

METROPOLITAN PARK DISTRICT
OF TACOMA



AGENDA

AUGUST 27, 2018
6:00 P.M. MPT HEADQUARTERS
4702 S. 19TH STREET
TACOMA, WA 98405

MEETINGS ARE RECORDED AND MAY BE HEARD AT THE
PARK DISTRICT OFFICES UPON REQUEST

COMMISSIONERS

ANDREA SMITH, PRESIDENT
AARON POINTER, CLERK
ERIK HANBERG
TIM REID
JESSIE BAINES, JR.

5:30 P.M. STUDY SESSION TPU RATES PRESENTATION

6:00 P.M. CALL TO ORDER

ROLL CALL

FLAG SALUTE

SPECIAL PRESENTATIONS

PRESIDENT'S REPORT

STANDING COMMITTEE & COMMISSION REPORTS

EXECUTIVE DIRECTOR'S REPORT

REGULAR MEETING

CITIZEN COMMENTS

MINUTES

(3-8) MINUTES OF THE AUGUST 13, 2018 REGULAR BOARD MEETING



"Park District meeting sites are accessible to people who require special accommodations, please contact 305-1091 48 hours prior to the meeting time."

CONSENT AGENDA

- (9-12) **RESOLUTION NO. C71-18:** NW TREK BEAR FENCE INSTALLATION
 BID#: T2017-04, FINAL ACCEPTANCE OF MASSANA CONSTRUCTION, INC.
 CONTRACT #201814T/ BID#J2017-04
 (Contact: Debbie Terwillegger, Director of Planning & Development)

REGULAR AGENDA

PURCHASING RESOLUTIONS

(Requiring one reading for adoption)

PUBLIC WORKS PURCHASING RESOLUTIONS

(Requiring one reading for adoption)

SINGLE READING RESOLUTIONS

(Requiring one reading for adoption)

- (13-14) **RESOLUTION NO. R72-18:** APPROVING AN EASEMENT TO PUGET SOUND ENERGY, INC. FOR THE PURPOSE OF INSTALLING ADDITIONAL GAS LINES AND AUTHORIZING THE EXECUTIVE DIRECTOR TO NEGOTIATE FINAL TERMS AND CONDITIONS ON BEHALF OF THE BOARD OF PARK COMMISSIONERS
 (Contact: Debbie Terwillegger, Director of Planning & Development)

SECOND READING RESOLUTIONS

(Requiring two readings for adoption)

FIRST READINGS:

(Requiring two readings for adoption)

UNFINISHED BUSINESS

NEW BUSINESS

BOARD COMMENTS

ADJOURNMENT

UPCOMING BOARD MEETINGS

August 29, 2018	Capital Improvement Committee	5:00 PM	Park Headquarters
September 10, 2018	Regular Park Board Meeting	6:00 PM	Park Headquarters
September 12, 2018	Capital Improvement Committee	5:00 PM	Park Headquarters
September 17, 2018	Committee of the Whole	5:30 PM	Park Headquarters
September 24, 2018	Regular Park Board Meeting	6:00 PM	Park Headquarters

* Committee Meetings are subject to change - please check the Metro Parks Website, www.metroparkstacoma.org for the most up to date meeting schedules.



**MINUTES OF REGULAR MEETING
BOARD OF PARK COMMISSIONERS
August 13, 2018**

PRESENT: Andrea Smith, President
Aaron Pointer, Clerk
Tim Reid
Jessie Baines

EXCUSED: Erik Hanberg

IN THE CHAIR: Andrea Smith

PLACE: 4702 South 19th Street

FLAG SALUTE: Commissioner Baines

STUDY SESSION 2ND QUARTER BUDGET/FINANCIAL UPDATE

Erwin Vidallon commented that tonight's presentation provides an update on financials through 2nd quarter 2018 including operation budget and capital financing. Mr. Vidallon commented that through the 2nd quarter of 2018, revenues and expenditures were favorable, resulting in an overall \$1.9 million positive position. Several graphs were then showed that highlighted areas of District -wide revenue and expenditure categories. From the revenue graph, approximately 39% represents earned revenue & other revenues, with the next two largest combined at 52%, which comprise of property & sales tax. He noted that approximately 65% represents salaries and benefits. Year to date property and sales tax are favorable compared to budget and revenue earnings were slightly better than budget. On the expense side, overall expenses were under budget by 9.7% with a savings of about \$1.5 M. Savings are attributed to vacant positions and delayed recruitments associated with the opening of the Eastside Community Center.

With regards to Point Defiance Zoo, Mr. Vidallon commented that most of the earned revenue shortfall is related to the delayed opening of the Aquarium, which was originally expected to open in January 2018. The delay affected originally assumed revenues for memberships, concessions and merchandising sales. As a result of the delayed opening, the Zoo has realized expenditure savings mostly in salaries & benefits due to delayed hiring of certain positions and normal vacancies. The other large savings were timing of purchases and animal acquisition related to the opening. It was noted that Zoo attendance through June was ahead of budget by approximately 6,800.

Mr. Vidallon commented that at Northwest Trek most of the earned revenue shortfall is related to actual admissions coming in lower than what was expected compared to budget. The remaining are shortfalls in concession and merchandise sales. The majority of the expenditure savings is generally related to salaries and benefits due to normal vacancies for full and part-time employees and lower than expected overtime usage. NW Trek attendance through June was ahead of budget by approximately 6,000. ³

At the Point Defiance Marina the infrastructure repair projects inhibited revenue generation with resulted in reduced launches and merchandise sales. The Marina adjusted spending as a way to offset lower than expected revenues.

Meadow Park Golf Course experienced a delayed start of the driving range capital project resulted in lower than expected revenue earnings. Original projections assumed the driving range opening earlier in the year. Also, wet weather in the spring negatively affected golf rounds by approximately 2.7% from budget. However, expenses have been adjusted to offset lower than expected revenues. With range up and running, June resulted in a record month with July also resulting well above budget.

A capital spending status table (as of June 2018) was reviewed by Mr. Vidallon. He stated that the data on the expenditure side illustrates how bond dollars are allocated within the major buckets of projects. The combination of projects associated with Point Defiance Zoo & Aquarium, Regional Parks and Community Centers (primarily Eastside), represents approximately 85% of the total Bond funding. The revenue data illustrates other funding sources for some of our projects, such as grants, state funding, city funding, and foundations/partnership donations. An additional chart highlighting features projects to date was also reviewed.

Mr. Vidallon stated that current stable outlook in the economy reflects the positive revenue momentum and continued budgetary discipline, and will translate into largely balanced general fund results for the remainder of the biennium. Multiple factors that determine financial sustainability include: local positive economic changes that strengthen the District's income profile; and continuing to be fiscally conservative. He further noted that the District will continue to manage the capital budget within existing capital financing resources. The District will also need to maintain strong financial operating performance by continued prudent management of financial resources. Additionally, the District must continue to assess priorities that were not contemplated in the original budget, including unexpected or additional project costs and/or emergencies.

REGULAR MEETING

The regular meeting of the Metropolitan Park District Board of Park Commissioners was called to order by Commissioner Smith at 6:00p.m.

SPECIAL PRESENTATIONS

Park Ranger Program

Phaedra Redifer commented on the continued efforts of the District to expand the Park Ranger Program in Point Defiance Park. She commented on the continued growth of visitorship to the park and specifically to the visitor center at Point Defiance. She noted that with continued growth of the interpretive program at the Point Defiance a second ranger has been brought on board. Ben Monte Calvo was then introduced as the second ranger.

Ms. Redifer continued the presentation by highlighting that rangers now have increased coverage areas, work with local law enforcement, are trained in self-defense and continue to be trained in professional development. With the addition of bicycles the rangers will be expanding their coverage area from the Point Defiance to Chinese Reconciliation Park. As a result there will be more opportunities for visitor engagement and education about the Tacoma waterfront as well as oversight over park safety and conduct.

Sound to Summit Youth Program

Mary Anderson introduced Washington State Program Manager Jeremy Taitano. Mr. Taitano spoke about the great experiences and opportunities gained by youth in the program who work for the summer in local parks and public land. After the four weeks, the team then spends a week working on Mt. Rainier. Ms. Anderson commented on the District's commitment to youth and conservation resulting from this partnership. Members of the youth team were present and recognized by the Board. Commissioner Pointer thanked them for their commitment to keeping the planet healthy.

PRESIDENTS REPORT

President Smith commented positively on the Kandle Park Summer Bash and the Shakespeare in the Park held at Wright Park. President Smith commented that she attended the City Manger's budget presentation to the neighborhood council.

STANDING COMMITTEE AND COUNCIL REPORTS

Commissioner Reid commented positively on the Brigade Encampment held at Fort Nisqually.

EXECUTIVE DIRECTOR'S REPORT

Executive Director, Shon Sylvia commented on the following:

- The District has recently been awarded a \$25,000 grant from Verizon for the Card Board Regatta
- The Summer Bash held at Norpoint was very successful, STAR Center has their summer bash scheduled for August 17th
- The third public meeting regarding the Portland Avenue Community Center will be held on August 16th at 6:00pm. At the Meeting KWA will discuss their proposed plans for the center.
- Marina Becker introduced Delia Flores, the new supervisor at Peoples Center.

CITIZEN COMMENTS

Cheri Solien commented that she regularly cleans and monitors Titlow Park. She highlighted several concerns she has about Tilow Park including supervision of the park on weekends, vehicles on the grass, illegal picnic parking, parking on 6th Avenue, & Hidden Beach campfires. She recommended better signage, trash receptacles, and additional education for park users.

Connie Hardy stated she resides close to Titlow Park and is co-chair of the West End Neighborhood Council. Ms. Hardy spoke of her concern related to parking on 6th Ave., alcohol use in the park, and a need for more weekend supervision of the park. She invited the District to appoint a liaison to the West End neighborhood council for continued improved communication.

Luetta Patton commented that she is pleased that Board voted to keep the park at Portland Avenue, and not to sell the Center. She encouraged the Board to continue to listen to public

input regarding the issue. She noted she recently used the wading pool and attended a meeting on homelessness in the Park.

Queen Livingston commented that attendance is down at the Lighthouse Center that is currently being run by KWA. She noted that she hopes that if a lease agreement is signed with KWA for Portland Avenue Community Center that they will provide programs that suit the neighborhood as well as work with other organizations for partnership program opportunities.

Natalie Dam commented that she has been involved on the Eastside of Tacoma since 1976. She noted that her primary concern is finding the right partners to provide the right kinds of program that meet neighborhood needs.

Ernest Oldfield commented that he would like to see continued access for all at the Portland Avenue Community Center. He commented that programming and services offered should provide benefit to that community. He also noted that the proposed fee schedule will not meet the needs of the current neighborhood.

Stephanie Smith commented that she is grateful that the Board has decided not to sell the Park or Center at Portland Avenue. She voiced her concern that KWA will only be offering services for a small portion of the population. Ms. Smith commented that having multiple partners in the center could provide more services to multiple groups. She commented that thus far she feels KWA has not been receptive the idea of working with partners such as Bates ECAP program.

MINUTES OF THE JULY 23 2018 REGULAR BOARD MEETING

Commissioner Pointer moved to adopt the minutes as presented; seconded by Commissioner Baines and passed on a vote of 4-0 (Commissioner Hanberg being excused).

CONSENT AGENDA

RESOLUTION NO. C65-18: APPROVAL OF WARRANTS CLAIM FUND FOR JULY 2018

RESOLUTION NO. C66-18: ACCEPTING \$117,026.60 IN CONTRIBUTIONS FROM THE GREATER METRO PARKS FOUNDATION FOR MULTIPLE METRO PARKS PROJECTS AND PROGRAM

Commissioner Pointer moved to adopt the consent agenda as presented; seconded by Commissioner Baines and passed on a vote of 4-0 (Commissioner Hanberg being excused).

PURCHASING RESOLUTIONS

RESOLUTION NO. P67-18: AUTHORIZING PURCHASE OF GOODS AND SERVICES FOR METRO PARKS TACOMA

1. LIFE FITNESS FOR EASTSIDE COMMUNITY CENTER FITNESS EQUIPMENT IN THE AMOUNT OF \$222,740.29

2. LEGACY GROUP FOR EASTSIDE COMMUNITY CENTER FURNITURE IN THE AMOUNT NOT TO EXCEED \$168,835.52

3. MILLIKEN MEAT FOR CARNIVORE DIET IN THE AMOUNT OF \$70,000

Commissioner Pointer moved to adopt the resolution; seconded by Commissioner Baines.

Debbie Terwilleger commented that item 1 & 2 are both purchases for the Eastside Community Center. Ben Foster highlighted a few details related to the specific gym equipment and furniture that will be purchased. Mr. Sylvia noted that staff continues to work on FFE funding opportunities for the Center.

Alan Varsik commented that the Millken item is a purchase for the cats at the Zoo. He noted that the vendor, located in Canada provides the best quality product to meet the nutritional needs for the Zoo's animals.

Being no additional comments the question was called and resolution passed on a vote of 4-0 (Commissioner Hanberg Being excused).

PUBLIC WORKS PURCHASING RESOLUTIONS

SUBSTITUTE RESOLUTION NO. PW68-18: RUSTON WAY COMMUNITY PLANNING PROJECT AMENDMENT NO.1 TO MITHUN

Commissioner Pointer moved to adopt the resolution; seconded by Commissioner Baines.

Debbie Terwilleger stated that this item was reviewed at the July 25th CIC meeting. She also commented that Mithun will be providing consultant services for the Ruston Way Vision and Implementation Project. Ms. Terwilleger noted the resolution is need to continue work with Mithun as a small contract of \$5,000 was approved by staff in May 2018.

Commissioner Baines inquired as to whether this contract is large enough. Staff noted that the contract and scope is for upfront work with the public to lay the groundwork for additional planning and action in the future.

Board members inquired about how the City would be billed for their portion of the invoices. Staff reminded the Board that City has allocated a budget for the project. The City will be billed by the Park District to reimburse for services from the contractor.

Commissioner Baines suggested getting more Ruston Way businesses involved in the project.

Being no additional comments the question was called and resolution passed on a vote of 4-0 (Commissioner Hanberg Being excused).

RESOLUTION NO. PW69-18: POINT DEFIANCE MARINA BOAT LIFT IMPROVEMENTS –GENERAL MECHANICAL, INC., CONSTRUCTION CONTRACT AMENDMENT NO. 4

Commissioner Pointer moved to adopt the resolution; seconded by Commissioner Baines.

Debbie Terwilleger commented that the three elevators are over 25 years old. She stated staff approved the first three small change orders. The fourth change order addresses punch list items and cable needs.

Being no additional comments the question was called and resolution passed on a vote of 4-0 (Commissioner Hanberg Being excused).

RESOLUTION NO. PW70-18: POINT DEFIANCE PARK WATERFRONT PHASE 1 GUY F. ATKINSON CONSTRUCTION, LLC CONTRACT CHANGE ORDER NO. 19 FOR TRAIL, BRIDGE, AND PENINSULA

Commissioner Pointer moved to adopt the resolution; seconded by Commissioner Baines.

Debbie Terwilleger stated that change order #19 was reviewed at the CIC on July 25th. She commented that this change order is associated with EPA actions and changes to Lot A of the site.

Being no additional comments the question was called and resolution passed on a vote of 4-0 (Commissioner Hanberg Being excused).

SINGLE READING RESOLUTIONS None

SECOND READINGS RESOLUTIONS None

FIRST READING RESOLUTIONS None

UNFINISHED BUSINESS None

NEW BUSINESS None

BOARD COMMENTS:

Commissioner Smith commented that staff will be in touch with the Board about the need for an August 20th COW.

ADJOURN:

Being no further business, the meeting was adjourned at 7:20p.m.

APPROVED:

President

Clerk

Submitted by: Jennifer Bowman, Board Secretary



MEMORANDUM

TO: Board of Park Commissioners

THROUGH: Shon Sylvia, Executive Director *Shon Sylvia*

FROM: Debbie Terwilleger, Director of Planning & Development

SUBJECT: **Northwest Trek – Grizzly Bear Exhibit Improvements Fence Installation
Final Acceptance of Massana Construction, Inc. Contract
#201814T/Bid#J2017-04**

DATE: August 23, 2018

EXECUTIVE SUMMARY: This resolution authorizes final acceptance of Massana Construction, Inc. Contract #201814T/Bid#J2017-04

CAPITAL IMPROVEMENT COMMITTEE RECOMMENDATION: The Capital Improvement Committee reviewed this resolution at their meeting on August 15, 2018 and recommended forwarding this item on to the full Board for approval.

BACKGROUND INFORMATION AND GENERAL DISCUSSION: Metro Parks Operates NW Trek and recognized the need to upgrade the fence at the grizzly bear exhibit to a more robust fence system to enhance meeting industry standards for containment. This project included two phases of work. Phase 1 included the demolition, disposal of the existing exhibit fence, and digging of a barrier trench. This work was completed under separate small works roster contract awarded to Lake Tapps Construction for \$48,916.60 (including WSST).

Phase 2 included the installation of new fence components, posts, rails, gates and all other incidentals necessary for the construction of a 12-foot tall exhibit perimeter fence for the grizzly bear enclosure, which connects to the existing holding dens.

The bid opening was held on December 11, 2017. Five (5) bids were received with four (4) considered responsive. Massana Construction, Inc. submitted the low Base Bid in the amount of \$433,447.00 (not including WSST). Reference checks by staff confirmed that Massana Construction, Inc. is a responsible contractor and performs quality work.

The project was inspected by staff and was completed as specified. The final contract amount was \$463,646.90 including sales tax.

FISCAL IMPACT: The funds allocated for this project in the amount of \$665,924.64 are from Metro Parks Tacoma 2014 Park Bond and Northwest Trek Wildlife Park.



METROPARKS

Funding:

2014 UTGO Bond Fund	\$ 548,968.00
Northwest Trek Wildlife Park Operating	\$ 123,031.64
1% for Art	-\$ 6,075.00
Total	\$ 665,924.64

Budget:

Planning & Design	\$ 2,986.00
Construction (includes tax)	\$ 541,991.07
Misc. Expenses	\$ 12,863.83
<u>Contingency</u>	<u>\$ 108,083.74</u>
Total	\$ 665,924.64

ADDITIONAL INFORMATION: For additional information, please contact Debbie Terwilleger, Director of Planning & Development, at 253-305-1086.

METROPOLITAN PARK DISTRICT OF TACOMA

RESOLUTION NO. C71-18

**NW TREK BEAR FENCE INSTALLATION
BID#: T2017-04,
FINAL ACCEPTANCE OF MASSANA CONSTRUCTION, INC.
CONTRACT#201814T/BID#J2017-04**

WHEREAS, the Board of Park Commissioners of the Metropolitan Park District of Tacoma desired to make improvements to the NW Trek Grizzly Bear Exhibit; and

WHEREAS, at the meeting of January 8, 2018 the Board of Park Commissioners approved Board Resolution#PW5-18 awarding the contract to Massana Construction, Inc. for the installation of the Bear Fence at the NW Trek Grizzly Bear Exhibit; and

WHEREAS, Massana Construction, Inc. has completed the improvements as specified and the work has been inspected and approved by staff; now, therefore, be it

RESOLVED by the Board of Park Commissioners of the Metropolitan Park District of Tacoma to accept the Massana Construction, Inc. Contract#201814T/Bid#J2017-04.

The foregoing resolution was adopted by the Board of Commissioners of the Metropolitan Park District of Tacoma at a regular meeting held on _____ 2018.

ATTEST:

President

Secretary

Clerk





MEMORANDUM

TO: Board of Park Commissioners
THROUGH: Shon Sylvia, Executive Director *Shon Sylvia*
FROM: Debbie Terwilleger, Director of Planning and Development
SUBJECT: **Granting an Easement to Puget Sound Energy, Inc.**
DATE: August 22, 2018

EXECUTIVE SUMMARY: Approval of a resolution is requested granting of an easement to Puget Sound Energy, Inc. and authorizing the Executive Director to negotiate the final terms and conditions for the installation of additional gas lines.

CAPITAL IMPROVEMENT COMMITTEE RECOMMENDATION: This item was brought before the Capital Improvement Committee on April 11, 2018 in the event that Puget Sound Energy would indeed need an easement to complete the work at Meadow Park Golf Course. CIC recommended forwarding the resolution for approval to Board, in the event that it was needed. Subsequent conversations with PSE have resulted in the need for an easement to be processed.

BACKGROUND INFORMATION: Puget Sound Energy has been asked to install new natural gas connection at Meadow Park Golf Course, 7108 Lakewood Dr. W, Tacoma WA and will need access through an easement to provide the service. The proposed easement is located on parcel #022026-1-047. The dimension of the easement is 10 feet wide from by 250 feet.

FISCAL IMPACT: There is no dollar value attached to the granting of this easement.

ADDITIONAL INFORMATION: For additional information, please contact Debbie Terwilleger, Director of Planning and Development at 253-305-1086.

METROPOLITAN PARK DISTRICT OF TACOMA

RESOLUTION NO. R72-18

**APPROVING AN EASEMENT TO PUGET SOUND ENERGY, INC. FOR THE
PURPOSE OF INSTALLING ADDITIONAL GAS LINES AND AUTHORIZING THE
EXECUTIVE DIRECTOR TO NEGOTIATE FINAL TERMS AND
CONDITIONS ON BEHALF
OF THE BOARD OF PARK COMMISSIONERS**

WHEREAS, the Board of Park Commissioners of the Metropolitan Park District of Tacoma owns and operates parcel # 022026-1-047 as part of Meadow Park Golf Course; and

WHEREAS, the proposed easement connects to the existing Puget Sound Energy gas line and extends to the new driving range Teaching Studio and additional bays, therefore be it

RESOLVED that the Board of Park Commissioners of the Metropolitan Park District of Tacoma to approve the granting of utility easement to Puget Sound Energy, Inc.; and be it

FURTHER RESOLVED by the Executive Director is authorized to negotiate the final terms and conditions and sign said easement on behalf of the Board.

The foregoing resolution was adopted by the Board of Commissioners of the Metropolitan Park District of Tacoma at a regular meeting held on _____, 2018.

ATTEST:

President

Secretary

Clerk