

**METROPOLITAN PARK DISTRICT  
OF TACOMA**



**AGENDA**

**MARCH 26, 2018  
6:00 P.M. MPT HEADQUARTERS  
4702 S. 19<sup>TH</sup> 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 QUARTERLY CAPITAL PROJECT UPDATE**

**6:00 P.M. CALL TO ORDER**

**ROLL CALL**

**FLAG SALUTE**

**SPECIAL PRESENTATIONS PARKS APPRECIATION DAY PROCLAMATION**

**PRESIDENT'S REPORT**

**STANDING COMMITTEE & COMMISSION REPORTS**

**EXECUTIVE DIRECTOR'S REPORT**

**REGULAR MEETING**

**CITIZEN COMMENTS**

**MINUTES**

**(3-8) MINUTES OF THE MARCH 12, 2018 REGULAR BOARD MEETING**

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"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

REGULAR AGENDA

PURCHASING RESOLUTIONS

*(Requiring one reading for adoption)*

- (9-13)      **RESOLUTION NO. P31-18:** AUTHORIZING PURCHASE OF GOODS AND SERVICES FOR METRO PARKS TACOMA
  - 1. HARRINGTON INDUSTRIAL PLASTICS FOR SEAWATER SYSTEM PUMPS IN THE AMOUNT OF \$52,341.34  
(Contact: Debbie Terwilliger, Director of Planning and Development)

PUBLIC WORKS PURCHASING RESOLUTIONS

*(Requiring one reading for adoption)*

SINGLE READING RESOLUTIONS

*(Requiring one reading for adoption)*

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

March 28, 2018	Capital Improvement Committee	5:00 PM	Park Headquarters
March 30, 2018	Annual Board Retreat	8:30 AM	Point Defiance Zoo
April 9, 2018	Regular Board Meeting	6:00 PM	Park Headquarters
April 11, 2018	Capital Improvement Committee	5:00 PM	Park Headquarters

\* Committee Meetings are subject to change - please check the Metro Parks Website, [www.metroparkstacoma.org](http://www.metroparkstacoma.org) for the most up to date meeting schedules.



**MINUTES OF REGULAR MEETING  
BOARD OF PARK COMMISSIONERS  
MARCH 12, 2018**

PRESENT: Andrea Smith, President  
Aaron Pointer, Clerk  
Tim Reid  
Erik Hanberg

EXCUSED : Jessie Baines

IN THE CHAIR: Andrea Smith

PLACE: 4702 South 19<sup>th</sup> Street

FLAG SALUTE: Commissioner Baines

**STUDY SESSION CITY OF TACOMA – VISION 2025 UPDATE AND RESULTS OF THE  
2018 COMMUNITY SURVEY**

Tanisha Jumper with the City of Tacoma was introduced. Ms. Jumper commented that the Tacoma 2025 serves as the foundation for the City of Tacoma's strategic Plan. Members of the 2025 Steering committee were highlighted along with the seven Vision Statements laid out in the plan. Within the plan, five major goals have been identified: Livability, Economy & Workforce, Education, Civic Engagement and Equity & Accessibility. Ms. Jumper explained a pyramid approach in which the Tacoma 2025 plan informs council priorities, department goals and day-to-day operations.

Commissioner Hanberg inquired as to how MPT might assist in reaching goals set forward in the 2025 plan. Ms. Jumper indicated that the City continues to work in great partnership with the Metro Parks to align plans and goals.

Katherine Johnson was from the City of Tacoma was introduced to review the key findings of the recent community survey conduct by the City. She commented that 76% of respondents rate the quality of life as good or excellent, although she did point out that satisfaction was highest among White residents as compared to Black and Hispanic. Municipal Services also rated high with an overall satisfaction rate of 84%, with lowest rating being in District 5. Within the area of community infrastructure, parks ranked extremely high with a 95% satisfaction rate. Citizens are concerned about street repairs and street lighting in that category. Within the area of social issues, residents surveyed were most concerned with drug use services, mental health, and homelessness. Quality of life in the community was also measured. Ms. Johnson commented that the top issues Tacoma residents anticipate over the next 10 years include homelessness, overcrowding, infrastructure, affordable housing, and traffic congestion. Crime and Public safety questions were also asked in the survey; currently 85% surveyed feel safe in Tacoma. Ms. Johnson did note the disparity of black residents were twice as likely to feel not very safe in the city. Government confidence and participation in civic engagement was also tested. Of those surveyed 56% indicated their confidence in government as good or excellent. It was also learned that those with a household income of \$50,000 per year are less likely to have attended a City sponsored event or make inquiries or complaints. The City also was able to learn that the

top ways to communicate with people in the city is through online information and social media over e-mail.

Next steps now include workshops for City staff as well and budget direction and budget building for the next biennium.

### **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.

Commissioner Hanberg moved to excuse Commissioner Baines; seconded and passed unanimously.

### **SPECIAL PRESENTATIONS W.W. SEYMOUR CONSERVATORY FOUNDATION**

Tyra Shenaurt commneted postiviely on the good work of the foundation over the past year as well as upcoming programing. Christine Taylor, foundation chair was then introduced.

Ms. Taylor commented that in 2017 the Foundation took in \$17,236 resulting from donations, memberships and event revenue. Expenses in 2017 were just over \$21,923, leaving an overall balance of \$87,973.

Highlights for the foundation for 2017 include recruitment of new board members, working with MPT staff with regards to a systems of checks and balances, and launching *Botanical Prints* newsletter. With significant staff support, the Foundation is now online. From the Seymour Conservatory section of the MPT website the public is now able to join, renew, or donate to the WWSBCF. In addition, the Foundation is also starting to a small amount of funding through the Fred Meyer Rewards program, Combined Fund Drive (state of Washington employees) and Amazon Smile program.

Ms. Taylor indicated the Foundation is grateful for continued staff support but remains concerned about the fundraising and the Conservatory expansion.

Shon Sylvia commented that he and staff are currently meeting with all foundations to increase communication and offer more support where needed.

### **PRESIDENTS REPORT**

President Smith commented on the great success of the Winter Wonderland event held on Sunday. She also noted she will be touring Eastside Community center this coming weekend.

### **STANDING COMMITTEE AND COUNCIL REPORTS**

#### **Nature & Environment Advisory Council**

Commissioner Hanberg commented that at the last meeting University of WA Tacoma students gave presentations on improving the current conditions to gulches in the city.

#### **Join Municipal Action Committee**

Commissioner Reid stated that at the last meeting the Puyallup Tribe presented their Power Paddle to Puyallup event this summer. The April 13<sup>th</sup> meeting will include discussion about the Eastside & Hilltop Libraries.

### **EXECUTIVE DIRECTOR'S REPORT**

Executive Director, Shon Sylvia commented on the following:

- I-1401

One of the District's top legislative priorities was to fund I-1401 the anti-wildlife trafficking initiative that overwhelmingly passed in WA State. Legislature has allocated \$300,000 to WDFW for enforcement.

- Because Parks Matter Lunch  
GMPF’s Because Parks Matter lunch event on February 28th was a wonderful success. There were about 560 people in attendance – the largest number for this event with \$109,000 Gross, a 30% increase over last year.
- Winter Wonderland  
The Winter Wonderland Event at the STAR campus yesterday was a wonderful event with 100 volunteers and an estimated 1,700 participants attending.
- Point Defiance this past weekend
  - The Round-about construction detour at Point Defiance Park Entrance worked well this weekend.
  - Over 9,000 guests at PDZA and nearly 4,000 at NWT over the weekend.
  - More than 45 volunteers participated in volunteer training at Fort Nisqually on Saturday.
  - The Boathouse Marina was so popular they sold out of rental boats.
  - Eight new volunteers have joined the Park Watch program.
- First Annual Fitness and Wellness conference at the Center at Norpoint  
This past Saturday we had over 200 attendees enjoying vendor booths, fitness classes, wellness seminars, healthy cooking offerings and more.
- Waterfront Parks Open House being held on March 15  
Learn about plans for Dickman Mill Park, the future of the Ruston Way waterfront and other waterfront parks.
  - When: 6 to 8 p.m. Thursday, March 15
  - Where: Foss Waterway Seaport, 705 Dock St., Tacoma WA 98402
  - Cost: Free (museum admission is also free as part of “Third Thursday”)
- Partnership with Mariners  
A few weeks ago, staff shared exciting news about our new partnership with the Seattle Mariners for the Elementary Sports Program. The Mariners are going to feature the partnership as part of the Opening Day pre-game ceremonies on March 29th. They will have six of students from the Elementary Sports baseball program come on the field and deliver the game ball. The students will stand in a line from the Umpires Tunnel to the Pitcher’s Mound and toss the ball down the line to deliver the game ball to the mound.

**CITIZEN COMMENTS** None

**MINUTES OF THE FEBRUARY 26, 2018 REGULAR BOARD MEETING**

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

**CONSENT AGENDA**

Commissioner Hanberg moved to adopt the consent agenda as presented; seconded by Commissioner Pointer.

**RESOLUTION NO. C25-18:** APPROVAL OF WARRANTS CLAIM FUND FOR FEBRUARY 2018

**RESOLUTION NO. C.26-18:** APPOINTING MEMBERS TO THE ACTIVE LIFESTYLES AND COMMUNITY WELLNESS ADVISORY COUNCIL

Being no additional comments the question was called and the consent agenda passed on a vote of 4-0 (Commissioner Baines being excused).

### **PURCHASING RESOLUTIONS**

#### **RESOLUTION NO. P27-18: AUTHORIZING PURCHASE OF GOODS AND SERVICES FOR METRO PARKS TACOMA**

1. WASHINGTON STATE DEPARTMENT OF ENTERPRISE SERVICES FOR (4) – VEHICLES, TRUCKS & (3) ALL-TERRAIN VEHICLES, (2) – MOWERS & (1) SANDPRO IN AN AMOUNT NOT TO EXCEED \$230,000 (WSST INCLUDED)
  
2. WESTERN EQUIPMENT, PACIFIC GOLF & TURF THROUGH NATIONAL IPA CONTRACT FOR (1) LARGE TOP-DRESSER, (1) LIGHT TRUCKSTER (1) HEAVY TRUCKSTER, (1) 3 POINT BLOWER & (11) ELECTRIC GOLF CARTS IN AN AMOUNT NOT TO EXCEED \$162,000 (WSST INCLUDED)

Commissioner Hanberg moved to adopt the resolution as presented; seconded by Commissioner Pointer.

Marina Becker indicated that these items will replace outdated items in the District fleet. She noted that old equipment will be bought forward for surplus.

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

### **PUBLIC WORKS PURCHASING RESOLUTIONS**

#### **RESOLUTION NO. PW28-18: AUTHORIZING A CONTRACT AMENDMENT No. 2 FOR PROFESSIONAL SERVICES WITH KRAZAN & ASSOCIATES**

Commissioner Hanberg moved to adopt the resolution as presented; seconded by Commissioner Pointer.

Marty Stump commented Krazan provides on-site construction materials testing services for Waterfront Phase 1. Since the project has continued to increase in size and scope, additional testing will be needed. He noted this item was discussed at the February 28<sup>th</sup> CIC meeting.

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

### **SINGLE READING RESOLUTIONS**

#### **RESOLUTION NO. R29-18: FINAL ACCEPTANCE TO JOHNSON CONTROLS INC. AND WASHINGTON STATE DEPARTMENT OF ENTERPRISE SERVICES FOR TWO ENERGY SERVICE PROPOSALS: ARRA & HQ HEATING IMPROVEMENTS AND DISTRICT-WIDE ENERGY PROJECTS**

Commissioner Hanberg moved to adopt the resolution as presented; seconded by Commissioner Pointer.

Marina Becker commented that this issue was presented and discussed at the last Board Study session. The resolution will now close out the project.

Commissioner Hanberg commented that he would like to see the District engage in a future project of this nature.

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

**SECOND READINGS RESOLUTIONS** None

**FIRST READING RESOLUTIONS** None

**UNFINISHED BUSINESS** None

**NEW BUSINESS** None

**BOARD COMMENTS:**

Commissioner Reid congratulated Shon Sylvia on the Winter Wonderland Event.

Commissioner Hanberg commented that he has received a couple of comments about the future of dog parks and fenced tot lots.

Commissioner Hanberg commented that he and his family rented a boat this past weekend at Point Defiance and had a wonderful experience.

Commissioner Pointer commented that he is very proud of staff for putting on the Winter Wonderland Event.

**ADJOURN:**

Being no further business, the meeting was adjourned at 6:45p.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: **Purchasing Resolution—P.O. 1700864 Change Order #1  
Harrington Industrial Plastics**

DATE: March 12, 2018

**EXECUTIVE SUMMARY:** The attached Purchasing Resolution seeks Board approval to enable the Executive Director to enter into the agreements/change orders for the purchase, acquisition of the goods and services detailed in Exhibit A to the Resolution and in the supporting information below.

Proposed goods and services for purchase and/or acquisition:

<u>Item Number</u>	<u>Proposed Vendor</u>	<u>Proposed Purchase</u>	<u>Price (including Sales Tax)</u>
1.	Harrington Industrial Plastics	Seawater Supply Intake System Plumbing Supplies	Not to exceed \$52,341.34

Item No. 1

**VENDOR** Harrington Industrial Plastics

**GOODS OR SERVICE** Seawater Supply Intake System Plumbing Supplies

**PRICE** Not to exceed \$ 52,341.34

**SOURCE OF FUNDING** 2014 UTGO Bond Funds, PDZA Seawater System

**CONTACT** Debbie Terwilleger (253) 305-1086

**CAPITAL IMPROVEMENT COMMITTEE:** The Capital Improvement Committee reviewed this resolution at their meeting on March 14, 2018 and recommended forwarding this item on to the full Board for approval.

**BACKGROUND:** A Scope Definition for PDZA Seawater System Improvements was approved by the Capital Projects Group on 5/30/14, with a total project budget of \$2,015,935 earmarked for the Roundhouse and Seawater Supply Intake project. Updates to the seawater supply and life support filtration / treatment systems were required for new exhibits at the new Aquarium, Polar Bear, and Rocky Shores. Other seawater source, supply, distribution, and discharge improvements were to be carried out independent of exhibit projects.

These improvements had been described in a report prepared in 2013 by TJP Engineers and in the Capital Program Report prepared by PDZA staff and published in January of 2014:

*“Roundhouse and Seawater Supply Intake: As recommended in the TJP report, the existing structures should be further evaluated and repaired/replaced per marine engineer recommendations. Vertical turbine pumps should be replaced and the supply piping connecting the Roundhouse to shore facilities should be sleeved or replaced.”*

In June of 2016, the design firm of BCRA was selected from the A&E Roster to further evaluate and design the Seawater Supply Intake System. In developing the construction documents, it was determined that MPT could reduce the overall project cost by purchasing and installing the pumps, associated plumbing, electrical, and equipment with in-house forces.

Due to the anticipated volume of plumbing supplies needed, a formal Request for Proposal was issued on August 1, 2017. The proposals were opened on August 8, 2017; four (4) proposals were received and Harrington provided the lowest cost proposal for the plumbing equipment at \$48,457.06 (including sales tax)

Since the initial purchase, it has been determined that additional items are needed from Harrington in order to complete the Seawater System plumbing.

These additional purchases, in the amount of \$3,884.28, will bring the total PO dollar amount to \$52,341.34 (including sales tax). Staff is recommending approval of PO Change Order #1 for Harrington Industrial Plastics.

**FISCAL IMPACT:** The funds for this project are from the 2014 UTGO Bond Funds, PDZA Seawater Supply Intake System.

2014 UTGO Bond, PDZA; North Pacific Aquarium Exhibits	\$2,015,935.00
1% General Art Fund	-\$12,314.00
District General Art Fund	\$12,779.00
<hr/> Total	<hr/> \$2,016,400.00

**Project Budget:**

Planning & Design	\$442,179.88
Building Construction (includes tax)	\$992,637.83
In-House Services	\$38,524.75
Owner Cost – Electrical	\$62,540.17
Owner Cost – Pumps	\$111,150.35
Owner Cost – Plumbing	\$52,341.34
Owner Cost – Priming Equipment	\$34,472.20
Misc. Expenses (ad, rental, etc.)	\$25,832.69
1% for Art	\$12,779.00
Contingency	\$243,941.79
<hr/> Total	<hr/> \$2,016,400.00

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

**METROPOLITAN PARK DISTRICT OF TACOMA**  
**PURCHASING RESOLUTION NO. P30-18**  
**AUTHORIZING PURCHASE OF**  
**GOODS AND SERVICES FOR METRO PARKS TACOMA**

WHEREAS, the Board of Park Commissioners have established policies governing the purchase of goods and services for Metro Parks Tacoma through the adoption of Resolution No. RR21-15, Authorizing Amendment of the Purchasing Policy for the Metropolitan Park District of Tacoma; and

WHEREAS, the Board of Park Commissioners through the adoption of Resolution No. R51-02, Adopting Board Policies and Procedures, authorized the use of a Purchasing Resolution for consolidation of all purchases seeking approval by the Board of Park Commissioners; and

WHEREAS, Metro Parks staff recommends the Board of Park Commissioners authorize the purchase of goods and services in noted in Exhibit A; now, therefore, be it

RESOLVED by the Board of Park Commissioners of the Metropolitan Park District of Tacoma to authorize the Executive Director to enter into the necessary agreements/change orders to purchase or acquire the following goods and services as detailed in Exhibit A to this resolution.

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

ATTEST:

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Clerk



