PenMet Parks
Parks For All. Parks For Life.

Peninsula Metropolitan Park District

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

REGULAR MEETING MINUTES

October 20, 2026, 6:00 PM
PenMet Parks District Headquarters - 2416 14th Ave NW, Gig Harbor, WA 98335

Call to Order Time: 6:11 pm

Commissioner Roll Call:

	Present	Excused	Comment
William C. (Billy) Sehmel, President	X		
Kurt Grimmer, Clerk	X		
Steve Nixon	X		
Maryellen (Missy) Hill	X		
Laurel Kingsbury	X		

Quorum: Yes

By unanimous consent, the agenda is revised to reflect Item 12 as Executive Session and Item 13 as Adjournment.

ITEM 1 President's Report

Had opportunity to walk Butterfield Forrest with the Butterfields and staff, learning about the rehabilitation and reforestation work they have done over the past 30 years in their care; this is a wonderful addition for PenMet and the community.

Met with a constituent who wishes to make a restricted gift to the District; I appreciate and am thankful that our community members trust and believe in what we are doing and want to share their hard-earned dollars with the District and the community.

There have also been some community questions and comments with regard to our increased budget for the Tacoma DeMolay Sandspit Park Project, including a recent Letter to the Editor. I appreciate when our constituents keep a close eye on District finances, it reflects a community that cares about how we manage public resources. The context behind this contract is actually very positive news for the District. We recently secured a $1.078 million grant from the state Recreation and Conservation Office (RCO). Originally, we planned to build out the park's Master Plan in smaller phases over multiple years to stretch our budget, but this new finding allows us to tackle the full project all at once.

Because we are now moving forward with the entire build-out, the immediate scope of the design and engineering work expanded significantly to match. In Washington state public works design contracts are highly regulated, and architectural and engineering fees scale proportionately with the overall size and construction cost of a project. So while the design fee has increased to cover the full site, doing this all at once will actually save the taxpayer money in the long run by avoiding the inflated costs of repeatedly mobilizing construction crews over several years. Most importantly, a single, unified buildout means we minimize

closures, returning a fully updated and accessible DeMolay Sandspit to the public much faster than we originally thought possible.

ITEM 2 Executive Director's Report

Executive Director, Ally Bujacich, notes the draft 2027 budget proposal was presented during the 10/6/26 Study Session; public hearings will be held on 11/3/26 on the draft budget and 2026 levy for collection in 2027; a second public hearing will be held 11/17/26 on the final proposed 2027 budget; legal notice published yesterday.

Butterfield Forrest is now open to the public; thanks to Director of Park Services, John Adams and team for getting this to the finish line; we have worked very closely with the Butterfields, who owned and cared for the streams, forest and land for over 30 years; a community celebration will be held in May or June of 2027.

Monster Mash Bash is next Friday 10/30/26 from 6 – 8 pm; vendor booth applications are due this Friday and there is no charge to host a booth.

Youth basketball registration opens to in-district residents at 8am on 10/28/26 and opens to all at 8am on 11/4/26; we anticipate up to 1,000 participants; with many group now relying on the Rec Center court, staff have worked closely to schedule approximately half of the time for PenMet programming while still allowing others to use the space and working with school district for scheduling other games.

ITEM 3 Special Presentations – none

ITEM 4 Board Committee Reports

4a. Park Services Committee – has not met since last meeting

4b. Finance Committee – has not met since last meeting

4c. Recreation Services Committee – has not met since last meeting

4d. Stewardship Committee – has not met since last meeting

4e. External Committees – none to report on

ITEM 5 Public Comments:

NO SPEAKERS

ITEM 6 Minutes

6a. Approval of October 6, 2026 Study Session Minutes

6b. Approval of October 6, 2026 Regular Meeting Minutes

Commissioner moved to adopt the minutes as presented.
Commissioner seconded.
Roll Call Vote: Unanimously approved. Motion carried.

ITEM 7 Consent Agenda – no items

ITEM 8 Unfinished Business

8a. Resolution RR2026-004 Adopting the Amended Policy P40-102: Purchasing Policy *(second reading)*

This item is continued to the next regular meeting.

ITEM 9 New Business

9.1 Purchasing Resolutions Requiring One Reading for Adoption

9.1a Resolution P2026-003 Authorizing the Executive Director to Sign a Personal Services Agreement for the Document Retention System Development Project with Praece Consulting LLC

Commissioner moved to adopt the Resolution as presented. Commissioner seconded.

IT Manager, Jeff Foster, provides brief presentation, noting that the District currently manages millions of historical documents with limited infrastructure and all document retention tasks performed manually.

This project will partner with a consultant to develop and implement a comprehensive system, including extensive training and support, to align the existing network directory structure and Microsoft 365 environment with the Common Records Retention Schedule (CORE) Requirements and comply with RCW 40.14 which governs the preservation, management, and destruction of public records.

Board Question: Can you expand on what IT scripting means in this application? **Answer**: Yes, the consultant will develop way to generate folders on our email and in our network through automation, or scripting, that will move documents to those folders.

Three planned phases include Research and Preparation, Launch and Implementation including training for staff and the Public Records Officer, and Follow-up and Support.

Board Comment: Glad to see the District putting this in place, even though there will be a lot of work getting staff and the Board trained and operational.

Board Comment: This has been a long time coming; the Board and staff have experienced a lot of the pain in the past, from working through the records request process to meet those requirements; many looking at this cost may not understand how much impact this has for us organizationally; looking forward to getting us up to speed.

Roll Call Vote: Unanimously approved. Motion carried.

9.1b Resolution P2026-008 Authorizing the Executive Director to Sign Amendment #1 to the Agreement for Pre-design Services for the Peninsula Gardens Parkland Development Project with AHBL

Commissioner moved to adopt the Resolution as presented. Commissioner seconded.

Director of Park Services, John Adams, provides brief presentation, reviewing background, timeline, funding and scope of project, including the Master Plan completed in 2024; the Board has

appropriated funding to design and construct Phase 1 with additional appropriations for 2027 and 2028; the contract was awarded to AHBL.

Pre-design work has identified additional requirements to design, permit, and construct the project that are outside of the current pre-design scope of work, including preparing and submitting a roadway deviation and environmental review applications, and to perform value engineering in order to reduce the estimate of probable cost to within the identified project budget.

Staff negotiated with AHBL to develop Amendment #1 to the Professional Services Agreement to amend the scope of work to include these additional services, and to increase compensation available by $108,847 for a total revised contract amount of not to exceed $125,147.

Staff recommends approval as presented

Roll Call Vote: Unanimously approved. Motion carried.

9.2 Single Reading Resolutions Requiring One Reading for Adoption – none

9.3 Two Reading Resolutions Requiring Two Readings for Adoption – none

ITEM 10 Comments by Board

Appreciation expressed for President's comments sharing viewpoint and perspective during the President's Report, as well as excitement for the awarded grant and completion of the DeMolay project.

Commissioner Nixon will attend the 11/3/26 meeting remotely.

ITEM 11 Next Board Meetings

November 3, 2026 – Special Meeting at 5:00 pm and Regular Meeting at 6:00 pm at PenMet Parks District Headquarters – 2416 14th Ave NW, Gig Harbor WA 98335

ITEM 12 Executive Session

The Board of Park Commissioners will now meet in executive session for a period of **60** minutes to discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency pursuant to RCW 42.30.110 (i).

The estimated length of time for the executive session is **60** minutes.

The Board **is not** expected to take final action following the executive session.

The Board is starting executive session at: 6:45 PM

The Board is extending the executive session for a period of 10 minutes

The Board ended the executive session at: 7:55 PM

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ITEM 13 Adjournment Time: 7:55 PM

BOARD OF PARK COMMISSIONERS MEETING PROCEDURES

The Board of Park Commissioners encourages the public to attend its Board meetings. All persons who attend Board meetings must comply with Board Policy P10-106 providing for the Rules of Decorum at Board Meetings. This Policy is to preserve order and decorum and discourage conduct that disrupts, disturbs, or otherwise impedes the orderly conduct of Board meetings. A copy of the policy is available at each meeting and at www.penmetparks.org.

Approved By the Board on November 3, 2026

William C. (Billy) Sehmel, Board President

Kurt Grimmer, Board Clerk

Attest: Amanda Walston, Board Secretary