



**Office of the Washington State Auditor
Pat McCarthy**

December 8, 2023

Board of Commissioners
Peninsula Metropolitan Park District (PenMet Parks)
Gig Harbor, Washington

Management Letter

This letter includes a summary of specific matters that we identified in planning and performing our accountability audit of PenMet Parks from January 1, 2021 through December 31, 2022. We believe our recommendations will assist you in improving the District's internal controls and compliance in these areas.

We will review the status of these matters during our next audit. We have already discussed our comments with and made suggestions for improvements to District officials and personnel. If you have any further questions, please contact me at (360) 845-1476.

This letter is intended for the information and use of management and the governing body and is not suitable for any other purpose. However, this letter is a matter of public record and its distribution is not limited.

We would also like to take this opportunity to extend our appreciation to your staff for their cooperation and assistance during the audit.

Sincerely,

Amy Strzalka, CPA, Program Manager

Attachment

Management Letter

PenMet Parks

January 1, 2021 through December 31, 2022

Procurement – Piggybacking

State law (RCW 35.61.135) requires the District to use a competitive process when procuring a public works project costing \$20,000 or more.

During the audit period, the District procured the Sehmel Park Turf Replacement project for \$948,035 by piggybacking onto a bid performed by an out-of-state cooperative. However, the District did not have an interlocal agreement or membership agreement with the out-of-state cooperative, as required by state law. Additionally, the District did not ensure it purchased the same goods or services detailed in the awarding entity's specifications and for the same specified price.

Because it did not comply with applicable procurement requirements, the District cannot be sure that all interested vendors had an opportunity to bid and that it received the best price.

We recommend the District improve its internal controls to ensure compliance with state procurement laws.