



Peninsula Metropolitan Park District

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

REGULAR MEETING AGENDA: Monday, September 17, 2018, 6:15pm

Sehmel Homestead Park Volunteer Vern Pavilion (10123 78th Ave NW, Gig Harbor, WA 98332)

Call to Order ___:___

Commissioner Roll Call:

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

ITEM 1 Approval of Agenda

ITEM 2 Citizen Comments (three minute time limit)

ITEM 3 Presentations

3.a Women's Wellness Expo (page 3)

Carianne Ekberg & Jenna Brasch

3.b Staff Report (pages 4-5)

3.c President's Report

ITEM 4 Consent Agenda

4.a Approval of Meeting Minutes

9-4-18 (pages 6-8)

4.b Approval of Vouchers

▪ \$161,877.15 ♦ Reference numbers: V2018408-V2018450 (pages 9-11)

▪ \$26,554.42 ♦ Reference numbers: V2018451-V2018454 (pages 12-13)

4.c Approval of Consent Agenda

ITEM 5 Unfinished Business

5.a Annual 2019 Budget (Staff Presentation)

ITEM 6 New Business

6.a Approval of new signers on bank accounts

ITEM 7 Comments by Board

ITEM 8 Next Board Meeting: Monday, October 1, 2018 (Regular)

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.

September 12, 2018

Board of Commissioners
PenMet Parks & Recreation
PO Box 425
Gig Harbor, WA 98335

Dear PenMet Parks' Commissioners,

On Monday, August 20th, over 20 local business women gathered at 7 Seas Brewery with one goal: find a way to bring the Gig Harbor community a Women's Wellness Expo that *empowers, educates, and enriches* the women of our city through all aspects of wellness. We had chiropractors, dentists, health coaches, goat yoga instructors, massage therapists, estheticians, dermatologist, gym owners, fitness instructors and marketing executives all in attendance and all eager to help Jenna Brasch and I turn this dream into a reality for our community.

Our vision is to bring together local businesses, practitioners, and instructors with *women of all ages* in our community in order to better empower and invest in ourselves and each other. We cannot achieve this dream alone. Therefore, we are asking PenMet Parks to *fully sponsor* this event in July 2019 at Sehmel Park.

The Gig Harbor and local community needs this event and it aligns perfectly with the park's mission to enhance the quality of life on the Gig Harbor Peninsula. A 2016 U.S. Census Bureau American Community Survey shows 52% of the population in Gig Harbor as female, with similar statistics for Pierce County. Of these women, 25% are between the ages of 35 and 54 and 13% are between the ages of 65-74. This is our target demographic. As a PenMet Parks fully sponsored event, we have the opportunity to not only *connect these women*, but provide them with a central location where they can *find resources* for all aspects of wellness, whether that be physical, mental, social, financial or spiritual.

We envision kicking off the event with a Mommy & Me 5K Fun Run, followed by a day of interactive fitness classes, educational lectures, and vendor booths along with music, food and family friendly fun. Envision organic gardening workshops in the community garden, a static women's Dragon Boat demo, wellness workshops and activities for all ages in the Pavilion, goat yoga, Mixxed Fit, Acrobatics classes, Tai Chi for Seniors and a friendly tug-o-war competition on the baseball fields.

In addition, we hope to be able to support a local, women's focused, charitable organization through a silent auction or raffle based event. From our meeting on Aug 20th, we already had multiple local businesses offering to donate hundreds of dollars in goods/services in order to help support this event from wellness baskets to massage therapy, chiropractic care, dental health and much more.

We sincerely appreciate your consideration in support of this inaugural event. "She believed she could, so she did..."

Warmest Regards,

Carrienne Ekberg
Independent Rep, ZYIA Active

Jenna Brasch
Founder, Queen Bee Health & Wellness



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WEEKLY STAFF REPORT – SEPTEMBER 6, 2018

MEASURABLES

- 73,000 pages of Recreation Flyers created with PMPD staff, community organizations, and PSD and delivered to 4,550 elementary school students
- YTD Revenue for Recreation: \$457,904 (-1,081 from YTD 2017)
- YTD Revenue for Facilities: \$146,328 (+5,404 from YTD 2017)

PARTNERSHIPS

- Executive Director and Marketing Specialist attended the GH Chamber of Commerce Open House on 9/5
- Executive Director met with Councilman Derek Young to discuss District vision
- Commissioner Iverson and two staff started a committee to create solutions for Pickleball and Tennis players

VISIBILITY AND PUBLICITY

- 50+ citizens added to the PMPD Notification List, mostly Tennis and Pickleball advocates
- 6 Public Records Requests received, 5 are completed and one will require a few more weeks of research and collection of documents. All PRR's are regarding Hales Pass.
- Sehmel Park info kiosks upgraded and decorated
- Scarecrow Festival publicized in the City of Gig Harbor E-Newsletter
- News feature on Hales Pass decision in Peninsula Gateway Newspaper (8-29-18)

PROBLEMS SOLVED

- Executive Director and Deputy Executive Director met with three parents from Arletta Montessori to discuss School and Office process
- Fence repaired and irrigation fixed at Rosedale Ballfield (fence repair also solved mystery of where a large cylinder came from that had injured a child earlier in the summer).

OTHER NOTES

- 4 new Job postings on website and "Indeed": Fall Outdoor Soccer Official – Flag Football Officials - Junior Soccer Coach - Recreation Technician
- Executive Director, Facilities Coordinator and Parks Manager met to revise Facility Rates



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WEEKLY STAFF REPORT – SEPTEMBER 13, 2018

MEASURABLES

- New Pilates class has 16 participants, the most for an adult fitness class.
- First soccer games of the season started on Sat 9/8 with over 420 youth soccer players.

PARTNERSHIPS

- Executive Director met with Harbor Wild Watch Executive Director and staff to tour facility and discuss future partnership opportunities.
- Executive Director attended 4th annual “Make Waves,” Harbor Wild Watch fundraising event.
- Gig Harbor Library and PenMet is going strong! They will feature a Storywalk at Sehmel this spring and potential to partner with teen events.

VISIBILITY AND PUBLICITY

- PenMet Parks was mentioned many times over the weekend in Lakeside, MT, on Flathead Lake, at the Sixth Annual Montana Dragon Boat Festival. Every time the team was mentioned for marshalling, racing, results, etc., “Gig Harbor Dragons, PenMet Parks” was called. That team is an excellent representative for PenMet and Gig Harbor. Many comments.
- Scarecrow festival will be featured in the magazine “Gig Harbor Living Local.”
- Chamber of Commerce publicized Battle of the Bands in their E-Newsletter.
- Executive Director attended Gig Harbor Chamber of Commerce Public Affairs Forum (Wade Farris, City Administrator – Gig Harbor).

PROBLEMS SOLVED

- Rotten wheel stops at Rosedale Hall parking lot replaced.
- New caretakers, Kim and Emery Arnold, moved in to Peninsula Gardens.

PROJECTS IN THE WORKS

- Executive Director and Deputy Executive Director, along with Commissioner Grimmer, met with representatives of US Bank to discuss Indoor Recreation Center financing.
- Executive Director met with Miriam Battson (Gig Harbor Chamber of Commerce) for site visit in Wilderness Creek as potential court renovations.
- Executive Director and Commissioner Babich attended Fox Island Community and Recreation Association (FICRA) Board meeting to discuss future partnership opportunities.
- Executive Director spoke with Pierce Conservation District about restoration events on PenMet properties.



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REGULAR MEETING MINUTES

Tuesday, September 4, 2018, 6:15pm

Sehmel Homestead Park Volunteer Vem Pavilion (10123 78th Ave NW, Gig Harbor, WA 98332)

Call to Order: The meeting of the Peninsula Metropolitan Park District was called to order by Commissioner Nixon at 6:15pm.

Commissioners Present:

Steve Nixon
Maryellen (Missy) Hill
Todd Iverson
Amanda Babich

Commissioners Absent:

Kurt Grimmer (excused)

Visitors:

Kristen Moriarty
Onora Moriarty
Richard Samuelson
Natalie Samuelson
Susan Moblo

Staff:

Richard Fink II
Elaine Sorensen
Jessica Smiley
Justin Perry

REGULAR MEETING AGENDA:

ITEM 1 Approval of Agenda

Commissioner Iverson made a motion to approve the agenda. Commissioner Babich seconded the motion. After no discussion, Commissioner Nixon called for the vote and the motion passed 4-0.

ITEM 2 Citizen Comments

- **Kristen Moriarty** - Does not support moving the preschool out of Hales Pass. Responded in comments to a portion of the staff presentation from 8-20-18 in which it was stated the Arletta area is "underserved," and believes that some people live in "underserved" areas for reasons of remoteness. Board should do focus groups in the Arletta community to determine community needs. Wants to clarify testimony from 8/20/18: this is the only **Montessori** school this family can afford (added "Montessori" to previous testimony) and that her adjectives to describe the School's importance were "educational and architectural" NOT "educational and historical" (as the minutes were originally presented.)
- **Onora Moriarty** - Does not support moving the preschool out of Hales Pass. Learning is really important. We want to keep the School there and we don't want it to turn into offices. The Eagle Scout trail was built for the School and my little sister is going to be there soon and I want her to enjoy the school.

ITEM 3 Presentations

3.a Staff Report

Richard Fink II brought attention to the two weekly staff reports submitted in the agenda. Commissioner Babich asked about the timeline for RCO funding and Commissioner Iverson replied October for rankings and February for legislative funding approval. Commissioner Nixon inquired about details regarding the meeting with Peninsula School District. Richard Fink II responded that they met with himself and three recreation staff and reviewed the facility uses and submission of applications for this year's programs. Began the conversation about a MOU for shared facilities since they use our field already. Discussed the PSD Bond which has potential to occur Spring of 2019. Commissioner Babich asked what an MOU would accomplish. Richard Fink II responded that the District is looking for a different tier of pricing from PSD that would be more favorable.

3.b Financial Report

No Financial Report this meeting.

3.c President's Report

Commissioner Nixon announced a training date that Commissioner Hill explained to the Board. Training will be run by Jurassic Parliament and will occur on the evening of Tuesday 10/23/18 in the Pavilion.

ITEM 4 Consent Agenda

4.a Approval of Meeting Minutes

8-20-18

4.b Approval of Vouchers

▪ \$92,086.26 • Reference numbers: V2018392-V2018407

4.c Approval of Consent Agenda

Commissioner Iverson made a motion to approve the consent agenda. Commissioner Babich seconded the motion. After no discussion, Commissioner Nixon called for the vote and the motion passed 4-0.

ITEM 5 Unfinished Business

5.a Peninsula Gardens

Richard Fink II gave an update on the Peninsula Gardens project. Board has approved the 30% design fee to ARC Architects so first review of the Phase 1 costs are approximately \$20 million (the most simple design possible: one indoor field with parking, no amenities). Elaine Sorensen passed out a handout with revenue projections (for funding this project) through 2021. Board discussed accuracy of the cost analysis and feasibility studies. Richard Fink II inquired if the Board would like to proceed with a more extensive feasibility study or if they would like to direct staff to review other options for an indoor recreation facility. Commissioners were in general agreement that a review time of two months to explore other options should occur and Richard Fink II will present his findings at the 11/4/18 meeting.

ITEM 6 New Business

6.a Re-Allocation of Executive Funds

Richard Fink II informed the Board that he will be transferring \$25,000 from the office relocation budget to use for a website redesign and upgrade. Commissioners were in general agreement with the decision with the consideration to be as frugal as possible with the funds.

6.b Facility Rates

Justin Perry, Facilities Coordinator, presented 2019 Facility Rates for review. Board Discussion

regarding rates for small community groups and non-profits and the Board encouraged staff to create fair and lawful policies that are consistent between facilities. Elaine Sorensen inquired to the Board if they would like to reestablish the Endowment Fund, and passed out the Policy for review. Board discussion about history of the policy and current status. Board tabled discussion until first meeting in October.

6.c R2018-013 Transfer 2018 Park Improvement Fund to Hales Pass

Richard Fink II asked for an approval of a transfer of funds from the Park Improvement Fund to Hales Pass in order to pay the contractor for Hales Pass work. Commissioner Iverson made a motion to approve R2018-103 and transfer \$40,000 from the Park Improvement Fund to Hales Pass. Commissioner Hill seconded the motion. After no discussion, Commissioner Nixon called for the vote and the motion passed 4-0.

6.d R2018-012 Hales Pass Ceiling & Trim Change Order

Richard Fink II presented the change order for Hales Pass and explained that the additional costs took the budget over \$25,000 which then needs additional approvals through Resolution. Commissioner Iverson made a motion to approve R2018-012 and approve the Hales Pass Ceiling and Trim Change Order. Commissioner Hill seconded the motion. Commissioner Babich requested that changed orders in the future are approved before the work is done. The Board and Executive Director agreed. Commissioner Nixon called for the vote and motion passed 4-0.

6.e Hales Pass Ceiling & Trim Change Order Payment Voucher Approval

Elaine Sorensen explained a situation with timing on the payment voucher for the Hales Pass construction. Commissioner Babich made a motion to allow the Executive Director, Richard Fink II to be the sole signature on the payment voucher for the Hales Pass ceiling work. Commissioner Iverson seconded the motion. After no discussion, Commissioner Nixon called for the vote and the motion passed 4-0.

ITEM 7 Comments by Board

Commissioner Iverson met last week with two staff to start a committee to address the Pickleball and Tennis needs in the community. Commissioner Babich thanked Richard Fink II for the ongoing efforts to meet with Arletta Montessori families to take care of this valued tenant.

ITEM 8 Next Board Meeting: Monday, September 17, 2018 (regular)

ITEM 9 Adjournment

Commissioner Hill made a motion to adjourn the meeting. Commissioner Babich seconded the motion. After no discussion, Commissioner Nixon called for the vote and the meeting was adjourned at 7:29pm.

APPROVED BY THE BOARD ON: _____

President
Submitted by: *Jessica Smiley* ☺

Clerk



Finance Department
District Payment Transmittal

District Name: Metro Park District-Peninsula

PAYMENT LISTING			
Trans Date	District Ref #	Payee Printed Name	Amount
9/4/18	V2018-408	Peninsula Metropolitan Park District	\$53,758.98
9/4/18	V2018-409	Dept. of Retirement Systems	\$16,420.79
9/4/18	V2018-410	U.S. Bank Corporate Payment System	\$23,783.15
9/4/18	V2018-411	Health Care Authority	\$23,861.68
9/4/18	V2018-412	Legal Shield	\$105.70
9/4/18	V2018-413	Strohs Water Company Inc.	\$93.19
9/4/18	V2018-414	Goldstar ATM	\$250.00
9/4/18	V2018-415	Like Media	\$395.00
9/4/18	V2018-416	PENINSULA SCHOOL DISTRICT	\$40.00
9/4/18	V2018-417	Fischer Fitness LLC	\$676.20
9/4/18	V2018-418	DPI Print	\$108.50
9/4/18	V2018-419	Brad Owen	\$1,416.10
9/4/18	V2018-420	Harbor Gymnastics	\$1,360.00
9/4/18	V2018-421	PENINSULA SCHOOL DISTRICT	\$1,037.00
9/4/18	V2018-422	Harbor Code Academy	\$4,775.20
9/4/18	V2018-423	Bricks 4 Kidz	\$4,777.50
9/4/18	V2018-424	Two Waters Art Alliance	\$896.00
9/4/18	V2018-425	Teach Me	\$455.00
9/4/18	V2018-426	Caroline Konkol	\$416.00
9/4/18	V2018-427	The First Tee of South Puget Sound	\$5,417.10
9/4/18	V2018-428	Nadine Hamil	\$1,360.00
9/4/18	V2018-429	Sherri Bails	\$819.00
9/4/18	V2018-430	United Rentals	\$324.48
9/4/18	V2018-431	CUSTOM PRINTS NW LLC	\$116.35
9/4/18	V2018-432	Kelly Darling	\$119.14
9/4/18	V2018-433	Lee's SUP LLC	\$7,600.00
9/4/18	V2018-434	Nicholas Huff, CNE	\$1,747.98
9/4/18	V2018-435	Heather Lantz	\$140.00
9/4/18	V2018-436	HEMLEYS SEPTIC SERVICE	\$815.00
9/4/18	V2018-437	Sarco Supply	\$606.72
9/4/18	V2018-438	Tacoma Winsupply	\$98.39
9/4/18	V2018-439	Simplot Partners	\$312.59
9/4/18	V2018-440	WESTBAY AUTO PARTS	\$433.34
9/4/18	V2018-441	Pioneer Fire & Security	\$87.00
9/4/18	V2018-442 <i>Invoice 876</i>	Star Tree Service	\$3,255.00
9/4/18	V2018-443	DMB Enterprises	\$1,470.13
9/4/18	V2018-444	Gretchen Hayes	\$100.00
9/4/18	V2018-445	Christian Jurgens Herzberger Jr.	\$75.00

Sep 4, 2018 5:54 PM



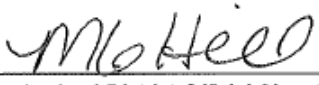

1 of 3

9/4/18	V2018-446	Allen Gillett	\$175.00
9/4/18	V2018-447	Stephen Layton	\$250.00
9/4/18	V2018-448	Steve Lopez	\$600.00
9/4/18	V2018-449	Glen Bartlett	\$1,125.00
9/4/18	V2018-450	Builders FirstSource	\$203.94
Payment Count: 43			Total Amount: <u>\$161,877.15</u>

Payment Count: 43
Payment Total: \$161,877.15

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	 _____ 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

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 Recieved on _____
Batch Verified by _____



Finance Department
District Payment Transmittal



District Name: Metro Park District-Peninsula

PAYMENT LISTING			
Trans Date	District Ref #	Payee Printed Name	Amount
9/5/18	V2018-451	Boys & Girls Club	\$739.60
9/5/18	V2018-452	Susan Larson	\$1,092.00
9/5/18	V2018-453	Chuck West Construction & Contracting LLC	\$22,521.65
9/5/18	V2018-454	Mail Specialists Inc.	\$2,201.17
Payment Count: 4		Total Amount:	<u>\$26,554.42</u>

Payment Count: 4
Payment Total: \$26,554.42

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>9/5/18</u> _____ Date	_____ Authorized District Official Signature	_____ Date
 _____ Authorized District Official Signature	<u>9/6/18</u> _____ 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

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 _____