



Peninsula Metropolitan Park District

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

SPECIAL MEETING MINUTES

April 15, 2020, 5:00 PM

ATTENTION: Protecting the public, our partners, and our staff are of the utmost importance. Due to recent health concerns with the novel coronavirus, the Park Board has decided to host the meeting online. In accordance with the Governor's Stay at Home Order issued on March 23, 2020, the public is strongly encouraged to participate via teleconference. You can listen to the study session and regular meeting by phone at the following number +1 253-215-8782 Meeting ID: 730 253 497 Password: 561231

Call to Order: The meeting was called to order by Commissioner Hill at 5:01 pm

Commissioners Present:

Maryellen (Missy) Hill
Kurt Grimmer
Amanda Babich
Laurel Kingsbury
Steve Nixon

Staff:

Doug Nelson
Elaine Sorensen
Eric Guenther
Stacie Snuffin
Ed Lewis
Chuck Cuzzetto

ITEM 1 PenMet Parks Budget Discussion

Executive Director, Doug Nelson, reported due to unforeseen circumstances caused by the COVID-19 coronavirus that it has presented many challenges for PenMet Parks. He reported that it has forced the following actions: a reduction of and altered services, a tightening of budgets, closures of parks and facilities, and cancelations or postponements of programs. He reported that PenMet is forecasting a loss to the Recreation Revolving Fund and is forced to make some difficult decisions. He opened the floor for discussion. President Hill asked for Nelson's recommendations. Nelson presented his recommendations and asked for a Motion granting authority to the Executive Director to execute cost saving measures to address a significant revenue shortfall in the Recreation Revolving Fund as a result of the circumstances caused by the COVID-19 coronavirus.

President Hill made the motion to amend the 2020 budget to include the above-mentioned budget adjustment strategies and to authorize the Executive Director to transfer \$60,874 from the general fund to the Recreation fund. Additional cost saving measures may be needed and will require review and Board approval. Seconded by Commissioner Nixon. Motion passed 5-0.



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Nelson opened the floor for discussion. Commissioner Nixon and Nelson discussed the forecasting for reduction of revenue in the Recreation Revolving Fund. Commissioner Babich asked Nelson to clarify for the public the different sources of money and why PenMet is moving funds from the General Fund over to the Recreation Revolving Fund and to explain the Recreation Revolving Reserve Fund. Nelson gave his explanation for how each fund is used and how they are funded. He also mentioned the Capital Fund and the adjustments that may be made. Commissioner Babich and Nelson discussed the adjustments that were being made to the Recreation Revolving Fund which include short term reductions of recreation staff hours, a hiring freeze on open positions, cancellation of external program funding. Reductions to services, programs, and events. A temporary hold on some projects and purchases along with a temporary reduction to staffing levels and spending restrictions. Commissioners and Nelson had further discussion on projections for the Recreation Revolving Fund and the General Fund. Nelson reported that PenMet will do a Covid-19 Fiscal update in all the regular board meetings for the time being. Commissioner Babich expressed that the decision to cut Recreation Staff's hours was not taken lightly and that they see all their hard work and looking forward to when PenMet can get operations back to normal. Commissioner Babich expressed the need to revisit the budget policy and how programs and staff positions are funded. The Board echoed Commissioners Babich statements.

Adjournment Commissioner Hill adjourned the meeting at 5:31 pm

APPROVED BY THE BOARD ON: _____

President

Clerk