



Peninsula Metropolitan Park District

10123-78th Ave NW, Gig Harbor, WA 98332; PO Box 425, Gig Harbor, WA 98335

"Today We Touch Tomorrow"

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MINUTES OF BOARD OF COMMISSIONERS REGULAR MEETING

Monday, January 22nd, 2018

PRESENT:

Board Members

Todd Iverson

Kurt Grimmer (arrived at 6:20pm)

Steve Nixon

Maryellen (Missy) Hill

Amanda Babich

ABSENT:

None

Staff

Eric Guenther

Visitors

Randy Boss

Steve Duh

PLACE:

PenMet Parks

Sehmel Homestead Park Volunteer Vern Pavilion

10123 78th Avenue 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.

OATH OF OFFICE

Todd Iverson administered the Oath of Office to Incoming Elected Commissioner Amanda Babich for Position #5.

REGULAR AGENDA

ITEM 1 APPROVAL OF AGENDA

Commissioner Nixon made a motion to amend the agenda by switching the presentation from Conservation Technix from 6.B to 3.A.

Commissioner Iverson made a motion to amend the agenda and add an Executive Session to consider the selection of a real estate site per RCW 42.30.110(1)(b).

Commissioner Babich made a motion to approve the amended agenda. Commissioner Iverson seconded the motion. Commissioner Nixon called for the vote and the motion passed 5-0.

ITEM 2 CITIZEN COMMENTS

Randy Boss, citizen, expressed his disappointment in a PenMet Commissioner whom he alleged had broken the law. Commissioner Iverson requested clarification from Mr. Boss.

ITEM 3 PRESENTATIONS

3.A Presentations

Steve Duh, from Conservation Technix gave a presentation on the Comprehensive Plan. Mr. Duh gave an overview of the critical aspects. Comprehensive Plan needs to be sent to RCO by March 1, 2018, to retain eligibility for grants. Overall needs and capital facilities plan discussed. Feedback from Commissioners requested by January 31, 2018.

- Commissioner's comments:
 - Commissioner Babich requested clarification of the Facility Needs Table.
 - Commissioner Nixon asked about alignment with other local agencies' plans and Mr. Duh explained they were reviewed.

3.B Staff Report Follow Up Items

Eric Guenther gave updates on ongoing projects regarding Peninsula Gardens, new Maintenance building and new restrooms.

3.C President's Report

None

ITEM 4 CONSENT AGENDA

4.A Approval of Meeting Minutes

- None

4.B Approval of Voucher List(s)

- 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: Commissioner Iverson Second: Commissioner Grimmer
Ayes: 5 Nays: 0 Absent: 0 Abstaining: 0

ITEM 5 UNFINISHED BUSINESS

5.A Discussion – Executive Director Recruitment

Commissioner Hill and Commissioner Babich met as the Executive Director Recruitment Hiring Committee. The committee recommendation is to outsource the process to a qualified company, but to involve staff and community members in the interview panel.

Salary range and job description for the Executive Director were discussed. Commissioner Hill asked for adjustments to the job description be sent, along with interview questions.

Commissioner Hill requested that the PenMet Parks Board President conduct an annual performance review of the Executive Director and stated that the Clerk of the Board would hold the President responsible for this. Commissioner Hill discussed annual review information and indicated she would like to use the existing staff evaluation document.

After Board discussion, Commissioner Hill gave the recommendation that all input from the Board be given to the Hiring Committee, they will build a process and present a draft.

Commissioner Iverson made a motion to send out RFPs to firms for the purpose of Executive Director recruitment. Commissioner Babich seconded the motion. Commissioner Nixon called for the vote and the motion passed 5-0.

ITEM 6 NEW BUSINESS

6.A Quarterly Staff Report, Jase Newton, Facilities Coordinator

Jase Newton gave a presentation regarding facility usage, noting high usage and strong revenues for rentals.

Jase Newton thanked Commissioner Babich for supporting new appliances at Rosedale Hall with her legislative funds from 2017.

ITEM 7 COMMENTS BY BOARD

Commissioner Nixon attended the ribbon cutting for the new restroom facility at Sehmel Homestead Park.

Commissioner Iverson introduced the idea of moving PenMet Parks Board meeting night, current schedule is same as the City of Gig Harbor and Tacoma Metro Parks, proposed moving to 1st and 3rd Mondays. Will discuss at next meeting further.

Commissioner Babich requested more notice before ceremonies such as the ribbon cutting for the new restroom ceremony. Commissioner Nixon agreed that will happen.

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

The next Regular Meeting is scheduled for Monday, February 12th.

ITEM 9 EXECUTIVE SESSION

The Board went into Executive Session at 7:35pm for 5 minutes to discuss and consider the selection of a real estate site per RCW 42.30.110(1)(b).


The Board returned from Executive Session at 7:40pm and went back into Regular Session.

ITEM 10 ADJOURNMENT

Commissioner Hill made a motion to adjourn the meeting. Commissioner Grimmer seconded and the meeting was adjourned at 7:45pm.

APPROVED BY BOARD ON: _____

3-19-18



President



Clerk

Submitted by: *Jessica Smiley* ☺