253-858-3400 or via e-mail at esorensen@PenMetParks.org.



Peninsula Metropolitan Park District

Comprehensive Financial Management Policy

Policy Number:	Resolution Number:	Date Approved:	Supersedes the following Resolutions and Policies:
P40-101	R2012-011 R2019-XXX	April 16, 2012 XX/XX/XX	R2012-011 (Adopted 4/16/12) R2009-013 (Adopted 8/15/09) R2006-004 (Adopted 4/17/06) R2005-010 (Adopted 8/08/05) R2007-007 (Adopted 9/17/07)

Policy: Comprehensive Financial Management
(Approved by the PenMet Parks Board of Commissioners)

Purpose: The Peninsula Metropolitan Park District (PenMet Parks) is accountable to its citizens for its use of public money. The establishment and maintenance of wise financial and fiscal policies enables officials of PenMet Parks to protect the public interest and ensure public trust.

This Financial Management Policy defines the current policies to be used by PenMet Parks to meet its immediate and ~~long-term~~ long-term service goals and operate in a financially prudent manner. The individual policies contained herein serve as general guidelines for both financial planning and internal financial management of PenMet Parks.

This policy ensures that the District is positioned to respond to changes and the economy or new service requirements without an undue amount of financial stress.

This policy is also established to maintain a good credit rating in the financial community and assure taxpayers that the District is well managed financially and maintained in sound fiscal condition.

The District will adhere to the highest accounting and management policies as set by the Government Finance Officers' Association, the Governmental Accounting Standards Board, and other professional standards for financial reporting and budgeting.

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Policy Requirements:

Section 1. General Responsibilities

The PenMet Parks Board of Commissioners is responsible for approving the annual Operating Budget and the Capital Facilities Plan as well as establishing the policy direction for PenMet Parks under Washington State Law. Sound business practice and good government dictates that the Commission establishes policies regarding the fiscal activities of PenMet Parks in accordance with applicable local, state, and federal laws and regulations.

District staff, under the direction of the Executive Director, is responsible for proposing programs, recommending funding levels, and formulating budget proposals for implementing service programs in accordance with established goals and directives.

Section 2. Objectives

The objectives of the Comprehensive Financial Management Policy are:

- To guide the Commissioners and management for policy decisions having significant fiscal impact;
- To set forth operating principals to minimize the cost of government and limit financial risk;
- To employ balanced and fair revenue policies to provide sufficient funding for desired programs;
- To maintain appropriate financial capacity for bonded indebtedness for present and future needs;
- To promote sound financial management by providing accurate and timely information regarding PenMet Parks financial condition;
- To protect PenMet Parks credit rating and provide for adequate resources to meet the provisions of PenMet Parks debt obligations;
- To ensure the legal use of financial resources through an effective system of internal controls; and
- To promote cooperation and coordination with other governments, non-profits, and the private sector in the financing and delivery of services.

Section 3. General Policies

A. Peninsula Metropolitan Park District may adopt resolutions or ordinances to set financial policies to assure the financial strength and accountability of the District.

B. The Executive Director shall develop administrative directives and general procedures for implementing the Commissioners' financial

- policies.
- C. All Departments will share in the responsibility of meeting policy goals and ensuring long-term financial health. Future service plans and programs will be developed to reflect current policy directives, projected resources, and future service requirements.
 - D. To attract and retain employees necessary for providing high quality services, the District shall establish and maintain a competitive compensation and benefit package with the public and private sectors.
 - E. Efforts will be coordinated with other governmental agencies to achieve common policy objectives, share the cost of providing governmental services on an equitable basis, and support favorable legislation at the state and federal level.
 - F. Initiate, encourage, and participate in economic development efforts to create job opportunities and strengthen the local economy.
 - G. The District will strive to maintain fair and equitable relationships with its contractors and suppliers.

Section 34. Financial Planning and ~~Stability-Reserve~~ Policies

- A. The District engages in a financial planning process which encompasses important policy considerations and provides guidelines for all aspects of the District's financial management strategy.
- B. The General Fund's targeted unreserved fund balance will be a minimum of ~~46-25~~ percent of expenditures, excluding capital expenditures.
- C. This reserve will be established and maintained annually in the District budget as District resources allow to:
 - 1. Offset unanticipated downturns and necessary revisions in any general municipal purpose fund; and
 - 2. Provide a sufficient cash flow for daily financial needs at all times.
- D. The District will maintain Reserve Funds to meet any municipal expense, the necessity of extent of which could not have been reasonably foreseen at the time of adopting the annual budget requirements for the guarantee of debt service in compliance with bond indenture agreements.

E. All transfers from the Reserve account will require Board of Commissioner approval.

~~E. Fees and charges collected for services:~~

~~1. Recreation (Program) Fees collected will be utilized to off set the cost of direct expenses related to the delivery of District sponsored recreation programs.~~

~~2. Facility Use and Rentals Fees and Charges are typically used to off set the cost of direct maintenance expenses related to facilities maintained and operated by the District. The Board will direct 100% of these fees to a Permanent Fund such as a restricted maintenance endowment fund(s) to support park maintenance in general or for a specific park or facility.~~

Financial Forecasting:

A. PenMet Parks shall develop and maintain annually a financial forecast for the General Fund that estimates fund resources and uses for the five years beyond the current year. This forecast will provide PenMet Parks decision makers with an indication of the long term fiscal impact of current policies and budget decisions. This planning tool must recognize the effects of economic cycles and the demand for services and PenMet Parks resources. It is the goal of PenMet Parks to achieve strong financial condition with the ability to:

- Withstand local and regional economic conditions;
- Adjust efficiently to the Peninsula's changing service requirements; and
- Effectively maintain and improve PenMet Parks infrastructure.

B. The forecast should differentiate between revenue associated with one-time economic activities and revenues derived as a result of economic growth. PenMet Parks financial planning should ensure the delivery of needed services by assuring adequate reliance on ongoing resources in order to support continued services during economic downturns.

Section 45. Operating Budget Policies

A. The District Commission will adopt and maintain a balanced annual operating budget.

~~— The operating budget will define the District's annual financial plan as developed by the District Commission and the Administration in establishing goals and objectives for the ensuing year. The intent of the budget is that one-time and routine expenditures will be financed with current resources.~~

B. The operating budget shall serve as the annual financial plan for the District. It will serve as the policy document of the Board of Commissioners for implementing Commissioners' goals and objectives. The budget will provide the staff the resources necessary to accomplish the determined service levels.

C. Balanced revenue and expenditure forecasts will be prepared to examine the District's ability to absorb operating costs due to changes in the economy, service demands, contractual obligations, and capital improvements.

A-D. In the event a balanced budget is not attainable, and the cause of the imbalance is expected to last for no more than one year, the planned use of reserves to balance the budget is permitted. In the event that a budget shortfall is expected to continue beyond one year, the planned use of reserves must be developed as part of a corresponding strategic financial plan to close the gap through revenue increases or expenditure decreases.

B-E. The budget will give first consideration to ongoing mission led programs before the addition of any new program. Budgets associated with any proposed new program should be submitted and reviewed at least four months prior to adoption and incorporation into the budget. Additional personnel should be recommended only after the need has been fully substantiated. Personnel not authorized in the budget must be approved by the District Commission.

G-E. The budget will reflect the projection of all revenues from all sources and all expenditures and present the level of governmental services and method of allocating costs in the provision of these services to the community.

D-G. Current operating expenditures will be paid from current revenues and cash carried over from the prior year after reserve

requirements are met. The District will avoid budgetary and accounting practices which balance the current budget at the expense of future budgets.

E.H. The District will maintain a level of expenditures which will provide for the public well being and quality of life for the residents of the community.

F.I. A multi-year maintenance and replacement schedule will be developed based on the District's projections of its future replacement and maintenance needs. The projections will be updated and the schedule revised on an annual basis.

G.J. The budget will provide sufficient levels of maintenance and replacement funding to ensure that all capital facilities and equipment are properly maintained and that such future costs will be minimized.

H.K. Year-end surpluses in the General Fund may be used for nonrecurring emergency capital expenditures or dedicated to the Capital Program. The following criteria must be met to qualify any portion of the General Fund surplus for these purposes:

- There are surplus balances remaining after all reserves and fund allocations are made;
- An analysis has occurred assuring that the District has an adequate level of short and long-term resources to support the proposed use of surplus balances; and
- The funds are specifically appropriated by the District Commission.

Section 56. Budgetary Control Policies

- A. The District will adopt a 12 month balanced calendar year budget. The balanced budget means budgeted expenditures will not exceed the available resources of the beginning fund balance plus new revenues. The adopted budget is for a 12 month fiscal period with annual financial reporting.
- B. The budget will be developed and administered in compliance with applicable State of Washington budgetary statutes.
- C. The Administration will maintain a system for monitoring the District's budget performance. The system will include provisions for amending the budget during the year in order to address unanticipated needs or emergencies.

- D. Appropriations requested after the original budget is adopted will be approved only after consideration of the elasticity of revenues. Such appropriations will be approved by the District Commission.
- E. Accounting and reporting practices will be maintained to provide accurate and timely monitoring of the District's budget performance.
- F. Monthly budget reports will be issued by the Executive Director or his or her designee to report on the actual performance compared to budget estimates to the District Commission.
- G. The budget may be adjusted during the year in order to address unanticipated needs, emergencies or changes in work plan. Adjustments or amendments will occur through a process coordinated by the Executive Director or his or her designee.
 - 1. The budget is adopted at the fund level with allocations made for administrative control. Reallocation of existing appropriation does not change the adopted budget "bottom-line." It may become necessary to shift allocations between line items, programs, or even departments to meet unanticipated needs, emergencies or changes in work plan. As long as the total fund budget is not changed, the adjustment can be done administratively with the authorization of the Department Manager and approval of the Executive Director with the exception of any shift of allocation from the Maintenance Department which requires approval of the Board of Park Commissioners.
- H. The Executive Director has the authorization for the transfer of funds between funds only if approved by the Board and as part of the adopted budget.
 - 1. Transfer of funds between projects within the CIP shall be approved in advance by the Board of Park Commissioners.
- I. The budget may also be amended during the year in order to address unanticipated needs, emergencies or changes in work plan. Formal amendment of the budget through Commission approved resolution amending the expenditure appropriation and the related funding source is required when a fund's total budget changes. The change can either be when existing budget authority is moved between funds or when a new budget authority is needed such as in the case of receiving additional grant funding.

Section 67. Revenue Policies

- A. The District will try to maintain a diversified and stable revenue system to protect against short-term fluctuations in any one revenue source. The District will seek to avoid dependence on temporary or unstable revenues to support on-going services. The District will also seek to avoid dependence on federal or state revenues. The revenue mix should combine revenue source types that minimize the effect of an economic downturn.
- B. Because revenues, especially those of the General Fund, are sensitive to local and regional economic conditions, revenue estimates will be conservative and will be made by an objective, analytical process.
- C. General Fund and other unrestricted revenues will not be earmarked for specific purposes, activities or services unless otherwise authorized by Commissioners or required by law. All non-restricted revenues will be deposited into the General Fund and appropriated by the budget process.
- D. The District will not use deficit financing and borrowing to support on-going operations in the case of long-term (greater than one year) revenue downturns. Revenue forecasts will be revised and expenses will be reduced to conform to the revised long-term revenue forecast or revenue increases will be considered.
- E. The District will follow an aggressive and professional policy of collecting revenues [when necessary discontinuing service, small claims court, collection agencies, foreclosure, liens and other methods of collection (such as imposing penalties, collection and late charges) may be used.]

Fees and Charges

- F. The District will maximize the use of service users' charges in lieu of ad valorem (property) taxes and subsidies from other District funds, for services that can be identified and where costs are directly related to the level of service provided.
 - 1. Park recreation programs shall be funded by a user charge. User charges shall be comparable to other neighboring municipalities where practical.
 - 2. Other reimbursable work performed by the District (labor, meals, contracted services, equipment and other indirect expenses) shall be billed at actual or estimated actual cost.

3. Charges for services shall accurately reflect the actual or estimated cost of providing a specific service. The cost of providing specific services shall be recalculated periodically, and the fee adjusted accordingly. The District shall maintain a current schedule of fees and charges, showing when the fees were last reviewed and/or recalculated. Fees and charges will be reviewed every three years at a minimum.
4. The District will consider market rates and charges levied by other municipalities for like services in establishing rates, fees, and charges.
5. Certain fees, such as rental fees, will be based upon market conditions and are not subject to the limitations of cost recovery.

Grants and Gifts

- G. Grant funding for programs or items which address the District's current priorities and policy objectives should be considered to leverage District funds. Inconsistent and/or fluctuating grants should not be used to fund on-going programs.
- H. Before accepting any grant, the District shall thoroughly consider the implications in terms of ongoing obligations that will be required in connection with acceptance of said grant.
- I. All grants and other federal and state funds shall be managed to comply with the laws, regulations, and guidance of the grantor, and all gifts and donations shall be managed and expended in accordance with the District's Donation Policy and the wishes and instructions of the donor.
- C. As much as reasonably possible, District services that provide private benefit should be supported by fees and charges in order to provide maximum flexibility in the use of general revenues to meet the cost of services of broader public benefit. Accordingly cost recovery of General Fund services should be maximized to the extent possible. Rate adjustments for services utilizing user fees and charges should be recalculated annually to consider inflation and other costs. The District should be sensitive to the balance between the need for services and the District's ability to raise fees, charges, and taxes to support those services.
- D. Acceptance of Cash Donations
The District may occasionally receive requests from individuals or organizations to accept cash donations.

The Executive Director will have the authority to accept unrestricted cash donations and place them into a General Maintenance Endowment.

Cash donation requests that are restricted for a specific use or uses are required to receive approval by the Board of Park Commissioners.

Section 8. Expenditure Policies

- A. The District will strive to adopt an annual General Fund budget in which current expenditures do not exceed current projected revenues. Capital expenditures may be funded from one-time revenues.
- B. Department Directors are responsible for managing their budgets within the total appropriation for their department.
- C. The District will take immediate corrective actions if at any time during the fiscal year expenditure and revenue re-estimates are such that an operating deficit is projected at year-end. Corrective actions can include a hiring freeze, expenditure reductions, fee increases, or use of contingencies. The District may approve a short-term interfund loan or use of one-time revenue sources to address temporary gaps in cash flow, although this will be avoided if possible.
- D. Long-term debt or bond financing shall not be used to finance current operating expenditures.
- E. Emphasis will be placed on improving individual and work group productivity rather than adding to the work force. The District will invest in technology and other efficiency tools to maximize productivity. The District will hire additional staff only after the need for such positions has been demonstrated and documented.
- F. All compensation planning will focus on the total costs of compensation which includes direct salary, health care benefits, pension contributions, and other benefits which are a cost to the District. Contracts presented for approval by the Executive Director that do not meet these requirements will have specific operational, legal or other compulsory items identified and discussed before ratification by the Board of Commissioners will be considered.
- G. Periodic comparisons of service delivery will be made to ensure that quality services are provided to our citizens at the most competitive and economical cost. Privatization and contracting with other governmental agencies will be evaluated as alternatives to service delivery where appropriate. Programs that are determined to be inefficient and/or ineffective shall be reduced in scope or eliminated.

H. The District will make every effort to maximize any discounts offered by creditors/vendors.

Section ~~7~~9. Investment Policy

Funds are managed by the Pierce County Treasurer (see Pierce County Investment Policies).

Section ~~8~~10. Accounting and Reporting Policies

- A. The District's accounting and financial reporting will follow the Washington State Auditor's Office prescription for the accounting and reporting of local governments in the State of Washington under RCW 43.09.200.
- B. The State Auditor's Office provides a standard account classification system through its Budgeting Accounting and Reporting System (BARS). The District is classified as a Special Purpose Governmental District and will maintain its records on a basis consistent with the Category 2 BARS manual.
- C. The Executive Director or his or her designee will maintain electronic financial systems to monitor expenditures, revenue, and performance of all District programs on an on-going basis. The Board of Park Commissioners will receive regular monthly reports that will present a summary of financial activity for the period and the cumulative data for the budget year.
- D. The accounts of the Peninsula Metropolitan Park District are organized on the basis of funds, each which is considered a separate accounting entity. Each fund is accounted for with a separate set of single-entry accounts that comprises its cash, investments, revenues and expenditures, as appropriate. The Peninsula Metropolitan Park District's resources are allocated to and accounted for in individual funds depending on their intended purpose.
- E. Revenues are recognized only when cash is received and expenditures are recognized when paid, including those properly chargeable against the report year budget appropriations as required by state law. Purchases of capital assets are expensed during the year of acquisition. There is no capitalization of capital assets, nor allocation of depreciation expense. Inventory is expensed when purchased.

- F. The Executive Director or his or her designee shall maintain fixed asset records for all capital assets owned by the District. The threshold for capitalization of non-infrastructure assets is ~~\$7,500~~25,000.
- G. The State Auditors Office will perform a financial and compliance audit on a scheduled basis and issue an audit report. Results of the audit will be provided to the District Commission.
- H. The District will conduct an internal financial review on an annual basis.

Section 11. Fund Policies

To be consistent with text contained in the annual budget, the following is a list of District Financial Funds:

A. General Fund

The General Fund is the general operating fund of the District. This fund is used to account for all financial resources and expenditures of PenMet Parks which are not accounted for in other funds.

The General Fund provides general purpose governmental services to the citizens. This fund is used to account for all general financial resources except those that must be accounted for in a special revenue fund.

B. Special Revenue Funds

Special Revenue Funds are used to account for the proceeds of specific revenue sources (other than special assessments, expendable trusts, or for major capital projects) that are legally restricted to expenditure for specific purposes.

1. Reserve Fund

Use of funds must be authorized by a Resolution of the District Commission.

2. Recreational Activities Fund

The Recreational Activities Fund is user fee based. Revenues are collected and used to operate a particular recreational activity with excess funds used for improvements to support programs, facilities and events.

3. Equipment Replacement Fund

Use of this fund is restricted to capital equipment replacement and is funded annually by the General Fund at 10% of equipment replacement value.

C. Debt Service Fund

1. The Debt Service Fund is used only to account for the accumulation of resources for, and the payment of, long-term debt, principal and interest.

This fund contains several types of debt including but not limited to:

- Special Voter-Approved Levies
- Limited Tax Obligation Bonds
- General Obligation Bonds

2. Under RCW 39.36.020(2), the public may vote to approve bond issues for general government in an amount not to exceed 2.5% of the assessed valuation. Within this 2.5% limit, the District Commission may approve bond issues not to exceed 1.5% of the District's assessed valuation. All voted bonds require a 60% majority approval and to validate the election, the total votes cast must equal at least 40% of the total votes cast in the last general election.
3. Debt service for voted bond issues are funded with special property tax levies. Debt service for LTGO bond issues are funded through regular property taxes and by interfund transfers.
4. Debt service for regular levy non-voted bonds is derived from the District's general property tax levy and interfund transfers, and is used to pay principal and interest on capital improvements.

D. Permanent Funds

Permanent Funds are legally restricted so only earnings, not principal, may be used to support the specific government program. The Board will adopt separate policies governing the management of restricted funds such as endowments.

E. Capital Improvement Funds

Capital improvement funds account for the purchase, construction, replacement, addition, or major repair of public facilities and major

equipment. These projects differ from routine maintenance in that their cost is generally greater than \$25,000 and they have a useful life of generally ten years or more. Examples may include, but are not limited to buildings, bridges, parks, major trails, and significant pieces of equipment.

F. Depository Account

All District funds received shall be deposited at Key Bank within three business day of receipt, except when staffing levels are inadequate to timely make such deposits, but in such events such deposits shall be made as soon as possible. Funds are automatically transferred from the depository account to the Districts fund account with Pierce County (District's Treasurer).

G. Fund Balance and Maintenance of Minimum Reserve Levels

The District shall strive to maintain adequate fund balances (reserves) in order to provide sufficient cash flows to meet operating and capital expenses, while also providing the financial ability to address economic downturn and system emergencies. Operating expenditures shall include salaries, benefits, supplies, professional services, intergovernmental and interfund expenses, capital outlays and transfers

Section 4012. Debt Management Policies

A. Capital Planning:

The District shall integrate its debt issuance with its Capital Improvement Program (CIP) spending to ensure that planned financing conforms to policy targets regarding the level and composition of outstanding debt. This planning considers the long-term horizon, paying particular attention to financing priorities, capital outlays and competing projects. Long term borrowing shall be confined to the acquisition and/or construction of capital improvements and shall not be used to fund operating or maintenance costs. For all capital projects under consideration, the District shall set aside sufficient revenue from operations to fund ongoing normal maintenance needs and to provide reserves for periodic replacement and renewal. The issuance of debt to fund operating deficits is not permitted.

B. Legal Governing Principles

In the issuance and management of debt, the District shall comply with the state constitution and with all other legal requirements imposed by federal, state, and local rules and regulations, as applicable.

1. State Statutes – The District may contract indebtedness as provided for by State law, subject to the statutory and constitutional limitations on indebtedness.
2. Federal Rules and Regulations – The District shall issue and manage debt in accordance with the limitations and constraints imposed by federal rules and regulations including the Internal Revenue Code of 1986, as amended; the Treasury Department regulations there under; and the Securities Acts of 1933 and 1934.
3. Local Rules and Regulations – The District shall issue and manage debt in accordance with the limitations and constraints imposed by local rules, policies, and regulations.

C. Roles & Responsibilities

The District/Board of Commissioners:

1. Approves indebtedness;
2. Approves appointment of the bond underwriter and bond counsel;
3. Approves the Financial Policy, including the section on the Debt Policy; and
4. Approves budgets sufficient to provide for the timely payment of principal and interest on all debt.

The Executive Director (and/or Finance Manager) in consultation with the Board of Commissioners:

1. Assumes primary responsibility for debt management;
2. Provides for the issuance of debt at the lowest possible cost and risk;
3. Determines the available debt capacity;
4. Provides for the issuance of debt at appropriate intervals and in reasonable amounts as required to fund approved capital expenditures;
5. Recommends to the Board of Commissioners the manner of sale of debt;

6. Monitors opportunities to refund debt and recommends such refunding as appropriate;
7. Complies with all Internal Revenue Service (IRS), Securities and Exchange (SEC), and Municipal Securities Rulemaking Board (MSRB) rules and regulations governing the issuance of debt;
8. Provides for the timely payment of principal and interest on all debt and ensures that the fiscal agent receives funds for payment of debt service on or before the payment date;
9. Provides for and participates in the preparation and review of offering documents;
10. Complies with all terms, conditions and disclosure required by the legal documents governing the debt issued;
11. Submits to the Board of Commissioners all recommendations to issue debt;
12. Provides for the distribution of pertinent information to rating agencies;
13. Complies with undertakings for ongoing disclosure pursuant to SEC Rule 15c2-; and
14. Applies and promotes prudent fiscal practices.

D. Ethical Standards Governing Conduct

The members of the District's staff will adhere to the standards of conduct as stipulated by the Public Disclosure Act, RCW 42.17 and Ethics in Public Service, RCW 42.52.

E. Types of Debt Instruments:

The District may utilize several types of municipal debt obligations to finance long-term capital projects. Subject to the approval of the Board of Commissioners, the District is authorized to sell:

1. Unlimited Tax General Obligation Bonds – The District shall use Unlimited Tax General Obligation Bonds (UTGO), also known as "Voted General Obligation Bonds" for the purpose of general purpose, pool improvements, open space and parks. Voted Bond issues are limited to capital purposes only.
Every project proposed for financing through general obligation debt should be accompanied by a full analysis of

the future operating and maintenance costs associated with the project. UTGO Bonds are payable from excess tax levies and are subject to the assent of 60% of the voters at an election to be held for that purpose, plus validation requirements.

2. Limited Tax General Obligation Bonds – A Limited-Tax General Obligation debt (LTGO), also known as “Non-Voted General Obligation Debt”, requires the District to levy a property tax sufficient to meet its debt service obligations but only up to a statutory limit. The District shall use LTGO Bonds as permitted under State law for lawful purposes only. General Obligation debt is backed by the full faith and credit of the District and is payable from non-voter approved property taxes and other money lawfully available. LTGO Bonds will only be issued if:

 - a. District determines they can afford the payments;
 - b. A project requires funding not available from alternative sources;
 - c. Matching fund monies are available which may be lost if not applied for in a timely manner, or,
 - d. Emergency conditions exist.
3. Revenue Bonds – The District shall use Revenue Bonds as permitted under State law for the purpose of financing construction or improvements to facilities of enterprise systems (if any) operated by the District in accordance with the Capital Improvement Plan.
4. Short Term Debt – The District shall use short term debt as permitted by State law for the purpose of meeting any lawful purpose of the municipal corporation, including the immediate financing needs of a project for which long term funding has been secured but not yet received. The District may use inter-fund loans rather than outside debt instruments to meet short-term cash flow needs for the project. Inter-fund loans will be permitted only if an analysis of the affected fund indicates excess funds are available and the use of the funds will not impact the fund’s current operations. All inter-fund loans will be subject to the Board of Commissioners approval and will bear interest at prevailing rates.
5. Leases – The District is authorized to enter into capital leases under State law, subject to the approval of the Board of Commissioners.

F. General Requirements

1. The District will not use long-term debt to pay for current operations. The use of bonds or certificates of participation will only be considered for significant capital and infrastructure improvements.
2. The term of the debt shall never extend beyond the useful life of the improvements to be financed; and the term of the debt will be less than 40 years.
3. The general policy of the District is to establish debt repayment schedules that use level annual principal and interest payments.
4. Interest earnings on bond proceeds will be limited to 1) funding the improvements specified in the authorizing bond resolution, or 2) payment of debt service on the bonds. Proceeds from debt will be used in accordance with the purpose of the debt issue. Funds remaining after the project is completed will be used in accordance with the provisions stated in the bond resolution that authorized the issuance of the debt.
5. The District will use the most prudent methods of acquiring capital outlay items, including the use of lease-purchase agreements. In no case will the District lease purchase equipment whose useful life is less than the term of the lease.
6. The District will maintain its bond rating at the highest level fiscally prudent, so that future borrowing costs are minimized and access to the credit market is preserved. The District will encourage and maintain good relations with financial bond rating agencies and will follow a policy of full and open disclosure.
7. The District shall use refunding bonds in accordance with the Refunding Bond Act. Unless otherwise justified, the District will refinance debt to achieve true savings as market opportunities arise. Refunding debt shall never be used for the purpose of avoiding debt service obligations. A target 5% cost savings (discounted to its present value) over the remainder of the debt must be demonstrated for any "current refunding" unless otherwise justified.
8. With Commissioner's approval, interim financing of capital projects may be secured from the debt financing marketplace or from other funds through an inter-fund loan as appropriate in the circumstances.

~~A. The basic objectives of the District's debt management policy are:~~

- ~~• To achieve the lowest possible cost for borrowing;~~
- ~~• To ensure access to the bond market to adequately provide the capital needed to finance public improvement and other long-term development objectives. Debt can be used as a mechanism to equalize costs of needed improvements to both present and future citizens and as a way to reduce the costs of substantial public improvements;~~
- ~~• To maintain strong and sound credit demonstrated by its commitment to meet all obligations in a timely fashion;~~
- ~~• To maintain a level and structure of outstanding indebtedness that does not lead to excessive debt service requirements, thereby avoiding unnecessary strains on the operating budget; and~~
- ~~• To maintain the confidence of lending markets and the taxpayers.~~

~~B. The PenMet Parks Commissioners approval is required prior to the issuance of debt.~~

~~C. The Executive Director or his or her designee has the authority to act as debt manager in the duties of debt issuance and related repayment activities.~~

~~D. The District will use the services of legally certified and credible bond counsel in the preparation of all presentations.~~

~~E. An independent outside financial advisor may be used to provide the District with objective advice and analysis on debt issuance.~~

~~F. The District will generally issue its debt through a competitive process but may use a negotiated process.~~

~~G. A fiscal agent will be used to provide accurate and timely securities processing and timely payment to bondholders. As provided by RCW chapter 43.80 the District will use the fiscal agent appointed by the state.~~

~~H. An underwriter will be used for all debt issued in a negotiated or private placement sale method. The underwriter is responsible for purchasing negotiated or private placement debt and recolling the debt to the investors.~~

~~I. The issuance of bonds shall be financed for a period not to exceed a conservative estimate of the asset's useful life, or a maximum of 20 years.~~

~~Short Term Debt~~

~~A. It is the District's policy to avoid the use of short term indebtedness to the extent possible. Short term borrowing (one year or less) will only be used to meet the immediate financing needs of a project for which long term financing has been secured but not yet received or to cover temporary cash flow shortages resulting from delay in receipting tax revenues or to finance capital construction.~~

~~B. Interfund loans may be used to meet short term cash flow needs as an alternative to outside debt instruments. Interfund loans will be permitted only if an analysis of the lending fund indicates excess funds are available and that the use of these funds will not adversely affect current operations.~~

~~Long Term Debt~~

~~A. The District will not use long-term debt to support current operations.~~

~~B. Prior to the issuance of debt, the District will prepare revenue projections to ensure there is adequate revenue to make principal and interest payments.~~

~~C. The District will confine long term borrowing to capital improvements that cannot be financed from current revenues.~~

~~D. Refunding bond issues designed to restructure current outstanding debt is an acceptable use of bond proceeds. A debt refunding is a refinance of debt typically done to take advantage of lower interest rates. Unless otherwise justified, such as a desire to remove or change a bond covenant or restructure debt repayment due to cash flow needs, a debt refunding will attempt to achieve a present value savings of five percent of the principal amount of the refunding debt being issued.~~

~~E. Where possible the District will use special assessment revenue, or other self-supporting bonds, instead of general obligation bonds.~~

- ~~F. The District will maintain communications with bond rating agencies regarding its financial condition. The District will follow a policy of full disclosure on financial reports and bond prospectuses.~~
- ~~G. The District will use bond proceeds pursuant to the bond resolutions, contracts, and Internal Revenue Codes applicable to government bonds. The District will maintain a system of recordkeeping and reporting to meet and satisfy calculations necessary for yield restriction requirements and arbitrage rebate requirements on the District's Tax exempt bonds.~~

~~General Obligation Bonds, Limited General Obligation Bonds and Lease Purchase Policies~~

- ~~A. Projects proposed for financing through general obligation debt will be accompanied by an analysis of the future operating and maintenance costs associated with the project.~~
- ~~B. The District shall pay all interest and repay all debt in accordance with the terms of the bond resolutions.~~
- ~~C. Bonds will not be issued for a longer maturity schedule than a conservative estimate of the useful life of the asset to be financed.~~
- ~~D. The financing of lease purchases should be done in accordance with (RCW 39.36.020 (2) and RCW 35.42.200).~~

Section 13. Communication Policies

- A. It is the policy of the District to remain as transparent as possible.
- B. The District shall manage relationships with the rating analysts assigned to the District's credit, using both informal and formal methods to disseminate information.
- C. The District's Basic Financial Statements and Notes shall be a vehicle for compliance with continuing disclosure requirements. The Notes to the Financial Statements may be supplemented with additional documentation as required. Each year included in the Notes to the Financial Statements, the District will report its compliance with debt targets and the goals of the Debt Policies.
- D. The District shall seek to maintain and improve its current bond rating.

Section 14. Compliance Policies

Investment of Proceeds

The District shall comply with all applicable Federal, State and contractual restrictions regarding the investment of bond proceeds. This includes compliance with restrictions on the types of investment securities allowed, restrictions on the allowable yield of invested funds as well as restrictions on the time period over which some of the proceeds may be invested.

Legal Covenants

The District shall comply with all covenants and conditions contained in governing law and any legal documents entered into at the time of a bond offering.

Periodic Policy Review

At a minimum, the Financial Management Policies and the District's Post Issuance Compliance Policy will be reviewed and updated every five years.

Section 4415. Capital Improvement and Capital Budget Policies

- A. It is the District's policy to ensure that adequate resources are allocated to preserve existing infrastructure and other capital assets before targeting resources toward construction or acquisition of public facilities or major equipment. The District will maintain its physical assets at a level adequate to protect its capital investment and minimize future maintenance and replacement costs. The budget will provide for the orderly replacement of the capital assets from current resources where possible. Long term borrowing for capital facilities is considered an appropriate method of financing large facilities that benefit more than one generation of users.

- B. The District will develop a six-year Capital Facilities Plan (CFP) to identify and coordinate infrastructure, facility, and major pieces of equipment needs and what facilities to construct, their location, timing, projected cost, and funding sources in a way that maximizes the return to the community. The plan is directed at improving the parks and recreational infrastructure for the Peninsula. All capital improvements will be made according to the adopted CFP.

- C. The Capital Facilities Plan will be formulated using an analysis of long-term, overall resources and will include projected funding sources and ongoing operations and maintenance costs. Future changes in economic or demographic factors identified in the financial forecasting process will be incorporated in the capital budget projections. The plan will be updated annually.
- D. The first year of the Capital Facilities Plan will constitute the capital budget for the ensuing budget year. The capital budget and the base operating budget will be reviewed at the same time to assure that the District's capital and operating needs are evaluated in a balanced manner.
- E. The District will determine the ~~least costly~~ best financing method for all new projects. Whenever possible, the District will use intergovernmental assistance and other outside resources to fund capital projects. Additional funding may come from designated surpluses in the General Fund and certain special revenue funds as outlined in the operating budget policy.
- F. Projects contained within the CFP will include capital as well as ongoing operating costs.
- G. For the purposes of the CFP a project is defined as any one project or a grouping of similar projects where the cost exceeds \$25,000 and/or a life span of more than 10 years; involves new construction or reconstruction designed to replace an existing system or facility; acquisition of land or structures; involves District funding in whole or in part; or involves no District funding but is the District's responsibility to implement, such as a 100 percent grant funded project.
- H. Minor equipment that falls below the capital asset threshold but is subject to shrinkage shall have a District property tag affixed to it when placed into service and will be accounted for on the "Small and Attractive" inventory list.
- I. The Finance Department will coordinate an annual physical count/inspection of all capital assets.
- J. Adequate insurance will be maintained on all capital assets consistent with the results of the annual physical count/inspection.

Section 4216. Cash and Purchasing Policies

- A. The Executive Director or his or her designee will develop, maintain, and constantly seek to improve cash management systems which ensure the accurate and timely accounting, investment and security of all cash assets. Written cash handling procedures are updated periodically and made available to all departments.
- B. Purchase of goods and services will be accomplished by a separate purchasing policy adopted by the PenMet Parks Commissioners.
- C. Payroll costs are authorized by budget adoption.
- D. Expenditures will be within current resource projections at the fund level.



Peninsula Metropolitan Park District

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DISTRICT COMMISSION MEMO

To: Peninsula Metropolitan Park District Board of Commissioners
From: Glenn Akramoff, Executive Director
Date: September 17, 2019
Subject: Review of Board Policy

Background/Analysis:

At the board study session on July 16, 2019, several policies were reviewed including the Board Policy. Several items were identified for modifications:

- The term of office was suggested to be modified to a 2-year term. RCW 35.61.120 states, “The Board should annually elect one of their number as president and another of their numbers as clerk of the board.” The board may re-elect a president and clerk for a second year.
- Changing position name from Clerk to Vice President: RCW 35.61.120 requires, “Clerk.”
- Study sessions: Modify policy language to state, “Study sessions may be scheduled as needed” (instead of the first Monday of every month...).
- Citizen Comments: Move Citizen Comments between roll call and staff report in policy agenda outline as meeting agendas are currently constructed.
- Approval of Agenda: Include before Citizen Comments in policy agenda outline as meeting agendas are currently constructed.
- Time of meeting: Change to 6:00 pm from 6:15 pm.

Recommendation

District Staff recommends the Board of Commissioners review changes as presented and provide direction for any additional changes for future approval.

Policy Implications/Support

At the regular meeting of the Board of Park Commissioners held on June 3, 2019, the commission approved Resolution R2019-006 to change the Board meeting day to the first and third Tuesday of the month, updating the current version of the PenMet Parks Board Policy.

Staff Contact

Should you have any questions or comments please contact me at the earliest opportunity should additional research be required to provide answers at the meeting: 253-858-3408 or via e-mail at Gakramoff@penmetparks.org.



Peninsula Metropolitan Park District

Board Policy

Policy Number	Resolution Number	Date Approved:	Supersedes the following Resolutions and Policies:
P10-101	R2018-003	February 20, 2018	R2019-0XX (Adopted XX/XX/19) R2015-001 (Adopted 2/23/15) R2012-006 (Adopted 4/2/12) R2009-031 (Adopted 12/21/09) R2009-015 (Adopted 7/20/09) R2006-003 (Adopted 3/20/06) R2004-04 (Adopted 6/14/04)

Policy: Board of Park Commissioners
(Approved by the PenMet Parks Board of Commissioners)

Purpose: The Peninsula Metropolitan Park District (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.

The following policies of the Board of Park Commissioners (the "Board") establish the operating policy for the Board. Within these policies, the

Board establishes how it will conduct business and how business may be brought before the Board for consideration and/or action.

The following policies are also intended to provide elected and appointed officials, employees, and the general public with a clear understanding regarding how the Board conducts the public's business and the opportunities for anyone to present comments, advice, requests and input on matters under consideration by the Board or that otherwise relate to PenMet Parks.

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Policy Requirements:

Section 1. Responsibilities and Name

The Board of Park Commissioners is charged with establishing the policy direction for PenMet Parks under Washington State law. While recognizing the formal legal name of the entity as the Peninsula Metropolitan Park District, the Board desires that the abbreviated name "PenMet Parks" be utilized when the formal legal name of the organization is not required.

Section 2. Scope

This Board Policy governs the conduct of all Board meetings and matters related to the Board's conduct of business.

Section 3. Enabling Legislation

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.

Section 4. Officers

The Board shall have two officers, a President and a Clerk, who shall be subject to the following:

A. Term of Office

Each officer shall serve a one year term or until new officers have been elected or upon removal as provided below.

B. Nomination of Officers

Board members shall nominate from its members a President and a Clerk at the last meeting of the calendar year and at the first meeting of the new calendar year. A Board member may nominate himself or herself for any officer position.

C. Election of Officers

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.

D. Removal of Officers

The Board may remove an officer from his or her position if, after reasonable prior notice to all Board members of the alleged reasons the officer should be removed from office, the Board by a majority vote determines the removal of the officer is in PenMet Parks' best interest. Although a Board member may be removed as an officer, that Board member may not be removed from the Board.

E. Minutes

The Clerk or his/her designee shall take minutes of all Board meetings.

Section 5. Fiscal Year

PenMet Parks fiscal year is from January 1 to December 31.

Section 6. Meetings

Board meetings shall be conducted as follows:

A. Open Public Meetings

Meetings shall be held in accordance with all provisions of the Washington State Open Public Meetings Act as provided in chapter 42.30 RCW.

B. Regular Meetings

Regular meetings will be scheduled on the first and third **Mondays** **Tuesdays** of each month unless changed by prior resolution of the Board and notice given as provided in section 6.K below. Regular meetings may be cancelled by the Board for any reason. Notice of meeting cancellations shall be given as provided in section 6.K. below. The meeting location shall be specified in the meeting notices.

C. Time of Meetings

The Board will begin consideration of its regular meeting agenda at 6:~~00~~⁴⁵ p.m. or as close thereafter as reasonably possible following the conclusion of any earlier study session or public hearing. No study session or public hearing preceding a regular meeting shall begin earlier than 5:00 p.m.

D. Executive Session

Executive sessions may be held at any time during a regular or special meeting but only in accordance with the requirements of chapter 42.30 RCW.

E. Study Sessions

Study sessions may be scheduled ~~on either the first Monday of each month or prior to or as needed~~ as part of any regular or special meeting. Notice of any study session shall be given as provided in section 6.K. Study sessions may be cancelled by a majority of the Board for any reason. Notice of cancellations shall be given as provided in section 6.K. The purpose of study sessions is to allow presentation of information to the Board by staff, consultants, and/or citizens, and to allow the Board an opportunity to receive information, ask questions, and consider options regarding the various matters under discussion. The public is not permitted to ask questions during a study session. The Board may not take any formal action during a study session.

F. Public Hearings

Public hearings to seek and receive citizen input regarding matters under consideration by the Board may be scheduled prior to or as part of any regular or special meeting of the Board. During a public hearing, citizen comments will be taken and included as part of the official record of proceedings of the Board.

G. Citizen Comments

Citizens are afforded an opportunity at each regular and special meeting of the Board to offer their comments to the Board. Citizens are limited to a three (3) minute time limit and may only speak once during the citizen comment period at each meeting. Comments will be included as part of the official record of the meeting.

H. Special Meetings

Special meetings may be called by the Board President or by the concurrence of at least three (3) Board members. Notice of the time and place of the meeting shall be given as provided in section 6.K and at least 24 hours in advance of the meeting, except in the case of an emergency.

I. Quorum

A quorum is defined as three (3) Board members in attendance at the meeting. Participation by a Board member as provided in section 6.L. below (participation by speakerphone / skype / videoconferencing) shall constitute attendance at the meeting.

J. Minutes / Meeting Recording

The Clerk or his/her designee shall take and prepare the meeting minutes for review and approval by the Board at the next meeting. Board meetings may be audio recorded. However, the recordings may be deleted ninety (90) days after the meeting minutes have been approved by the Board. Executive sessions are not recorded.

K. Notice Regarding Meetings

Notice of Board meetings, study sessions and public hearings, together with a copy of the agenda, shall be provided to the Peninsula Gateway and all other members of the public and media who have made formal request for such notice to the Board Clerk. Notices may be provided personally, by mail, by fax, or by electronic mail. Notices shall also be published on PenMet Parks' website.

L. Participation by Speakerphone / Skype / Videoconferencing

A Board member may participate via speakerphone, Skype or videoconferencing, or a reasonable substitute in all or part of a Board meeting if:

- 1) Prior approval is given by the Board President for good cause, whose approval shall not be unreasonably withheld;
- 2) All persons participating in the meeting are able to hear each other at the same time, such as by the use of speakerphone, Skype, videoconferencing or a reasonable substitute; and
- 3) The Board member participating electronically shall have reviewed all of the applicable material and participated in the relevant portion

of the Board meeting related to the topic to which the Board member is voting on.

An officer of the Board participating electronically is excused from officer status while participating remotely in the Board meeting.

Any technical prohibitions or difficulties that prevent all parties present at the Board meeting from adequately communicating with one another will negate any authorization previously given by the Board President.

Section 7. Agenda

The Board President or his/her designee shall prepare the agenda for the Board meeting as follows:

A. Agenda

The agenda shall be laid-out in the following manner:

- 1) Business before the regular agenda. Items may include:
 - a) Study sessions; and
 - b) Public hearings.

- 2) Regular agenda shall include:
 - a) Call to Order.
 - b) Roll Call.
 - c) Approval of Agenda.
 - d) Citizen Comments.
 - ~~ee~~) Staff Report.
 - ~~f~~) Board President's Report.
 - ~~ge~~) Special Presentations.
 - ~~hf~~) Board Committee and Advisory Council Reports.
 - ~~ig~~) Business Meeting:
 - 1) Consent Agenda:
 - i. Approval of the Minutes of the previous meeting.
 - ii. Approval of minor financial matters.
 - iii. Approval of other minor matters.

 - 2) All other contracts, agreements or other actions relating to PenMet Parks;

- ~~h)~~ Unfinished Business.
- ~~i)~~ New Business.
- ~~j) Citizen Comments.~~
- ~~k)~~ Comments by Board Members.
- ~~m)~~ Next Meeting.
- ~~n)~~ Adjournment.

B. Consent Agenda

The Consent Agenda shall be utilized by the Board for consideration of relatively minor matters requiring Board approval. Items on the Consent Agenda are not subject to Board debate or questions nor is it subject to public comment. However, pursuant to the request of any Board member, an item shall be removed from the consent agenda and placed on the regular agenda. Items generally considered to be on the consent agenda include:

- 1) Approval of minutes;
- 2) Approval of warrants and vouchers;
- 3) Appointment of members to advisory committees;
- 4) Authorizing special event permits;
- 5) Setting the dates for public hearings and similar actions;
- 6) Accepting and appropriating grants, gifts, donations or other monies not originally included in the adopted budget;
- 7) Amending the amount of funds authorized for existing petty cash and change funds or closing of such funds;
- 8) Accepting a public works project that was awarded by the Board after receipt of the appropriate releases from any State Agencies having authority over the release of public works projects and completion of all punch-list items;

- 9) Rejection of bids for purchase of goods or services that would have required approval by the Board to award; and
- 10) Minor matters of a routine nature such as authorizing submission of a grant application or authorizing the issuance of a letter regarding the Board's position on a particular matter.

C. Single Reading Resolutions

Single reading resolutions shall be utilized with regard to matters of greater substance such as contracts, agreements, leases or other items requiring a single reading as specified in the applicable Board Purchasing Policy. The letter "R" in the resolution number shall designate single reading resolutions. The Board, by majority vote, may require a second reading of any single reading resolution. Included among the items that would qualify for the single reading resolution process would be the following:

- 1) Approval of agreements with other governmental entities;
- 2) Approval of agreements with not-for-profit agencies, businesses, or companies;
- 3) Granting of utility easements whereby the easement does not materially affect the use of the property for park and recreational purposes;
- 4) Creating new advisory councils;
- 5) Approval or amendments to the budget;
- 6) Approval of a master plan for a park, recreation facility or program;
- 7) Approval of strategic or long-range plans;
- 8) Approval of ballot measures referred to the electorate except where two readings are required;
- 9) Issuance of debt;

- 10) Disposition of real property;
- 11) Approval of park development or redevelopment projects including setting of the project budget, where the estimated cost of the work exceeds \$10,000;
- 12) Changes to the Policies of the Board (which shall require the affirmative vote of at least four (4) Board members); and
- 13) Other matters of similar importance.

D. Agenda Delivery

The agenda shall be mailed, emailed, or faxed to the members of the Board on the Thursday preceding the next regular meeting. Alternatively, the agenda may be personally delivered to a Board member by leaving an agenda at that Board member's residence or place of business not later than the Friday preceding the next regular meeting. If there is a special or emergency meeting, the agenda should be provided to all Board members at least 24 hours in advance, if possible. A copy of the agenda shall also be posted on the PenMet Parks' website.

Section 8. Officer Responsibilities for Meetings

The Presiding Officer at all Board meetings shall be the President, and in his/her physical absence, the Clerk shall serve as acting President. In the event that the President is physically present at the Board meeting and the Clerk is physically absent, the President shall appoint an acting Clerk for the meeting. If the President and Clerk are both absent but a quorum of the Board is present, the Board members in attendance shall elect one of its members to serve as acting President and another member to serve as acting Clerk for the meeting. The duties of the officers are as follows:

A. Duties of the President

The duties of the President are as follows:

- 1) Conduct the Board meetings, preserve order and decorum in the meeting room and observe and enforce all rules adopted by the Board for procedure;

- 2) Appoint various Board members to standing and ad-hoc committees wherein a Board member serves as a representative of PenMet Parks;
- 3) Exercise his/her discretion to consider a matter in an order other than as listed on the official, printed agenda; and
- 4) The President may speak, vote, and make motions without relinquishing the chair. In addition, the President need not rise while putting questions to a vote.

B. Duties of the Clerk

The duties of the Clerk are to sign documents and perform such other duties as specified in chapter 35.61 RCW.

C. Challenges to Actions or Rulings

Any member of the Board shall have the right to challenge any action or ruling of the President, in which case the decision of the majority of the Board present, including the President, shall govern.

Section 9. Rules for Conduct of Business

Where a procedure or process regarding the conduct of business by the Board is not specifically stated within a Board policy, Robert's Rules of Order shall apply.

A. Precedence of Motions

When a resolution is under consideration, no motion shall be entertained except as listed below and a motion shall have precedence in the following order:

- 1) To adjourn;
- 2) To remove an item from the agenda;
- 3) To call for the previous question;

- 4) To lay on the table (which shall be decided without debate);
- 5) To take from the table (which shall be decided without debate);
- 6) To postpone to a certain time (which shall be decided without debate);
- 7) To postpone indefinitely (which shall be decided without debate);
- 8) To amend;
- 9) To substitute; and
- 10) To reconsider.

B. Motion to Reconsider Vote

No motion to reconsider a vote shall be permitted except at the following meeting and then only by a member who voted with the prevailing side.

C. Motion to Reconsider Not Renewable

A motion to take from the table or to reconsider, having been put and lost, shall not be renewed either by the movant or by any other Board member even if that other member was on the prevailing side.

D. Right to Change Vote

Any Board member shall have the right to change his/her final vote in order to be on the prevailing side, at any time before final action is taken on the next ensuing item of business.



Peninsula Metropolitan Park District

10123 78th Ave NW, Gig Harbor, WA 98332

"Today We Touch Tomorrow"

Office: 253-858-3400 Fax: 253-858-3401

E-mail: Info@PenMetParks.org

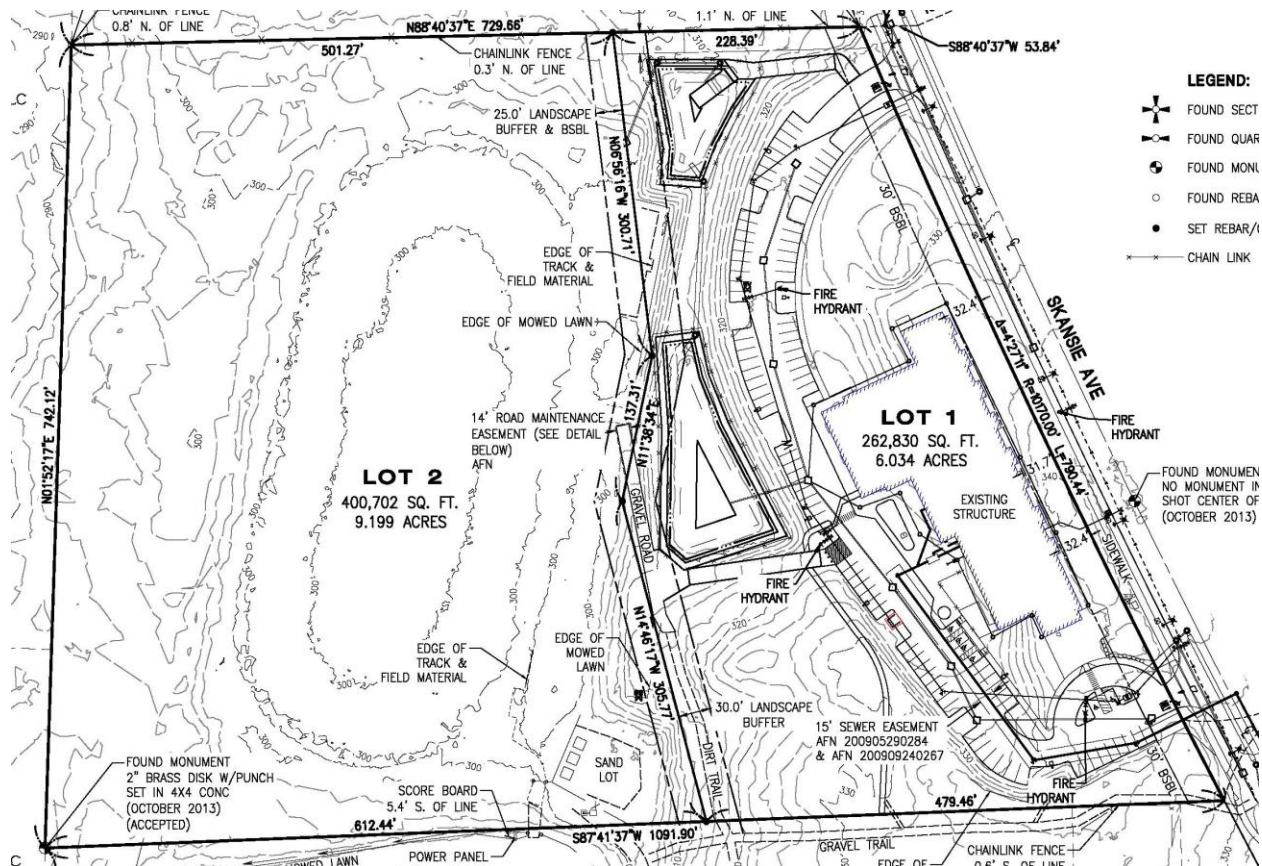
DISTRICT COMMISSION MEMO

To: Peninsula Metropolitan Park District Board of Commissioners
From: Glenn Akramoff, Interim Executive Director
Date: September 6, 2019
Subject: **Resolution R2019-012 Execution of Property Exchange Agreement – PSD Bujacich Property for GHHS Track Property**

Background

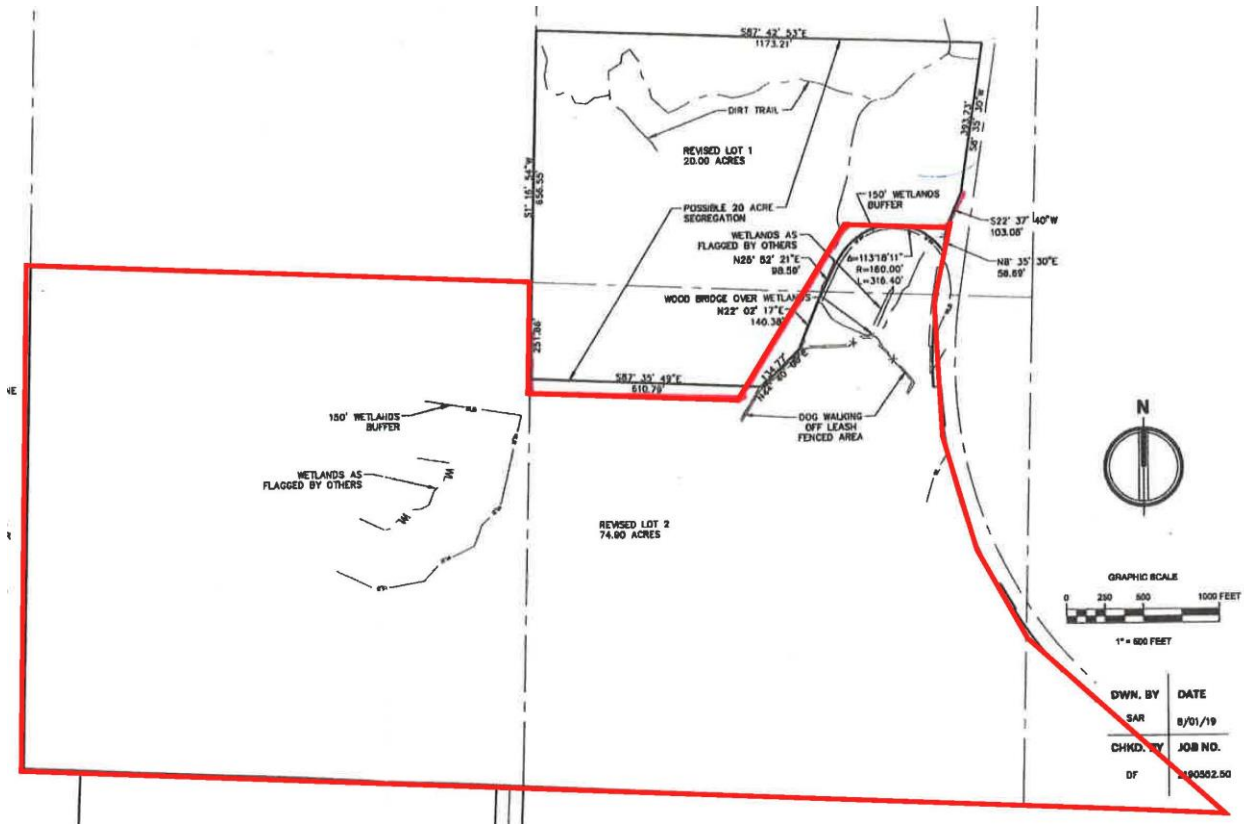
In 2010, Pierce County conveyed a number of properties to PenMet Parks, including the property located at 8502 Skansie Ave. which at that time was referred to as the "Peninsula Recreation Area". At that time, the east one-half of the property was leased to the Boys and Girls Club (BGC) and the west one-half of the property was leased to the Peninsula School District (PSD).

In 2014, the property was short platted creating two lots with PenMet Parks leasing Lot 1 to BGC and leasing Lot 2 to PSD. The resulting lots are depicted here:



In 2015 and at BGC’s request, PenMet Parks sold Lot 1 to BGC. A few months ago, BGC sold Lot 1 to PSD who is converting the BGC building into a new school. As a part of that construction process, PSD will be increasing the footprint of the improvements which will increase the impervious surface area on Lot 1 creating issues with drainage, setbacks and buffers. Instead of leasing Lot 2, PSD wishes to acquire ownership of Lot 2 to alleviate those problems. Lot 2 is legally described on the attached Exhibit A (Tax Parcel No. 0221067001, is 9.2 acres in size and includes a track, storage building, football field and forest buffer.

In consideration for PenMet Parks transferring Lot 2 to PSD, PSD has proposed transferring ownership of the property located at 10202 Bujacich Road to PenMet Parks (Tax Parcel No. 0122363023). PenMet Parks currently leases this property from PSD for use as an off-leash dog park (commonly known as the Rotary Bark Park) and trails. This property is currently 94.88 acres in size, but PSD would only convey approximately 74.88 acres and retain 20 acres of the property. The property to be conveyed to PenMet Parks (without reduction is legally described on the attached Exhibit B includes a marked trail system, 15-acre fenced off-leash area and some older but mostly second growth trees and is depicted here:



This land exchange would be performed pursuant to a Property Exchange Agreement, the form of which is attached as Exhibit A. The Agreement includes contingencies for inspections of each property and the timeline requested by PSD is as follows:

- 9/12/19 – PSD Board Meeting for agreement review and potential approval
- 9/17/19 – PenMet Parks Board meeting for agreement review and potential approval
- Effective Date – Agreement signed by last party (approximately 9/18/19)
- Document exchange - 5 Days (approximately 9/23/19)
- Contingency period for due diligence - 45 Days from Effective Date (approximately 11/2/19)
- 11/5/19 – Resolution to surplus property and approve final agreements
- 11/6/19 – Proposed closing date.

In addition to the inspection contingencies, the transfer is also contingent upon PenMet Parks and PSD entering into a mutually acceptable Joint Use Agreement which, at a minimum, includes the following terms:

PenMet Parks shall have the right to lease, on terms mutually acceptable to the Parties in their reasonable discretion, the Remaining School District Property for park and recreation purposes until such time as the School District decides to develop the Remaining School District Property or requires the use of the Remaining School District Property for School District purposes or School District decides to dispose of Remaining School District Property;

PenMet Parks shall have a Right of First Offer, on commercially reasonable terms and in compliance with applicable laws, to purchase the Remaining School District Property and a Right of First Refusal regarding the Remaining School District Property; and

PenMet Parks shall have the right to co-locate within any improvement constructed by the School District on the Remaining School District Property that is intended for the maintenance, repair and/or storage of vehicles and equipment by paying their proportional share of the improvements and operating costs.

This property exchange would be performed as an intergovernmental disposition of property pursuant to chapter 39.33 RCW. Because this is an exchange between governmental entities, RCW 39.33.020 requires before disposing of surplus property with an estimated value of more than fifty thousand dollars that PenMet Parks hold a public hearing. The assessed value of both properties far exceeds the \$50,000 threshold requiring a public hearing.

At least ten days but not more than twenty-five days prior to the hearing, PenMet Parks must publish a public notice of reasonable size in display advertising form, setting forth the date, time, and place of the hearing at least once in a newspaper of general circulation in the Pierce County area. A news release pertaining to the hearing must also be disseminated among printed and electronic media in the Pierce County area. The public notice and news release must identify the property using a description which can easily be understood by the public and also describe the proposed use of the lands involved.

Assuming both PenMet Parks and PSD waive their respective inspection contingencies and an acceptable Joint Use Agreement has been negotiated, staff will schedule the hearing for the [REDACTED] Park Board meeting and issue the appropriate notices. At that meeting and following the hearing, staff will present another resolution for the Board's consideration that will declare the property surplus and authorize the property exchange.

Recommendation

Staff recommends that the Board approve Resolution R2019-012 authorizing the Executive Director to execute the Property Exchange Agreement between PenMet Parks and the Peninsula School District in substantially the form attached as Exhibit A.

Policy Implications/Support

1. At their regular meeting held on December 6, 2010, the PenMet Parks Board of Park Commissioners approved an agreement to accept the transfer of certain properties from Pierce County including the Peninsula Recreation Area (which includes the GHHS Track Property).

2. At their regular meeting held on June 6, 2011, the PenMet Parks Board of Park Commissioners approved an agreement where PenMet Parks and the Peninsula School District agree to work together for the best interest of their citizens to explore cooperative opportunities to share resources.
3. At their regular meeting held on August 4, 2014, the PenMet Parks Board of Park Commissioners approved an agreement for the sale of a portion of the Peninsula Recreation Area property to the Boys and Girls Clubs of South Puget Sound.
4. In September, 2016, Peninsula School District leased the property at 10202 Bujacich Rd (Tax Parcel No. 0122363023) to PenMet Parks for use as a dog park and recreational trails.

Motion

I move to approve Resolution R2019-012 authorizing the Executive Director to execute the Property Exchange Agreement between PenMet Parks and the Peninsula School District in substantially the form attached as Exhibit C.

Should you have any questions or comments, please contact me at your earliest opportunity so that we may perform any additional research necessary to provide answers at the meeting. I can be contacted at 253-858-3408 or via e-mail at GAkramoff@PenMetParks.org.

Attachments (sent separately and available by request):

Exhibit A – Legal Description for the Park Property

Exhibit B – Legal Description for the School Property

Exhibit C – Property Exchange Agreement with Exhibits



Peninsula Metropolitan Park District

RESOLUTION NO. R2019-012

AUTHORIZING THE INTERIM EXECUTIVE DIRECTOR TO EXECUTE THE PROPERTY EXCHANGE AGREEMENT BETWEEN PENINSULA SCHOOL DISTRICT NO. 401 AND PENINSULA METROPOLITAN PARK DISTRICT

WHEREAS, the Peninsula Metropolitan Park District (PenMet Parks) and the Peninsula School District No. 401 (the School District) have agreed to work collaboratively and cooperatively with each other to enhance the efficiencies and benefits to the community; and

WHEREAS, PenMet Parks owns a 9.2 acre parcel of property located at Skansie Avenue in Gig Harbor, which is more particularly described on the attached Exhibit A (the "Park Property"). PenMet Parks has leased the Park Property to the School District for many years and the School District has constructed improvements on the Park Property including a track, storage building and football field; and

WHEREAS, the School District owns an approximately 94 acre parcel of property located at 10202 Bujacich Road NW in Gig Harbor, which is more particularly described on the attached Exhibit B (the "School Property"). The School District has leased the School Property to PenMet Parks for many years and PenMet Parks has constructed improvements on the School Property including a marked trail system and a 15 acre fenced off-leash dog park; and

WHEREAS, it would be in the best interests of PenMet Parks and the School District, as well as the community, that the parties exchange the Park Property and the School Property to hold and own in fee title rather than pursuant to separate lease agreements; and

WHEREAS, the parties wish to further explore and evaluate this property exchange by performing certain inspections and negotiating an agreement relating to that portion of the School Property that the School District would retain; and

WHEREAS, Chapter 39.33 RCW (Intergovernmental Disposition of Property) permits local government units to transfer or exchange title to real property on such terms and conditions as may be mutually agreed upon; NOW, THEREFORE BE IT

RESOLVED by the Board of Park Commissioners of the Peninsula Metropolitan Park District that the Interim Executive Director is hereby authorized to execute the Property Exchange Agreement between PenMet Parks and the Peninsula School District in substantially the form attached as Exhibit C. It is

FURTHER RESOLVED by the Board of Park Commissioners of the Peninsula Metropolitan Park District that if the conditions in the Property Exchange Agreement to transferring the property are satisfied, that notice and a public hearing be scheduled in accordance with RCW 39.33.020 regarding the disposition of the property.

The foregoing resolution was adopted at a regular meeting of the Board of Park Commissioners of the Peninsula Metropolitan Park District held on September 17, 2019.

Maryellen Hill, President

,

Amanda Babich, Clerk

Attest