



# Peninsula Metropolitan Park District

10123 78<sup>th</sup> Ave NW, Gig Harbor, WA 98332  
Office: 253-858-3400 Fax: 253-858-3401  
E-mail: [Info@PenMetParks.org](mailto:Info@PenMetParks.org)

"Today We Touch Tomorrow"

## AGENDA

6:15 PM

Monday, October 9, 2017

PenMet Parks

Sehmel Homestead Park Volunteer Vern Pavilion

10123-78<sup>th</sup> Avenue NW

Gig Harbor, WA 98332

### COMMISSIONERS

KURT GRIMMER

STEVE NIXON

TODD IVERSON

MARYELLEN (MISSY) HILL

AMANDA BABICH

CALL TO ORDER \_\_\_\_\_ :

### ROLL CALL

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

**REGULAR AGENDA**

**ITEM 1 APPROVAL OF AGENDA**

1.A Motion: \_\_\_\_\_ By: \_\_\_\_\_ Second: \_\_\_\_\_

Ayes: \_\_\_\_\_ Nays: \_\_\_\_\_ Absent: \_\_\_\_\_ Abstaining: \_\_\_\_\_

Items Removed: \_\_\_\_\_

Items Added: \_\_\_\_\_

Items Switched: \_\_\_\_\_

**ITEM 2 CITIZEN COMMENTS** (Citizens are limited to a three (3) minute time limit)

**ITEM 3 PRESENTATIONS**

**3.A Presentations**

- None

**3.B Staff Report Follow-Up Items, page 5**

- Park Historic Signs
- Recreation & Soccer Center
- Sehmel Homestead Park
- Volunteer, Park Host and Intern Information

**Placeholders, page 7**

- Greater Gig Harbor Foundation
- Hales Pass Master Plan
- Knight Forest Property
- McCormick Forest/Sehmel Homestead Park Connection
- Non-Motorized Transportation Plan
- Peninsula Gardens
- Pierce County Landfill
- Rosedale Kayak Access/Community Boat Launch
- Trail Signs

**3.C President's Report**

**ITEM 4 CONSENT AGENDA**

**4.A Approval of Meeting Minutes**

- None

**4.B Approval of Voucher List(s), page 8**

- Summary: \$60,557.50
  - District reference numbers: 2017456-2017478
- Summary: \$275,168.83
  - District reference numbers: 2017479-2017493
- Summary: \$2,645.57
  - District reference numbers: 2017494-2017499

**4.C Approval of Consent Agenda**

Motion: \_\_\_\_\_ By: \_\_\_\_\_ Second: \_\_\_\_\_

Ayes: \_\_\_\_\_ Nays: \_\_\_\_\_ Absent: \_\_\_\_\_ Abstaining: \_\_\_\_\_

**ITEM 5 UNFINISHED BUSINESS**

**5.A None**

**ITEM 6 NEW BUSINESS**

**6.A 2018 Budget Discussion**

**ITEM 7 COMMENTS BY BOARD**

**ITEM 8 TENTATIVE DATES FOR NEXT BOARD MEETING(S)**

- Monday, 10/23/17 Regular Meeting
- Monday, 11/13/17 Regular Meeting
- Monday, 11/27/17 Regular Meeting

**ITEM 9 EXECUTIVE SESSION**

**Subject(s):** None

**ITEM 10 ADJOURNMENT \_\_\_\_\_ : \_\_\_\_\_ (Time)**

Motion: \_\_\_\_\_ By: \_\_\_\_\_ Second: \_\_\_\_\_

Ayes: \_\_\_\_\_ Nays: \_\_\_\_\_ Absent: \_\_\_\_\_ Abstaining: \_\_\_\_\_

**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.

## Staff Report

### **Follow-Up Items: (New updates are in bold italics)**

- Park Historic Signs  
Narratives are complete; a meeting was held on Wednesday, September 9th with the designer/manufacturer to begin sign production. Board approved proof for first park historic sign; staff will now be asking the designer to complete proofs for remaining parks. Once Board has approved, then construct the signs for staff to install. Narrows Park sign is being constructed; information and design on McCormick and Cushman are completed for Board review; Rotary Bark Park is in progress; the Fox Island Fishing Pier sign is complete and staff is working on sign for Sunrise Beach Park. Once the graphics are completed, the frames and stands will be manufactured and installed. Staff is reviewing proofs for Tubby's Trail and the DeMolay Sandspit Nature Preserve signs. Three signs have been proofed and installed. Staff has approved all remaining proofs and signs are being manufactured. ***No new updates.***
- Recreation & Soccer Center  
***Special Events: Great turnout for the September Open Mic event for teens. Upcoming events include the 8<sup>th</sup> annual Scarecrow Festival on October 7<sup>th</sup> and Harbor Haunted Party on October 21<sup>st</sup>.***  
  
***Fall Programs: This fall two new teen programs offered include Dragon Boat with 12 teens and Teen Yoga with 14 teens.***  
  
***Winter Programs: Staff is working on the upcoming winter classes, leagues and special events. The winter brochure will be mailed and available on October 28<sup>th</sup> in the Kitsap Sun.***
- Sehmel Homestead Park  
Construction on the restroom and maintenance facilities progressing on schedule.  
Maintenance Building:
  1. Framing Exterior/Interior Walls will continue up to 6/30/17
  2. Frame Mezzanine 6/19 – 6/23
  3. Mezzanine Flooring 6/20 – 6/21
  4. Roof Trusses will be set 7/3 – 7/7
  5. Roof Weather Barrier 7/26 – 7/28
  6. Interior Insulation 8/21 – 8/30
  7. Exterior Insulation 8/23 – 8/25
  8. Metal Roofing 8/24 – 9/5

9. Garage Doors 8/28 – 8/31
10. GWB Install 8/30 – 9/7
11. Exterior Siding 9/5 – 9/15
12. Fire and Sprinklers 9/11 – 9/15

Restrooms:

1. Acid Wash building 6/20/17
2. Install Steel for building 6/21 – 6/30
3. Roof Framing 7/19 – 7/25
4. Roof Sheathing 7/19 – 7/25
5. Roof Weather Barrier 7/26 – 7/28
6. Metal Roof Panels 7/31 – 8/4
7. Furring and Gypsum Wall Board 8/7 – 8/11
8. New Water Line 8/21 – 8/25
9. Septic Tank and System 8/22 – 8/24
10. Metal Roofing 8/24 – 9/5
11. Install Electrical from Concessions Building to New Restrooms  
8/31 – 9/8
12. Set Trim 9/11 – 9/15

- Volunteer Information

- Park Maintenance Volunteers:

Staff continues to work with Master Gardeners at Sehmel Homestead Park to facilitate the maintenance of the Heritage and Demonstration Gardens.

Volunteer activities are occurring with Eagle Scouts building a trail at McCormick Forest to bypass steep, muddy area; Eagle Scout to install markers for Rotary Bark Park trails; Eagle Scout to build a shelter at Tubby's Trail; and Master Gardeners are working on the pavilion rain garden.

Volunteer Park Hosts - 2017

- DeMolay Sandspit Nature Preserve: Brett Marlo
- Fox Island Fishing Pier: John & Karin Bradley (August thru October)
- Fox Island Fishing Pier: Ed & Lynn Lewis (November thru December)
- Peninsula Gardens: David Zehnder

Placeholders:

- Greater Gig Harbor Foundation
- Hales Pass Master Plan
- Knight Forest Property
- McCormick Forest/Sehmel Homestead Park Connection
- Non-Motorized Transportation Plan
- Peninsula Gardens
- Pierce County Landfill
- Rosedale Kayak Access/Community Boat Launch
- Trail Signs



Finance Department  
District Payment Transmittal

District Name: Metro Park District-Peninsula

**PAYMENT LISTING**



Trans Date	District Ref #	Payee Printed Name	Amount
9/19/17	V2017-456	Peninsula Metropolitan Park District	\$38,493.04
9/19/17	V2017-457	Mark Kurtz	\$1,511.50
9/19/17	V2017-458	Custom Shirt Shop	\$2,627.90
9/19/17	V2017-459	PalosSports.com	\$646.75
9/19/17	V2017-460	AUSA	\$5,000.00
9/19/17	V2017-461	Pierce County Fire District #5	\$360.00
9/19/17	V2017-462	PURDY TOPSOIL & GRAVEL	\$104.16
9/19/17	V2017-463	PCRCO, LLC	\$155.82
9/19/17	V2017-465	PROBUILD	\$77.10
9/19/17	V2017-466	Zee Medical Service Co.	\$81.75
9/19/17	V2017-467	Sarco Supply	\$550.92
9/19/17	V2017-468	Conan Fuel	\$236.63
9/19/17	V2017-469	Tacoma Winsupply	\$36.17
9/19/17	V2017-470	HOME DEPOT	\$818.82
9/19/17	V2017-471	HEMLEYS HANDY KANS	\$1,291.00
9/19/17	V2017-472	OES, Inc - Orion Environmental Compliance & Consulting	\$525.00
9/19/17	V2017-473	Wells Fargo Vendor Fin Serv	\$154.07
9/19/17	V2017-474	Puget Sound Specialties	\$495.80
9/19/17	V2017-475	CAPITAL ONE COMMERCIAL	\$771.16
9/19/17	V2017-476	Nicholas Huff, CNE	\$1,845.09
9/19/17	V2017-464	WESTBAY AUTO PARTS	\$112.93
9/19/17	V2017-477	Windy Payne	\$36.89
9/19/17	V2017-478	KITSAP SUN	\$4,625.00
Payment Count: 23		Total Amount:	<u>\$60,557.50</u>



Payment Count: 23  
Payment Total: \$60,557.50

**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>9/21/17</u> Date	_____	_____
 Authorized District Official Signature	<u>9/21/17</u> 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

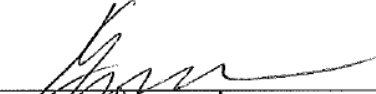
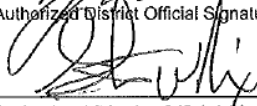
District Name: Metro Park District-Peninsula

PAYMENT LISTING			
Trans Date	District Ref #	Payee Printed Name	Amount
9/25/17	V2017-479	Tacoma Winsupply	\$82.05
9/25/17	V2017-480	Olympic Landscape and Irrigation Co.	\$65.73
9/25/17	V2017-481	Rodda Paint Co	\$93.61
9/25/17	V2017-482	TACOMA SCREW PRODUCTS INC	\$20.58
9/25/17	V2017-483	FENCE SPECIALISTS	\$1,325.65
9/25/17	V2017-484	FENCE SPECIALISTS	\$125.15
9/25/17	V2017-485	Nicholas Huff, CNE	\$388.44
9/25/17	V2017-486	Doggie Walk Bags	\$1,816.59
9/25/17	V2017-487	DTI Sports	\$995.53
9/25/17	V2017-488	Mail Specialists Inc.	\$1,222.08
9/25/17	V2017-489	Brad Owen	\$3,290.35
9/25/17	V2017-490	GHYC Junior Sail	\$7,896.00
9/25/17	V2017-491	Kassel & Associates, Inc.	\$255,609.68
9/25/17	V2017-492	Snodgrass Freeman Associates	\$1,890.08
9/25/17	V2017-493	Jessica Smeall	\$347.31
Payment Count: 15		Total Amount:	<u>\$275,188.83</u>

Payment Count: 15  
Payment Total: \$275,168.83

**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>9/25/17</u> _____ Date	_____ Authorized District Official Signature	_____ Date
 _____ Authorized District Official Signature	<u>9/25/17</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

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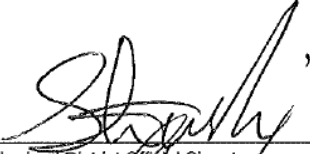

District Name: Metro Park District-Peninsula

<b>PAYMENT LISTING</b>			
<u>Trans Date</u>	<u>District Ref #</u>	<u>Payee Printed Name</u>	<u>Amount</u>
9/28/17	V2017-494	Christopher Coons	\$550.00
9/28/17	V2017-495	Strohs Water Company Inc.	\$93.19
9/28/17	V2017-496	Tacoma Winsupply	\$75.65
9/28/17	V2017-497	HEMLEYS HANDY KANS	\$1,291.00
9/28/17	V2017-498	Nicholson Drilling, INC	\$246.21
9/28/17	V2017-500	TACOMA NEWS TRIBUNE	\$80.29
9/28/17	V2017-501	Sandra Kern	\$256.51
9/28/17	V2017-502	PACIFIC OFFICE AUTOMATION	\$26.91
9/28/17	V2017-499	Tacoma Screw Products	\$25.81
Payment Count: 9		Total Amount:	<u>\$2,645.57</u>

Payment Count: 9  
Payment Total: \$2,645.57

**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	9/22/17 _____ Date	_____ Authorized District Official Signature	_____ Date
 _____ Authorized District Official Signature	9/28/17 _____ 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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