



# Peninsula Metropolitan Park District

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

## REGULAR MEETING AGENDA

**December 05, 2023, 6:00 PM**

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

### 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**

**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 November 21, 2023 Study Session Minutes](#)
- 6b. [Approval of the November 21, 2023 Regular Meeting Minutes](#)

**ITEM 7 Consent Agenda**

- 7a. [Resolution C2023-017: Approval of the November Vouchers](#)



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- 7b. [Resolution C2023-018: Ratifying the Amended Resolution RR2023-012 Adopting the Parks Recreation and Open Space Plan](#)

**ITEM 8 Unfinished Business**

- 8a. [Second Reading of Resolution RR2023-016: Adopting Amended Public Disclosure Policy](#)

**ITEM 9 New Business**

- 9.1 Nominations of 2024 Board officers
- 9.2 Purchasing Resolutions Requiring One Reading for Adoption: None
- 9.3 [Single Reading Resolutions Requiring One Reading for Adoption:](#)  
[9.3a Resolution R2023-016 Adopting the 2024 Legislative Priorities](#)
- 9.4 [Two Reading Resolutions Requiring Two Readings for Adoption:](#)  
[9.4a First Reading of Resolution RR2023-017 Adopting the Amended Policy P50-103: Facilities Use Policy and Retiring Policy P50-101: Athletic Field Use Policy](#)

**ITEM 10 Comments by Board**

**ITEM 11 Next Board Meetings**

January 9, 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 Executive Session**

- 12a. Executive Session to Review the Performance of a Public Employee. RCW 42.30.110 (g)

**ITEM 13 Adjournment**

## BOARD OF PARK COMMISSIONERS MEETING PROCEDURES

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



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## STUDY SESSION MINUTES

**November 21, 2023, 5:00 PM**

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

**Call to Order Time: 5:01 PM**

### Commissioner Roll Call:

	Present	Excused	Comment
Steve Nixon, President	X		
Maryellen (Missy) Hill, Clerk	X		
Amanda Babich		X	Joined at 5:55 PM
Kurt Grimmer	X		
Laurel Kingsbury	X		

Quorum: Yes

### ITEM 1 Board Discussion

#### 1a. Discuss PenMet Parks' 2024 Legislative Agenda

PowerPoint Presentation by Executive Director Ally Bujacich, Lobbyist TK Bentler, and Lobbyist Tony Sermonti

**Board Questions:** Do you work with Pierce County? **Answer:** We don't represent them, but we have frequent contact with elected officials and delegates.

Explain the process of funding and grants. Are we competing? **Answer:** Identifying sources and opportunities of what there is funding for to fund community needs.

Explain legislators varying budgets.

Do you work with PSD? Contacts/relationships? **Answer:** Yes, with the K-12 lobbyist.

**Board Comments:** Thrilled to see Peninsula Gardens near the top of the priorities list. Maximize funding requests to get that space going.

Thinking about 2024 priorities and caution low-hanging fruit to distract from our priorities.

#### 1b. Review policies P50-101: Athletic Field Use and P50-103: Facilities Use

PowerPoint Presentation by Director of Administrative Service Zemorah Murray.

**Board Questions:** #3 organizations or agencies with board-approved and executed agreements. Would we enter agreements with youth sports



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organizations and put them in that category? **Staff Answer:** All are up for discussion and will come to the Board for approval and consideration.

When we have the CRC up and online when outside organizations want to utilize the space – do we have a clause on individual basis exceptions?

**Staff Answer:** We will work on adding criteria for exceptions to the policy.

**Board Comment:** Like that we are simplifying the policy.

## ITEM 2      Adjournment Time: 5:58 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



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## REGULAR MEETING MINUTES

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

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

### Call to Order Time: 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

- 10/24 meeting with a community member and a ride along with maintenance
- Met with Representative Spencer Hutchins and Key Peninsula Commissioner
- 11/24 meeting with a property owner and Director Bujacich

#### ITEM 2 Executive Director's Report

- Phase 1 has a Certificate of Occupancy; Administrative office will move on December 6. The lobby will be open 8:30-5:30 pm.
  - Septic tank update
  - Change order #2
    - Phase 1 deficiencies
      - Missing Cold water pipe
      - Door hardware
    - Adding water fountain
- Rosedale demolition is almost complete
  - P40-102 Change order #1 for Christensen Contractor. \$17,235 in contingency fund.
    - Discovered chimney
    - Pier pads

#### ITEM 3 Special Presentations

##### 3a. Recreation Scholarship Program Quarterly Report

PowerPoint Presentation by Director of Recreation Services Tracy Gallaway

##### Board comments:

Outreach suggestions:

- The Gig Harbor Basket Brigade



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- Share any special barriers for legislative funds to provide additional support
- Gig Harbor Has Talent
- Movie screen ad rental
- Communities in Schools

Appreciate this and all the work for the the underserved for access to these programs.

**Board Question:** For the remaining funds – do we add \$50,000 more?

**Staff Answer:** The funds roll over with a transfer in 2024 to get the balance back to \$50,000.

Discussion on Pierce County options.

## ITEM 4 Board Committee Reports

- 4a. **Park Services Committee** – Has not met since last meeting.
- 4b. **Finance Committee** – Has not met since last meeting.
- 4c. **Administrative Services Committee** –
  - Marketing Winter Recreation Guide
  - Feedback on Facility Fee Chart
  - Briefing on amended Salary and compensation grid
- 4d. **Recreation Services Committee** – Has not met since last meeting.
- 4e. **Campaign Committee** – Has not met since last meeting.
- 4f. **External Committees** – None

## ITEM 5 Public Comment was provided by:

- Heather Maher

## ITEM 6 Minutes

- 6a. **Approval of the November 14, 2023 Special Meeting Minutes**
- 6b. **Approval of the November 14, 2023 Regular Meeting Minutes**

Commissioner moved to adopt the minutes as presented;  
 Commissioner seconded;  
 Roll call vote. Approved Unanimously. Motion Carried.

## ITEM 7 Consent Agenda: None

## ITEM 8 Unfinished Business

- 8a. **Final Public Hearing Regarding the 2024 Operating and Capital Budget**

Opened Second Public Hearing regarding the Peninsula Metropolitan Park District proposed 2024 Operating and Capital Budget on November 21, 2023 at 6:38 pm.

PowerPoint Presentation by Executive Director Ally Bujacich

Board Comments: None



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Public comment: None

Public Hearing regarding the proposed 2024 Operating and Capital Budget was closed at 6:57 PM.

## **8b. Resolution RR2023-014 Adopting the 2024 Annual Operating Budget**

This Item was moved and seconded on November 14th, 2023; the motion is on the table.

No further presentation by Executive Director Ally Bujacich.

Board discussion: None

Presider: Roll call vote. Approved Unanimously. Motion Carries

## **8c. Resolution RR2023-015 Adopting the 2024 Annual Capital Budget and Capital Improvement Plan**

Presider: This Item was moved and seconded on November 14th, 2023; the motion is on the table.

No further presentation by Executive Director Ally Bujacich.

Board discussion: None

Roll call vote. Approved Unanimously. Motion Carried.

## **ITEM 9 New Business**

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

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

#### **9.2a Resolution R2023-014 Adopting the Amended 2024 Classification and Salary Schedule.**

Commissioner moved; Commissioner seconded.

Memo overview by Director of Administrative Services Zemorah Murray.

Board discussion: None

Roll call vote. Approved Unanimously. Motion Carried.

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

#### **9.3a Resolution RR2023-016 Adopting the Amended Policy P30-102: Public Disclosure Policy (First Reading)**

Commissioner So moved; Commissioner Seconded.

Memo overview by Executive Assistant Robyn Readwin.

Board discussion: None

Second Reading will be at the December 5, 2023 Regular Meeting.

## **ITEM 10 Comments by Board: None**

## **ITEM 11 Next Board Meetings**

**December 5, 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 Executive Session**



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- 12a. Executive Session for the purpose of discussing potential litigation to which the agency is likely to become a party when public knowledge regarding the discussion is likely to result in an adverse legal consequence pursuant to RCW 42.30.110 (i).**

The Board of Park Commissioners entered into an executive session for a period of 30 minutes to discuss item 12a at 7:07 pm.

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

At 7:42 pm, the Board extended the Executive Session for 30 minutes.

At 8:10 pm, the Board extended the Executive Session for 15 minutes.

**ITEM 13** Adjournment Time: 8:25 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





# Peninsula Metropolitan Park District

## RESOLUTION NO. C2023-017

### APPROVING VOUCHERS FROM NOVEMBER 2023

WHEREAS, the Peninsula Metropolitan Park District Board of Park Commissioners approved the 2023 operating budget in Resolution RR2022-010 and the 2023 capital budget in Resolution RR2022-011 on November 15, 2022; and

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

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

NOW THEREFORE BE IT

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

The foregoing resolution was adopted at a regular meeting of the Board of Park Commissioners of the Peninsula Metropolitan Park District held on December 5, 2023.

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

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

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



**Attachment A to Resolution C2023-017**

For the period beginning 11/06/2023 and ending 11/06/2023

Voucher # 2200 through # 2200 is approved for payment in the amount of \$8,653.99.

**and**

For the period beginning 11/07/2023 and ending 11/07/2023

Voucher # 231101001 through # 231101032 is approved for payment in the amount of \$603,526.17.

**and**

For the period beginning 11/14/2023 and ending 11/14/2023

Voucher # 231102001 through # 231102041 is approved for payment in the amount of \$38,162.03.

**and**

For the period beginning 11/20/2023 and ending 11/20/2023

Voucher # 231103001 through # 231103027 is approved for payment in the amount of \$208,078.08.

**and**

For the period beginning 11/28/2023 and ending 11/28/2023

Voucher # 231104001 through # 231104031 is approved for payment in the amount of \$120,091.31.



# Peninsula Metropolitan Park District

## RESOLUTION C2023-018

### **RATIFYING THE AMENDED RESOLUTION RR2023-012 ADOPTING THE PARKS, RECREATION AND OPEN SPACE PLAN**

WHEREAS, the Parks, Recreation and Open Space Plan (PROS Plan) has been prepared in collaboration with community stakeholders, experts in park planning, and District officials and staff, outlining a comprehensive strategy to address the current and future parks, recreation and open space needs of the District; and

WHEREAS, PenMet Parks has conducted public meetings and solicited public input to ensure that the PROS Plan reflects the needs and priorities of the community it serves; and

WHEREAS, Peninsula Metropolitan Park District Board of Commissioners moved and seconded RR2023-012 at its First Reading on October 3, 2023; and

WHEREAS, during the meeting on October 3, 2023 the Board of Park Commissioners noted minimal scrivener’s errors to be corrected in the Exhibit A PROS Plan report which prompted staff to update the resolution for the Second Reading on October 17, 2023 to include the words attached “*in substantially*” as Exhibit A to allow for the correction of any additional scrivener’s errors found in the document

NOW THEREFORE BE IT

RESOLVED by the Board of Park Commissioners by ratification of Resolution C2023-018 that PenMet Parks accepts the amended Resolution RR2023-012 Adopting the Parks Recreation and Open Space Plan.

The foregoing resolution was adopted at a regular meeting of the Board of Park Commissioners of the Peninsula Metropolitan Park District held on December 5, 2023.

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

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

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



## DISTRICT COMMISSION MEMO

**To:** Board of Park Commissioners

**From:** Ally Bujacich, Executive Director

**Through:** Robyn Readwin, Public Records Officer

**Date:** December 5, 2023

**Subject:** **Second Reading of Resolution RR2023-016 Adopting Amended Policy P30-102: Public Records Disclosure Policy**

### Background/Analysis

The Board of Park Commissioners passed Resolution R2007-002 on February 5, 2007, adopting Policy P30-102: Public Records Disclosure Rules Policy. This policy has been amended several times, most recently in 2021. The previous purpose of the policy was to establish the procedures that PenMet Parks staff will follow when reviewing and responding to requests for public records within the Public Records Act (PRA) framework. On September 27, 2023, PenMet Parks signed a contract with NextRequest powered by CivicPlus for an all-in-one platform for managing public records requests. Implementation of this web-based software has resulted in updated procedures which have been removed from the policy to stand alone with the ability to administratively adjust as needed.

Staff reviewed the policy and recommended changes with legal counsel, which are reflected in the attached amended policy.

### Policy Implications/Support

1. PenMet Parks is required to comply with Washington State RCW 42.56 Public Records Act.
2. Current Policy P30-102: Public Records Disclosure Policy establishes the procedures Peninsula Metropolitan Park District will follow in order to provide access to public records in accordance with the PRA.
3. The Board passed Resolution R2022-003 Adopting the 2023 Goals and Objectives, which include Goal 1: Elevate the Community Experience and Goal 7: Advance Operational Effectiveness.



**Staff Recommendation**

Staff requests that the Board approve Resolution RR2023-016 adopting the attached amended Policy 30-102: Public Records Disclosure Policy at its second reading on December 5, 2023.

**Staff Contact**

If you have any questions or comments, please contact Public Records Officer, Robyn Readwin at rreadwin@penmetparks.org.

**Attachments**

Exhibit A: Resolution RR2023 - 016 Adopting Amended Policy P30-102: Public Records Disclosure Policy



# Peninsula Metropolitan Park District

## Public Records Disclosure Policy

Policy Number	Resolution Number	Date Approved:	Supersedes the following Resolutions and Policies:
P30-102	RR2023-016	December 5, 2023	R2021-037 December 7, 2021  R2017-006 August 28, 2017  R2009-010 June 15, 2009  R2007-002 February 5, 2007

**Purpose:** Peninsula Metropolitan Park District, a local public agency, is required to make available for inspection its public records pursuant to [RCW 42.56 Public Records Act \(PRA\)](#).

**Policy:** Each agency, in accordance with published rules, shall make available for public inspection and copying all public records, unless the record falls within the specific exemptions, or other statute which exempts or prohibits disclosure of specific information or records. To the extent required to prevent an unreasonable invasion of personal privacy interests protected by this chapter, an agency shall delete identifying details in a manner consistent with this chapter when it makes available or publishes any public record; however, in each case, the justification for the deletion shall be explained fully in writing. RCW 42.56.070.



# Peninsula Metropolitan Park District

## RESOLUTION RR2023-016

### ADOPTING THE AMENDED POLICY P30-102: PUBLIC RECORDS DISCLOSURE POLICY

WHEREAS, the Washington Public Records Act (PRA) is intended to ensure the disclosure of government information for the benefit of an informed public, mindful of individuals’ privacy rights and the desirability of the efficient administration of government; and

WHEREAS, Policy P30-102: Public Records Disclosure Policy (the Policy) establishes compliance with the State RCW 42.56 Public Records Act; and

WHEREAS, Peninsula Metropolitan Park District, a local public agency is required make available for inspection its public records; and

WHEREAS, the Board of Park Commissioners has passed several resolutions amending the Policy and wishes to further amend the Policy to ensure it continues to protect the public interest and ensure public trust;

NOW THEREFORE BE IT

RESOLVED by the Board of Park Commissioners that PenMet Parks adopts the amended Policy P30-102: Public Records Disclosure Policy attached as Exhibit A, which supersedes all previous versions of Policy P30-102.

The foregoing resolution was adopted at a regular meeting of the Board of Park Commissioners of the Peninsula Metropolitan Park District held on December 5, 2023.

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

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

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



## DISTRICT COMMISSION MEMO

**To:** Board of Park Commissioners

**From:** Ally Bujacich, Executive Director

**Date:** December 5, 2023

**Subject:** **Resolution R2023-016 Adopting the 2024 Legislative Priorities**

### **Background / Analysis**

The Board of Park Commissioners passed Resolution R2022-003 on July 5, 2022 adopting the 2023 goals and objectives, including the objective to develop and implement PenMet Parks' legislative priorities. This objective supports the goal to continue developing a healthy, sustainable organization as the District matures and Policy P40-101: Comprehensive Financial Management Policy, which states, in part, that the District will strive to coordinate 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.

During the last several months, the District has developed its 2024 Washington State legislative priorities. The 2024 priorities include budget requests to support high priority capital projects that will benefit our community and monitoring policy that has the potential to impact PenMet Parks. The proposed legislative priorities are attached as Exhibit A to Resolution R2023-016. Adopting these priorities will assist and guide the Board, staff, community members, and partners in seeking legislative and administrative support for parks and recreation priorities and will communicate the District's position on issues that may come before the Washington State Legislature, the Governor, or state and local agencies.

During the 2024 legislative session, PenMet Parks will monitor and analyze the identified priorities and provide periodic progress updates and strategic recommendations to the Board.

### **Policy Implications/Support**

1. Policy P40-101: Comprehensive Financial Management Policy, which states, in part, "The District will strive to coordinate 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.”

2. The Board passed Resolution R2022-003 adopting the goals and objectives for 2023, including the objective to develop and implement the District’s legislative agenda.

### **Staff Recommendation**

Staff recommends the Board pass Resolution R2023-016 adopting the 2024 legislative priorities.

### **Staff Contact**

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

### **Attachments**

Exhibit A: Resolution R2023-016



# Peninsula Metropolitan Park District

## RESOLUTION R2023-016

### ADOPTING PENMET PARKS' 2024 LEGISLATIVE PRIORITIES

WHEREAS, the Peninsula Metropolitan Park District (PenMet Parks) Board of Park Commissioners adopted Policy P40-101: Comprehensive Financial Management Policy, which states, in part, that the District will strive to coordinate 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; and

WHEREAS, PenMet Parks has engaged the community through various forms of outreach to develop and prioritize the District's park and recreation priorities, goals and objectives; and

WHEREAS, PenMet Parks believes it is important and necessary to adopt legislative priorities for 2024 to assist and guide PenMet Parks' Board, staff, community members and partners in seeking legislative and administrative support for those park and recreation priorities, goals and objectives and to convey PenMet Parks' position on issues that may come before the Washington State Legislature, the Governor and various state and local agencies;

NOW THEREFORE BE IT

RESOLVED, by the Board of Park Commissioners that PenMet Parks adopts the 2024 legislative priorities attached as Exhibit A as the official priorities of the District.

The foregoing resolution was adopted at a regular meeting of the Board of Park Commissioners of the Peninsula Metropolitan Park District held on December 5, 2023.

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

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

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



## 2024 Legislative Priorities

### Capital Budget Requests:

#### Peninsula Gardens Park design

The 9-acre Peninsula Gardens property is a former nursery and commercial retail site that was acquired by PenMet Parks in 2011 to provide more access to parks and recreation in Gig Harbor and western Pierce County. Currently inaccessible to the public with aging commercial structures, the future Peninsula Gardens Park will support a healthy community by providing a host of outdoor recreation opportunities for youth and adults. Funding is requested to complete the design and demolish the existing greenhouse and retail structures that are at the end of their useful life in preparation for the first phase of construction. Design and construction of this site will provide more equitable access to parks and recreation in an underserved area of our community.

#### Shoreline restoration, water access, and conservation education at the Tacoma DeMolay Sandspit Nature Preserve

The Tacoma DeMolay Sandspit Nature Preserve provides public access to Nearn's Point, positioned at the confluence of Carr Inlet and Hales Passage between the Gig Harbor Peninsula and Fox Island. This unique site is the subject of state and local agency studies as well as local citizen science.

A shoreline restoration study and master plan to improve access is currently underway and the first phase of construction is funded. Funding is requested to further advance conservation, shoreline restoration, water access, pedestrian safety improvements, ADA access, and environmental education at this unique site.

### Monitor:

**Funding restrictions:** Work with allied organizations and other jurisdictions to modernize the 1% property tax cap to adjust for factors such as inflation and growth.

**Policy** related to parks, recreation, environment, natural disasters, special purpose districts, and other state policy that impacts PenMet Parks, including priorities identified by the Washington Recreation and Park Association. Identify emerging issues or broader local government policy that impacts PenMet Parks.



## DISTRICT COMMISSION MEMO

**To:** Board of Park Commissioners

**Through:** Ally Bujacich, Executive Director

**From:** Zemorah Murray, Director of Administrative Services

**Date:** December 5, 2023

**Subject:** **First Reading of Resolution RR2023-017 Adopting Amended Policy P50-103: Facilities Use Policy and Retiring Policy P50-101: Athletic Field Use Policy**

### Background/Analysis

PenMet Parks manages public assets for the benefit of the community. The Board of Park Commissioners passed Resolution R2008-01 adopting Policy P50-101: Athletic Field Use on January 7, 2008 and Resolution R2014-04 adopting Policy P50-103: Facility Use Policy on March 3, 2014. Each policy has been amended since then. The purpose of these policies is to provide fair and equitable access to District properties and improvements to meet the needs of the community, to provide consistent procedures for administering community use of the properties and improvements, and to provide for responsible management of the District's properties and improvements at levels adequate to protect the public's investments. The individual policies serve as general guidelines for both prioritization and management of the District's properties and improvements.

Since the policies were last amended, PenMet Parks has expanded and improved the assets available to the community for public use. As the Community Recreation Center is completed, new assets will be available for community use. In addition, the population of the District's service area has grown over time, increasing the demands on the parks, fields, and courts.

Along with these changing conditions, an identified District priority is reviewing and elevating PenMet Parks' facility use program. As a result, staff recommend the Board amends Policy P50-103: Facilities Use Policy to reflect the following revisions:



- The proposed amended Policy P50-103: Facilities Use Policy combines the management of all physical assets under a single policy. Currently different categories of assets are managed under separate policies. If the amended Policy P50-103: Facilities Use Policy is adopted, Policy P50-101: Athletic Field Use Policy would be retired.
- Redefine and reprioritize User Groups to promote fair and equitable access to District assets.
- Remove procedural language to allow staff to make operational decisions with the approval of the Executive Director.

### **Policy Implications/Support**

1. PenMet Parks' policy language provides for responsible management and equitable access to District assets for the benefit of the public.
2. The Board passed Resolution R2022-003 adopting 2023 goals and objectives, including the objective to review and elevate the District's facility use program, fee structure, and procedures.
3. The Board passed Resolution RR2023-013 adopting Policy P40-105: Pricing Policy.

### **Recommendation**

Staff recommends the Board pass Resolution RR2023-017 approving the amended Policy P50-103: Facilities Use Policy and retiring Policy P50-101: Athletic Field Use Policy at its second reading.

### **Staff Contact**

If you have any questions or comments, please contact [Zemorah Murray](mailto:Zemorah Murray) at (253) 858-3400 or via e-mail at [zmurray@penmetparks.org](mailto:zmurray@penmetparks.org).

### **Attachments**

- Exhibit A: Resolution RR2023-017



# Peninsula Metropolitan Park District

## RESOLUTION NO. RR2023-017

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### ADOPTING THE AMENDED POLICY P50-103: FACILITIES USE POLICY AND RETIRING POLICY P50-101: ATHLETIC FIELD USE POLICY

WHEREAS, PenMet Parks is accountable to its citizens for its use of public funds; and

WHEREAS, PenMet Parks manages properties and improvements for the benefit of the community; and

WHEREAS, Policy P50-103: Facilities Use Policy (Policy) provides for fair and equitable access to District properties and improvements to meet the needs of the community; and

WHEREAS, the Policy provides for consistent procedures for administering community use of the properties and improvements; and

WHEREAS, the Policy provides for responsible management of the District’s properties and improvements at levels adequate to protect the public’s investments; and

WHEREAS, The Board of Park Commissioners has passed several resolutions adopting policies regarding the use of these assets and wishes to further amend the Policy to continue 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 P50-103: Facilities Use Policy, attached as Exhibit A, which supersedes all previous versions of Policy P50-103 and retires Policy P50-101: Athletic Field Use Policy.

The foregoing resolution was adopted at a regular meeting of the Board of Park Commissioners of the Peninsula Metropolitan Park District held on January 9, 2024.

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Steve Nixon, Board President

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Maryellen “Missy” Hill, Board Clerk

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Attest: Ally Bujacich



# Peninsula Metropolitan Park District

## Facilities Use Policy

Policy Number:	Resolution Number:	Date Approved:	Supersedes the following Resolutions and Policies:
P50-103	RR2023-017	January 9, 2024	<p><u>Athletic Field Use Policy</u> P50-101</p> <p>R2013-010 Adopted April 15, 2013</p> <p>R2010-017 Adopted June 21, 2010</p> <p>R2008-001 Adopted January 7, 2008</p> <p><u>Facilities Use Policy</u> P50-103</p> <p>R2017-009 Adopted December 11, 2017</p> <p>R2014-004 Adopted March 3, 2014</p>

**Policy:** Facilities Use Policy

**Purpose:** PenMet Parks manages properties and improvements for the benefit of the community. The purpose of this Facilities Use Policy is to provide fair and equitable access to District properties and improvements to meet the needs of the community, to provide consistent procedures for administering community use of the properties and improvements and to provide for responsible management of the District’s properties and improvements at levels adequate to protect the public’s investments.

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### Section 1. Definitions

- A. Facilities: All PenMet Parks’ physical locations that are available for community use are considered a Facility.
- B. Indoor Meeting Rooms and Event Spaces: These Facilities provide indoor gathering spaces for parties, meetings, trainings, and special occasions. Examples include the Arletta Schoolhouse, Rosedale Hall, the Volunteer Vern Pavilion, and multipurpose rooms.
- C. Sports Courts and Fields: These Facilities provide active recreation opportunities for the community. Examples include outdoor tennis/pickleball courts, gymnasiums, turf fields (indoor and outdoor), the event lawn, mini golf course and baseball fields.
- D. Shelters: These Facilities provide cover for outdoor gatherings located within a park. Examples include the Hales Pass Picnic Shelter, Sehmel Homestead Park Picnic Shelter and the Rosedale Park Picnic Shelter.
- E. Other Outdoor Gathering Spaces: These Facilities include meadows, the Amphitheater at Sehmel Homestead Park and reservable picnic areas at other PenMet Parks’ properties.
- F. Local or Resident: Groups or organizations that primarily serve the residents within PenMet Parks’ district boundaries. Individuals are considered residents when they have an address within PenMet Parks’ district boundaries.
- G. Out of area or Non-resident: Groups or organizations that primarily serve the residents outside PenMet Parks’ district boundaries. Individuals are considered



non-residents when they have an address outside PenMet Parks' district boundaries.

- H. Public Agency: Entities that are funded by tax dollars such as a school district, city, county, state, park district, or other governmental agency.
- I. Periodic Use: One-time or infrequent use.
- J. League or Seasonal Play: This is typically regular play by a sports league or team that is part of a league. This also includes sports league or team that is part of a league practices and games.
- K. Tournament/Sports Event: A competition event between four or more teams.

## **Section 2. User Groups**

Each of the following are "User Groups" for purposes of this policy.

- A. Individuals.
- B. Sports associations, leagues, and teams.
- C. Tax-funded agencies.
- D. Non-profit entities.
- E. Businesses or for-profit entities.
- F. Other organizations.

## **Section 3. Drop-In Use**

Facilities that are not in use or after the scheduled use has concluded may be used on a drop-in basis without a reservation.

Drop-in use on unreserved Sports Courts or Fields is not intended for team practices or games when the team is part of an organized association or league. Games and practices related to an organized association or league must be scheduled within the times that have been reserved by the team, league or association.

## **Section 4. Scheduling Priorities**

Some PenMet Parks' properties are made available to the general public after previously scheduled programs, activities, clubs, and/or events in the following order of priority:

- A. PenMet Parks sponsored programs, activities, clubs, and events.
- B. PenMet Parks co-sponsored programs, activities, clubs, and events.
- C. PenMet Parks partner organizations or agencies with an agreement.
- D. Non-profit organizations serving youth, prioritized by the highest number of participants.
- E. Non-profit organizations serving adults, prioritized by the highest number of participants.

- F. Public agencies.
- G. Other non-profit organizations, prioritized by the highest number of participants.
- H. Local or resident commercial, private, or profit-making organizations and individuals, prioritized by the highest number of participants.
- I. Out-of-area or non-resident commercial, private, or profit-making organizations, and individuals, prioritized by the highest number of participants.

### **Section 5. Use Permits**

A Use Permit is required to reserve a Facility.

### **Section 6. Use Permit Application Dates**

Applications to reserve Sports Courts and Fields will be in trimesters for the following seasons: Spring/Summer, Fall, and Winter. All User Groups who wish to reserve a Facility are required to submit an application for a use permit. All Indoor Meeting Rooms and Event Spaces, Shelters and Other Outdoor Gathering Spaces will be scheduled on a first-come, first-served basis, up to twelve months in advance.

### **Section 7. Fees**

Facility use fees are established by a Board adopted Fee Schedule. Tax funded agencies and non-profit organizations that meet the applicable criteria may receive up to a 25% discount on the published rental fee for certain Facilities.

### **Section 8. Roles and Authority**

The Executive Director shall adopt rules, processes, and procedures to administer the Facilities Use Policy. The Executive Director or designee may make exceptions to the scheduling priorities, use permits, or application deadlines, when a significant public benefit exists.