



# 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, January 22, 2018

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 (Incoming Elected)

### SWEARING-IN CEREMONY,

- INCOMING ELECTED COMMISSIONER AMANDA BABICH

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

### ROLL CALL

	Present	Excused	Comment
Steve Nixon			
Maryellen (Missy) Hill			
Todd Iverson			
Kurt Grimmer			
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
- Peninsula Gardens
- Recreation & Soccer Center
- Sehmel Homestead Park
- Volunteer, Park Host and Intern Information

**Placeholders, page 6**

- Greater Gig Harbor Foundation
- Hales Pass Master Plan
- Knight Forest Property
- McCormick Forest/Sehmel Homestead Park Connection
- Non-Motorized Transportation Plan
- 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 7**

- Summary: \$39,357.26
  - District reference numbers: 2017662
- Summary: \$96,324.69
  - District reference numbers: 2017663-2017682
- Summary: \$82,815.41
  - District reference numbers: 2018001-2018031

**4.C Approval of Consent Agenda**

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

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

**ITEM 5 UNFINISHED BUSINESS**

**5.A Discussion – Executive Director Recruitment**

**ITEM 6 NEW BUSINESS**

**6.A Quarterly Staff Report Update**

**Jase Newton, Facilities Coordinator/Grounds Specialist**

**6.B Discussion – Comprehensive Park, Recreation & Open Space Plan Update**

**ITEM 7 COMMENTS BY BOARD**

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

- Monday, 2/12/18 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  
***Historic signs were delivered 1/12/18 and are planned for installation.***
- Peninsula Gardens  
Beginning design and development of PenMet headquarters and the indoor recreation center. ***Contract has been signed and initial design planning discussions have commenced.***
- Recreation & Soccer Center  
Winter sports leagues and programs have started with full classes and participants on the wait list. Staff is busy working on spring programs, leagues and events. The spring guide which will be mailed out the beginning of March will also include summer camps.

Sponsorships for special events and sport leagues for 2018 is underway. The next event is the Father/Daughter Dance on February 10th at the Boys and Girls Club.

Kelsey Warren has been hired to run the Friendship Club and research programs for people with disabilities. She will start the beginning of January and plans on offering new programs for the spring/summer session.

### ***No new updates.***

- Sehmel Homestead Park  
***Restrooms have received Certificate of Occupancy (CO); contractor is working through punch list items; ribbon cutting was held 1/17/18.***  
Maintenance Facility has CO, and contractor is working through punch list items. Planning "Board Tour" for February 12 at 5:30 p.m.
- 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.

***A boy scout is working on an Eagle Project to install trail markers at Rotary Bark Park.***

Volunteer Park Hosts

- DeMolay Sandspit Nature Preserve: Brett Marlo
- Fox Island Fishing Pier: Ed & Lynn Lewis
- 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
- Pierce County Landfill
- Rosedale Kayak Access/Community Boat Launch
- Trail Signs



Finance Department  
District Payment Transmittal

District Name: Metro Park District-Peninsula

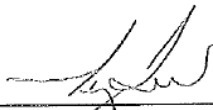
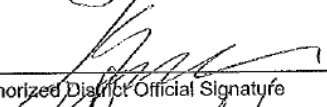

**PAYMENT LISTING**

<u>Trans Date</u>	<u>District Ref #</u>	<u>Payee Printed Name</u>	<u>Amount</u>
12/29/17	V2017-662	Peninsula Metropolitan Park District	\$39,357.26
Payment Count: 1			Total Amount: <u>\$39,357.26</u>

Payment Count: 1  
 Payment Total: \$39,357.26

**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.

 _____	<u>12/29/17</u> _____	_____	_____
Authorized District Official Signature	Date	Authorized District Official Signature	Date
 _____	<u>1/2/18</u> _____	_____	_____
Authorized District Official Signature	Date	Authorized District Official Signature	Date
 _____	<u>1/8/18</u> _____	_____	_____
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 \_\_\_\_\_





Finance Department  
District Payment Transmittal


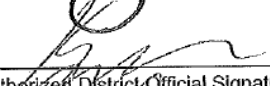
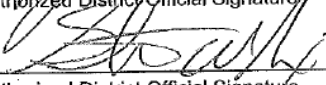
District Name: Metro Park District-Peninsula

PAYMENT LISTING			
Trans Date	District Ref #	Payee Printed Name	Amount
12/31/17	V2017-663	DEPARTMENT OF LABOR & INDUSTRIES	\$5,442.75
12/31/17	V2017-664	PLATT	\$4,639.91
12/31/17	V2017-665	Department of Revenue	\$4,372.92
12/31/17	V2017-666	Boys & Girls Club	\$739.60
12/31/17	V2017-667	Department of Retirement Services	\$13,850.89
12/31/17	V2017-668	Nicholas Huff, CNE	\$582.66
12/31/17	V2017-669	Soundview Graphics	\$5,712.53
12/31/17	V2017-670	Tacoma Amateur Sports Officials	\$720.00
12/31/17	V2017-671	BSN Sports	\$2,320.61
12/31/17	V2017-672	Roberts, Johns & Hemphill, PLLC	\$22,161.67
12/31/17	V2017-673	CUSTOM PRINTS NW LLC	\$1,112.85
12/31/17	V2017-674	Legal Shield	\$124.65
12/31/17	V2017-675	Washington State Auditor	\$5,366.01
12/31/17	V2017-676	VIKING FENCE COMPANY	\$15,618.53
12/31/17	V2017-677	Kim Hairston	\$24.93
12/31/17	V2017-678	FENCE SPECIALISTS	\$1,335.29
12/31/17	V2017-679	Department of Enterprise Services	\$283.14
12/31/17	V2017-680	Whistle Workwear	\$401.11
12/31/17	V2017-682	Build.com	\$11,514.64
Payment Count: 19		Total Amount:	<u>\$96,324.69</u>

Payment Count: 19  
Payment Total: \$96,324.69

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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>1/4/18</u> _____ Date	_____ Authorized District Official Signature	_____ Date
 _____ Authorized District Official Signature	<u>1/2/18</u> _____ Date	_____ Authorized District Official Signature	_____ Date
 _____ Authorized District Official Signature	<u>1/4/18</u> _____ Date	_____ Authorized District Official Signature	_____ Date
_____ Authorized District Official Signature	_____ Date	_____ Authorized District Official Signature	_____ Date

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District Payment Transmittal


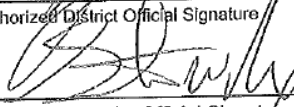
District Name: Metro Park District-Peninsula

<b>PAYMENT LISTING</b>			
<u>Trans Date</u>	<u>District Ref #</u>	<u>Payee Printed Name</u>	<u>Amount</u>
1/5/18	V2018-001	Health Care Authority	\$19,676.79
1/5/18	V2018-002	Dreamtime Visual Communications Inc.	\$1,998.09
1/5/18	V2018-003	PCRCD, LLC	\$81.09
1/5/18	V2018-004	ACE HARDWARE	\$37.40
1/5/18	V2018-005	ZUMAR INDUSTRIES	\$467.08
1/5/18	V2018-006	Evergreen Tree Care	\$701.35
1/5/18	V2018-007	Simplot Partners	\$345.28
1/5/18	V2018-008	Sarco Supply	\$4.53
1/5/18	V2018-009	HEMLEYS HANDY KANS	\$1,291.00
1/5/18	V2018-010	Pacific Fire & Security Inc.	\$107.42
1/5/18	V2018-011	PACIFIC OFFICE AUTOMATION	\$129.97
1/5/18	V2018-012	Pacific Office Automation Headquarters	\$115.30
1/5/18	V2018-013	Washington Tractor	\$172.57
1/5/18	V2018-014	Conservation Technix	\$9,455.00
1/8/18	V2018-015	Champion America	\$808.09
1/8/18	V2018-016	Harbor Gymnastics	\$4,803.33
1/8/18	V2018-017	Caroline Konkol	\$200.00
1/8/18	V2018-018	BSN Sports	\$73.57
1/8/18	V2018-019	DTI Sports	\$1,718.89
1/8/18	V2018-020	Nadine Hamil	\$1,500.00
1/8/18	V2018-021	KITSAP SUN	\$4,925.00
1/8/18	V2018-022	CITY OF GIG HARBOR	\$125.00
1/8/18	V2018-023	PLATT (Void)	\$4,639.91
1/8/18	V2018-024	WESTBAY AUTO PARTS	\$30.36
1/8/18	V2018-025	Washington Tractor	\$1,075.38
1/8/18	V2018-026	Conan Fuel	\$559.76
1/8/18	V2018-027	U.S. Bank Corporate Payment System	\$19,916.45
1/8/18	V2018-028	Department of Revenue	\$5,556.01
1/8/18	V2018-029	PCRCD, LLC	\$526.30
1/8/18	V2018-030	Jennings Equipment, Inc	\$1,242.98
1/8/18	V2018-031	Eric Guenther	\$531.51
Payment Count: 31		Total Amount:	<u>\$82,815.41</u>

Payment Count: 31  
Payment Total: \$82,815.41

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