

# 2007 PENMET PARKS ANNUAL REPORT



Dear District Citizens:

On behalf of the Board of Park Commissioners, it is my pleasure to present you with the first annual report prepared by the District. As part of its annual goal setting session in July of this year, the Commissioners determined that it was prudent business practice to provide District residents an annual report on the activities of the District. This report will provide you with:

- District Financial Information
- Significant Achievements
- District Assets
- 2008 Budget Summary and Goals
- Identification of District Commissioners and Staff

The year 2007 was the District's third year of operation. It was also a year of significance for the District.

In 2007, PenMet Parks received its first financial audit by the State of Washington. The District Commissioners, staff and District residents should be proud that the audit produced no findings. Further, for the second year in a row, Washington State Finance Officers Association awarded the District its Distinguished Budget Award for its 2007 Budget Document.

Significant operational changes began in 2007 after the District's formative stages in 2005-2006, largely the result of the addition of new park land and assumption of maintenance functions by the District. In 2007, the District assumed the responsibilities for Rosedale Park through a transfer from Pierce County. Acquisitions of Harbor Family Park, the Kopachuck site, and the Hermanson property (Wollochet Bay Estuary Park) also contributed to the increase in maintenance activities. These acquisitions expanded the PenMet Parks park system by just less than 40 acres. Your PenMet Park system now contains 8 parks totaling approximately 279.4 acres. Also in 2007, PenMet Parks began general routine maintenance of Pierce County parks on the Gig Harbor Peninsula under contract. It is expected that the contract will be renewed for the 2008 calendar year. The construction of Sehmel Homestead Park is now expected to begin in 2008.

In 2007, the District continued its efforts to aggressively pursue grants. For the 2007 calendar year, the District received over \$.5 Million of grant funding from state and local sources. The District also constituted a new program (PEG Grant) to enhance the attraction of partners to improve the availability of recreation to area residents. The District awarded its first PEG Grant to the Gig Harbor Rotary in support of new improvements to Rosedale Park. The 50 percent matching grant resulted in over \$30,000 of improvements to the park including a new picnic shelter and children's playground. The District also continued its partnership with other agencies such as the PenMet Foundation in the acquisition of the new Harbor Family Park. Contained later in this document is a list of accomplishments that the Commission and local residents can point to with pride.

## ***PenMet Parks Board of Park Commissioners:***

- Joel Wingard,  
President  
Term expires: 2007
- William Sehmel,  
Clerk  
Term expires: 2009
- Mark Mauren  
Term expires: 2007
- Scott Junge  
Term expires: 2009
- Curtis L. Hancock  
Term expires: 2011

## ***Incoming Commissioners:***

- Todd Iverson  
Term expires: 2013
- Jon Ortgiesen  
Term expires: 2013

## Letter to District Citizens (continued)

### ***PenMet Parks Staff:***

- Marc Connelly,  
Executive Director
- Bill Miller,  
Parks Supervisor
- Elaine Sorensen,  
Accounting Specialist
- Eric Guenther,  
Recreation Coordinator
- Kim Hairston,  
Admin Assistant

Through the prudent management of its resources, PenMet Parks now has a reserve of about 42 percent of its direct operational expenses. The District's Comprehensive Financial Policies identify a target of 50 percent. This has been accomplished in just two short years. In September 2007, the Board of Park Commissioners made a significant policy and philosophical decision regarding the disposition of collected fees and charges for recreation facilities. The Board determined that it was in the best interest of the District's long-term financial health to establish a General Park Maintenance Endowment. The Board of Park Commissioners adopted Resolution R2007-018 committing 100% of collected fees and charges to be placed into that endowment. The Board has since adopted policies governing the establishment and maintenance of the endowment.

Volunteers and donors continue to play a vital role in the care of our parks and open spaces. They also provide a key part in controlling operational costs. In 2007, volunteers provided 1,750 hours of work worth an estimated \$32,848 of service, plus contributions of an estimated \$30,960 of materials to PenMet Parks.

The District continues to emphasize new and emerging collaborations with local partners such as the City of Gig Harbor, the Peninsula Athletic Association, Boys and Girls Clubs of South Puget Sound, PenMet Foundation, Tacoma Community College, the Peninsula School District, Pierce County, EnviroCorps, Master Gardeners, Fox Island Community Recreation Association (FICRA), Civic Organizations as well as other individual and group volunteers, and the new YMCA.

Significant accomplishments were made this part year because of contributions of many. I would like to pay particular tribute to two outgoing PenMet Park Commissioners, notably Board President Joel Wingard and Past President Mark Mauren. Without their dedication and leadership since the formation of the District, few if any of the accomplishments of PenMet Parks would have been realized. With this closing note I respectfully submit this Annual Report to the citizens of the Peninsula Metropolitan Park District.

### Did you know?

The PenMet parks system now contains 8 parks totaling approximately 279 acres.



Marc Connelly  
Executive Director

## Overview of Significant Achievements in 2007



*PenMet Parks received WFOA's Award for Distinguished Budget for years 2006 and 2007*

## Accomplishments

### Acquisition and Development

- Awarded first PEG grant in the amount of \$30,000 to the Gig Harbor Rotary to support improvements to Rosedale Park.
- Worked cooperatively with the PenMet Foundation and acquired the 18.6 acre Harbor Family Park site.
- Provided funding to support improvements to the Fox Island Nature Center.
- Provided funding to support public access to the new YMCA and Aquatic Center.
- Received Kopachuck Property from the Department of Natural Resources as part of the Trust Land Transfer Program.
- Received Conditional Use Permit for the development of Sehmel Homestead Park.
- Acquired 2 new acres and over 200 lineal feet of shoreline to expand Wollochet Bay Estuary Park.
- Acquired 20 acres of new community park property through the Department of Natural Resources Trust Land Transfer Program adjacent to Voyager Elementary School.
- Completed transfer of Rosedale Park from Pierce County to PenMet Parks.
- Completed improvements to Rosedale Park.
- Awarded a \$500,000 park acquisition grant for Harbor Family Park through the Washington State Interagency Committee for Outdoor Recreation.
- Received Lu Windsor grant in the amount of \$1,500 to support improvements to McCormick Forest Park.

### Planning

- Prepared joint Conservation Easement Management Plan with the GPC for Sehmel Homestead Park.
- Completed Conceptual Plans for connecting the Scott Pierson Trail to the Cushman Trail utilizing an under-crossing of the Narrows Bridges.
- Conducted Public Workshops and planning efforts necessary to develop conceptual plans for the Kopachuck Property.
- Conducted Public Workshops and planning efforts necessary to develop conceptual plans for Wollochet Bay Estuary Park.

## Overview of Significant Achievements in 2007 (continued)

### Planning (continued)

- Conducted Public Workshops and planning efforts necessary to develop conceptual plans for Dog Park and Cushman Trail Extension.
- Conducted Public Workshops and planning efforts necessary to develop conceptual plans for Harbor Family Park.
- Completed Conceptual Plan for renovation of Hales Pass Park.
- Developed a draft project candidate list for a possible 2008 park bond issue.

### Programs

- Published four quarterly Recreation Guides in partnership with the City of Gig Harbor, Peninsula Athletic Association, and Tacoma Community College.
- Offered six new recreation programs to the community in partnership with the Peninsula Athletic Association.

### Financial

- Received the first state audit of the District with no findings.
- Adopted a \$2.7 million 2008 budget.
- Received the Washington Finance Officers Association's Distinguished Budget Award for the second year in a row for the 2007 Budget Document.
- Implemented new \$65,000 Park Enhancement Grant Program (PEG Grant).
- Adopted Use Fees and Charges Schedule for park facilities.
- Adopted Endowment Program and Restricted Fund Policies.

### Operations

- Completed interlocal agreement and began maintaining Pierce County Parks on the Gig Harbor Peninsula.
- Continued interlocal agreement with the City of Gig Harbor for the Peninsula Recreation Programs, shared space for maintenance equipment and supplies and public meeting room space.
- Coordinated and supported Parks Appreciation Day involving over 400 volunteers at over 7 park sites.
- Acquired park maintenance equipment including 2 trucks.
- Implemented internal web-site hosting.
- Adopted first Park Rules and Regulations for PenMet Park facilities.
- Recruited and hired the District's first seasonal maintenance staff person.
- Assumed maintenance of Pierce County Properties as the result of an interlocal agreement with Pierce County.
- Procured new maintenance equipment including a John Deere bunker rake and two trucks.
- Adopted a Public Disclosure Rules Policy.
- Installed new Park Entry signs at Rosedale and McCormick Forest Parks.
- Completed Draft Athletic Field Use Policies.
- Received donation of over 1,750 volunteer hours for park maintenance and computer/server maintenance.

## Legal Services

PenMet Parks' Legal Services are provided by:

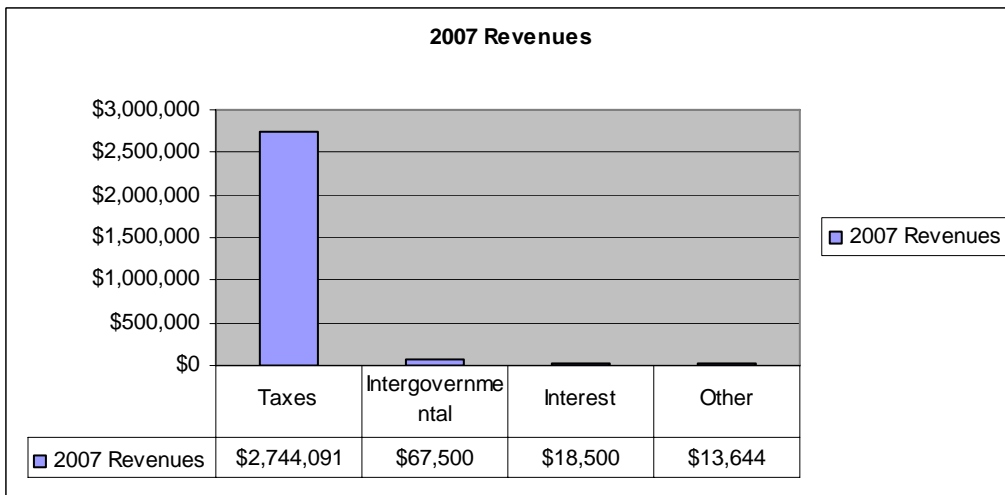
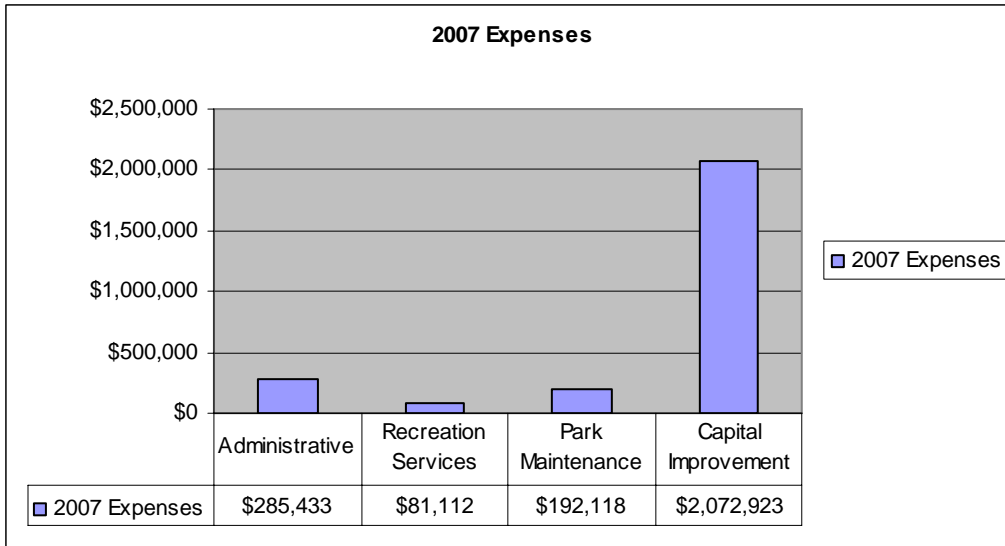
Davis, Roberts & Johns, PLLC  
Attorneys at Law  
7525 Pioneer Way, Suite 202  
Gig Harbor, WA 98335



*Before and after pictures illustrate the renovation of the Rosedale Playfield*



## 2007 Financial Highlights



## Assets/Property/Equipment

### PenMet Parks Property:

- Harbor Family Park
- Kopachuck Area Park Land
- McCormick Forest Park
- Peter's Pond
- Rosedale Park
- Sehmel Homestead Park
- Wollochet Bay Estuary Park

### PenMet Parks Major Equipment:

- John Deere 1971W Gator
- John Deere X-520 Mower
- Haulmark 25' V-Track Trailer
- Ford F450 Pickup
- Ford F350 Pickup
- John Deere Bunker Rake



*F450 Pickup*



*1971W Gator*

*Haulmark V-Track Trailer*



*Bunker Rake*

## WGEP Financial Note

The Peninsula Metropolitan Park District (PenMet Parks) is a member of the Washington Governmental Entity Pool (WGEP). Chapter 48.62 RCW authorizes the governing body of any one or more governmental entity to form together into or join a pool or organization for the joint purchasing of insurance, and/or joint self-insuring, and/or joint hiring or contracting for risk management services. An agreement to form a pooling arrangement was made pursuant to the provisions of Chapter 39.34 RCW, the Interlocal Cooperation Act.

The Pool was formed July 10, 1987, when two (2) counties and two (2) cities in the State of Washington joined together by signing an Interlocal Governmental Agreement to pool their self-insured losses and jointly purchase insurance and administrative services. The Pool now services health districts, port districts, public utility districts, water districts, sewer districts, irrigation districts, reclamation districts, diking districts, drainage districts, flood control districts, fire protection districts, mosquito control districts, weed districts, conservation districts, library districts, regional mental health support networks, cemetery districts, park & recreation districts, air pollution districts, public development authorities, public facility districts, metropolitan municipal corporations, and other political subdivisions, governmental subdivisions, municipal corporations, and quasi-municipal corporations.

The Pool allows members to jointly purchase excess insurance coverage, share in the self-insured retention, establish a plan for total self-insurance, and provide excellent risk management services and other related services. The Pool provides "occurrence" policies for all lines of liability coverage including Public Official's Liability. The Property coverage is written on an "all risk" basis, blanket form using current Statement of Values. The Property coverage includes mobile equipment, electronic data processing equipment, valuable papers, building ordinance coverage, property in transit, extra expense, consequential loss, accounts receivable, fine arts, inventory or appraisal cost, automobile physical damage to insured vehicles. Boiler and machinery coverage is included on a blanket limit of \$100 million for all members. The Pool offers employee dishonesty coverage up to a liability limit of \$500,000.

Members make an annual contribution to fund the Pool. The Pool acquires insurance from unrelated underwriters that are subject to a "per occurrence" \$500,000 deductible on liability loss, \$100,000 deductible on property loss, and \$5,000 deductible on boiler and machinery loss. The member is responsible for the first \$1,000 of the deductible amount of each claim, while the Pool is responsible for the remaining \$499,000 on liability losses, \$99,000 on property loss, \$4,000 on boiler and machinery loss. Insurance carriers cover all losses over the deductibles as shown to the policy maximum limits. Since the Pool is a cooperative program, there is a joint liability among the participating members.

The contract requires members to continue membership for a period of not less than one (1) year and must give notice 60 days before terminating participation. The Intergovernmental Contract is automatically renewed after the initial one (1) full fiscal year commitment. Even after termination, a member is still responsible for contribution to the Pool for any unresolved, unreported and in-process claims for the period they were a signatory to the Intergovernmental Contract.

The Pool is fully funded by its member participants. Claims are filed by members with the Washington Governmental Entity Pool, and are administered in house.

A Board of Directors consisting of seven (7) board members governs the Pool. Its members elect the Board and the positions are filled on a rotating basis. The Board meets quarterly and is responsible for conducting the business affairs of the Pool.

## Recreation in 2007



*PAA Athletics*

Program offerings under partnership provided by the Peninsula Athletic Association in 2007:

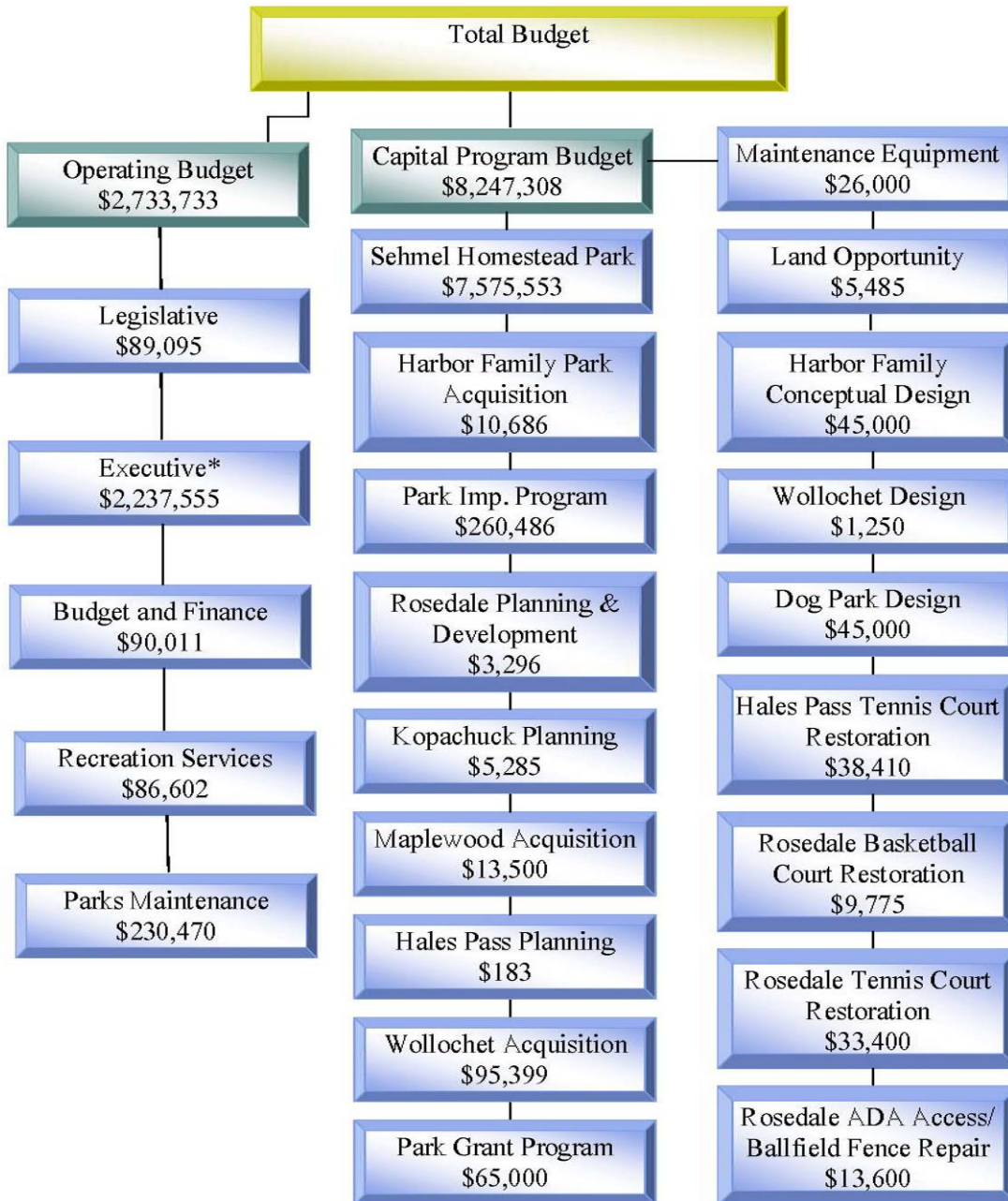
<u>Activity</u>	<u>Attendees</u>	<u>Revenue</u>
Mother/Son Dance	120	\$1,500
Father/Daughter Dance	220	\$2,750
Art for Kids School	90	\$8,550
Magic Workshop	18	\$540
Cartooniversity	16	\$720
Martial Arts Tournament	150	\$3,750
Mad Science	66	\$8,580
Middle School Volleyball	59	\$1,860
	739	\$28,250

PenMet Parks contracted 64 rentals in 2007 including baseball and soccer games, end of season parties, birthday and anniversary parties, meetings, dog training, and track meets. For information on renting park facilities, contact PenMet Parks at 253.858.3400 or [www.PenMetParks.org](http://www.PenMetParks.org).

### Rental Information for 2007

⇒ Rosedale Park	44
⇒ Hales Pass Park	17
⇒ McCormick Forest	3

## Looking Forward—2008



## Goals for 2008

### **GOAL: Crafting Partnerships**

- Expand program options for funding by PEG Grant Program encouraging endowments and supporting maintenance activities.
- Continue maintenance support of Pierce County Parks subject to new agreement.
- Continue support of the Peninsula Recreation Program.
- Support Pierce County Park Plans for development of extension of the Cushman Trail.
- Develop a Joint Use of School Facilities Agreement.
- Work cooperatively with the City of Gig Harbor, Peninsula School District, Pierce County, and EnviroCorps to consider joint funding for a volunteer coordinator.
- Partner with MetroParks Tacoma and support Park Appreciation Day.
- Continue to work with and support EnviroCorps for the provision of a volunteer workforce to supplement efforts to maintain and care for Peninsula parks and open spaces.
- Work cooperatively with civic organizations including churches to support parks and recreation services. Encourage staff and board members to seek involvement with local civic organizations.
- Continue to fund YMCA Aquatic Center and partner to distribute visit vouchers.
- Develop long-term solution for locating administrative and maintenance operations.
- Support the PenMet Foundation.
- Partner with DNR, DOC, School District or other agencies to secure lease or property for development of BMX facility.
- Partner with DNR, DOC, School District, Tacoma Public Utilities or other agencies to secure lease or property for development of Off Leash Dog Park facility.
- Work cooperatively with other local government agencies to deliver efficient and effective parks and recreation services including but not limited to Key Peninsula Metro Parks, Gig Harbor Fire District, PenLight, Tacoma Public Utilities, Kitsap County, and Pierce County.
- Work with City of Gig Harbor on joint parks and recreation services agreement.
- Work with the City of Gig Harbor and consider funding or maintenance support of Gig Harbor North park project.

### **GOAL: Acquiring Assets**

- Negotiate to acquire these Pierce County Properties in 2008: Hales Pass Park.
- Procure necessary maintenance equipment to support park facilities.
- Conduct planning necessary to consider 2008 bond measure for development and acquisition of park and recreation facilities.
- Continue to fund Land Acquisition and Development Program in CIP.
- Support the process for eventual acquisition/lease of the 34-acre Maplewood Property from the Department of Natural Resources.
- Acquire a utility trailer and 72-inch mower (if Pierce County Maintenance Contract is renewed).

## Goals for 2008 (continued)

### **GOAL: Developing and Maintaining High Quality Facilities and Services**

- Complete development of Sehmel Homestead Park
- Provide sufficient maintenance staff and equipment for new facilities (Sehmel Homestead/Wollochet Expansion).
- Prepare conceptual plan for Wollochet Bay Estuary Park.
- Initiate Phase I improvements for Hales Pass Park.
- Create a dog park facility.
- Maintain Pierce County Parks under a contract between the County and PenMet Parks.
- Expand scope for PEG Grant Program.
- Evaluate potential for UGO Bond.
- Support Volunteer Coordination in cooperation with other partners.
- Evaluate and report on options for facility management and scheduling software.
- Pursue Cushman Trail Narrows Bridge Connector.
- Evaluate and submit permit for possible Kopachuck Timber Harvest.
- Fund Maintenance Shop Facilities (City Shop/Power) or utilize Hermanson property shop.
- Acquire and subscribe to On-line Fee Collection service/software.
- Fund Legislative Department Projects.
- Provide funding for Rosedale Ballfield Fence Repair/ADA Access.
- Provide funding for Rosedale Tennis Court Restoration.
- Provide funding for Rosedale Basketball Court Restoration.
- Provide funding for Hales Pass Tennis Court Restoration.
- Fund Park Improvement Program in CIP.
- Provide Additional Sehmel Homestead Park Funds to support development.

### **GOAL: Preserving Open Space**

- Utilize Maplewood Property for recreation (DNR).
- Coordinate with Pierce County and the City of Gig Harbor and other organizations to preserve environmentally sensitive areas and open spaces.
- Manage, secure and protect open space through effective maintenance practices.
- Support the process for eventual acquisition/lease of the 34-acre Maplewood Property from the Department of Natural Resources.

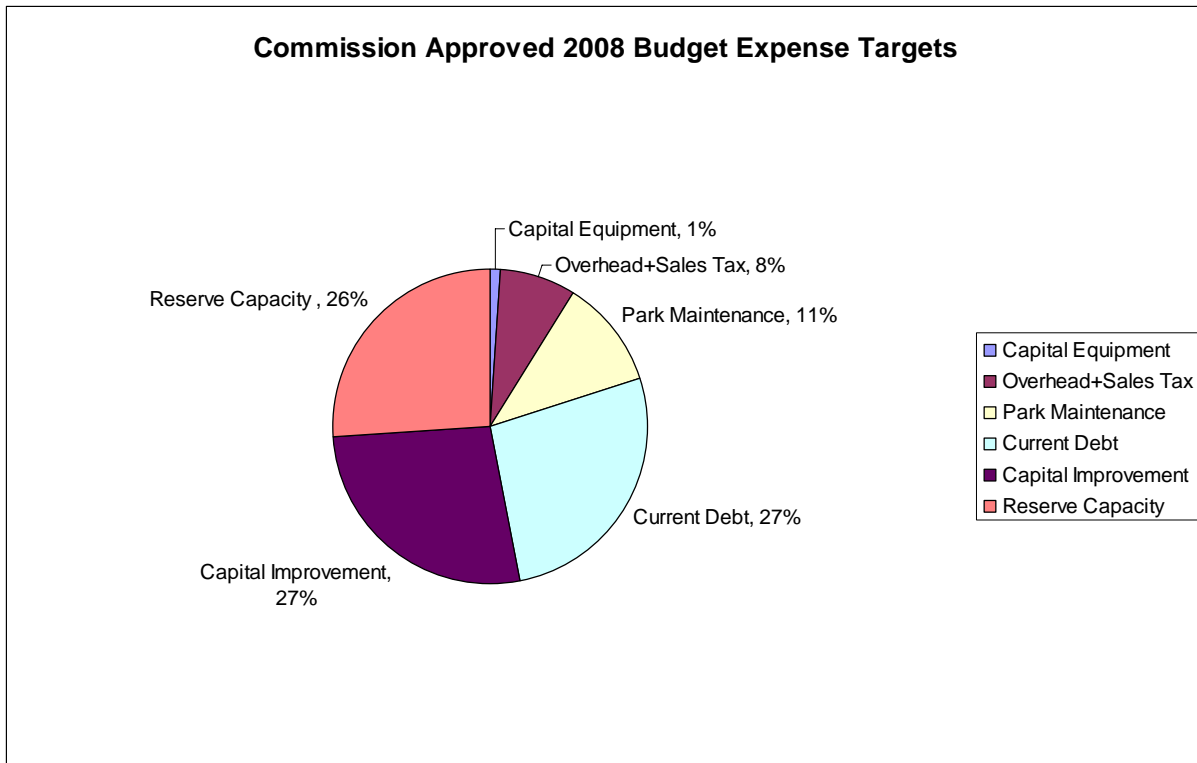
### **GOAL: Providing Diverse Recreational Programs**

- Support the Peninsula Recreation Program.
  - ◆ Assist the funding and preparation of a Recreation Guide each quarter.
- Support the development of Senior Activities.
- Support and/or develop and fund at least two low-cost special events.

## Goals for 2008 (continued)

### GOAL: Prudently Managing District Funds

- Prepare for a successful State Audit (2009).
- Fully Fund general fund reserves (cap at 50% of base budget).
- Apply for at least five grants.
- Conduct and provide training for employees/board members.
- Fully fund equipment replacement reserve.
- Fully fund 2007 Election Costs (delayed billing from prior year).
- Fund land acquisition and development program for the CIP.
- Fund acquisition of secure programs to allow electronic payments to the District through its web site.
- Utilize proceeds from maintenance endowment for Sehmel Homestead Park (GPC).
- Establish General maintenance endowment agreement with the PenMet Foundation.
- Fully fund grant match obligations.
- Use volunteers.





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Gig Harbor, WA 98335  
253.858.3400  
Fax: 253.858.3401  
Info@PenMetParks.org

PenMet Parks was established by a vote of the people in  
May of 2004.

Its mission is to enhance the quality of life on the  
Gig Harbor Peninsula by providing park and  
recreational opportunities for all of its citizens.

Find out how you can get involved  
because

“Today We Touch Tomorrow”

[www.PenMetParks.org](http://www.PenMetParks.org)