



**MINUTES OF REGULAR MEETING
BOARD OF PARK COMMISSIONERS
October 14, 2019**

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

EXCUSED: Jessie Baines

IN THE CHAIR: President Pointer

PLACE: Metro Parks Tacoma District Headquarters

FLAG SALUTE: Commissioner Reid

REGULAR MEETING

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

SPECIAL PRESENTATIONS None

PRESIDENTS REPORT None

STANDING COMMITTEE AND COUNCIL REPORTS

Joint Municipal Action Committee

Commissioner Smith commented that JMAC met on October 11th. The committee received an update on the Link Rail Project.

EXECUTIVE DIRECTOR'S REPORT

Executive Director, Shon Sylvia commented on the following:

- Last month, Greater Metro Parks Foundation received a grant of \$25,000 from the Puyallup Tribe in support of the Jack C. Wilson Active Kid's Fund. The Active Kid's Fund provides scholarships for low-income individuals and families so that they may participate in Metro Parks' programming at a reduced cost. The Puyallup Tribes generous gift will enable a minimum of 125 individuals to access MPT programs. Additionally, MPT received a \$55,000 grant from the U.S. Department of Veteran's Affairs in support of Adaptive Recreation. This grant allows MPT to offer weekly programs free of charge to over 400 veterans and active-duty military members.
- 2019 MPT Advocacy Summit will be held October 23rd, 6pm, Pagoda
The Board is invited to acknowledge and thank as well as celebrate with our Advisory councils at the annual summit next week

- Youth Councils Inaugural Meetings are taking place October 15th and 16th. Metro Parks Youth Councils are a new youth leadership opportunity for kids ages 13-18. Each community center will have its own Youth Councils focus on community service, planning events, and advocating for youth in their communities. Members will engage in monthly volunteer opportunities, large scale community events, and will be called upon regularly to share their input to make Metro Parks and our community centers better.
- Last Saturday was Green Tacoma Day, there were about 200 volunteers between Titlow, McKinley, Garfield, Blueberry, Franklin, and Stewart Heights parks. There were a total of 124 trees planted and 106 native plants, along with 20,000 sq. ft. of invasive plants removed.
- On September 19th for the Day of Caring event, Sami and SOTA provided 425 volunteers at 10 parks.
- 65 employees from Sound Credit Union volunteering today at Dune Peninsula Park to help with some prairie weeding and restoration.
- Marina Becker introduced two full time employees; Matthew Kerns & Kimberley Jennings.

CITIZEN COMMENTS None

MINUTES OF THE SEPTEMBER 9, 2019 REGULAR BOARD MEETING

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

CONSENT AGENDA

RESOLUTION NO. C60-19: APPROVAL OF WARRANTS CLAIM FUND FOR SEPTEMBER 2019

RESOLUTION NO. C61-19: NW TREK BALD EAGLE EXHIBIT CONSTRUCTION FINAL ACCEPTANCE OF WILDWOOD CARPENTRY, LLC. CONTRACT #201983T/BID #J2019-06

RESOLUTION NO. C62-19: MEADOW PARK GOLF COURSE FACILITY IMPROVEMENTS- DRIVING RANGE IMPROVEMENTS PROJECT FINAL ACCEPTANCE OF CHRISTENSEN, INC. G.C. CONTRACT #2017150J/BID#J2017-27

RESOLUTION NO. C63-19: REVISING MEETING SCHEDULE FOR BOARD OF PARK COMMISSIONERS

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

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

PURCHASING RESOLUTIONS

RESOLUTION NO.P64-19: AUTHORIZING PURCHASE OF GOODS AND SERVICES FOR METRO PARKS TACOMA

1. COMDATA FOR FUEL UNLEADED AND DIESEL IN AN AMOUNT NOT TO EXCEED \$75,000

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

Marina Becker stated that this resolution will allow for fuel purchasing for equipment and vehicles through the end of this year. Ms. Becker commented that the district continues to make strides in lowering its dependence on fossil fuels and using alternatives whenever possible. She noted that some trucks and heavy equipment are not yet available in electric versions. Commissioner Hanberg encouraged staff to align with the State's green agenda goals as it relates to the decrease in fossil fuels.

Shon Sylvia commented that staff will plan for a future report out on the Districts green agenda and sustainability efforts.

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

PUBLIC WORKS PURCHASING RESOLUTIONS None

SINGLE READING RESOLUTIONS None

SECOND READINGS RESOLUTIONS None

FIRST READING RESOLUTIONS None

UNFINISHED BUSINESS None

NEW BUSINESS

District Policy Updates

Pete Mayer stated that the District is going through a review of policies. At this point in time the union is currently reviewing the policies. Staff plans to get back in front of the Board over the next month to review red line versions.

Paul Weed was introduced and reminded the Board that routine review of polices insures that they are aligned with the mission, vision and values of the District. Policies are also being updated to reflect changes in state and federal law, provide additional clarity and to reflect the best practices with accreditation.

A graphic highlighting the process timeline was then reviewed.

Mr. Weed then summarized the following policies under review:

- Disposal of Real Property Policy
Changed language to link the factors back to the District's Strategic Master Plan.
- Promotions
Defines and clarifies what a promotion is and provides framework for promotional terms and pay increases.
- VEBA
Adds language to allow for payout in last paycheck of amount less than \$500.
- Policy of Surplus and Removal of Wood Material from Park Land
Adds language to clarify what would be considered for disposal of wood and wood materials to the public.

- **Tree Trimming Policy**
Adds language for acceptable conditions to allow trees and shrubs on park owned or maintained properties to be trimmed or removed. Updates whose responsibility it is to review and provide recommendations to request for trimming.
- **Recruitment**
Provides further direction on non-competitive appointment approvals.
- **Inclement Weather & Emergency Closure/Disruption of Service**
Policy updated to provide clarity on the roles and responsibilities of leadership during inclement weather.
- **FMLA**
Updated to meet new domestic violence legal requirements. Section added to define examples of reasonable safety accommodations.
- **Sick Leave Use and Accrual**
Aligns policies with compliance with state law and employer best practice.
- **Alternative Workforce Background Check Policy**
New policy to establish guidelines for background checks for scheduled alternative workforce members.
- **Volunteer Engagement**
Policy title change to “Alternative Workforce Engagement”.
- **Familiarization Pass Policy**
New policy on distribution of familiarization pass.
- **Drug and Alcohol Policy for Use with FMCSA/DOT Regulated Employee** Creates a new policy to meet federal requirements for CDL drivers.
- **Drug and Alcohol – Free Workplace**
Updates policy to provide language for the new drug and alcohol policy.
- **Pay Increases**
Updated to include the ability to grant wage adjustments for employees who have taken on additional duties.
- **Policy and Procedures of the Board**
Removes the word “citizen” and replaces it with “community member or community” throughout the policy. Items removed from Section VII that are no longer relevant
- **Day of Service**
New policy establishing guidelines for Day of Service.
- **Reasonable Accommodation for Pregnancy**
Updated to meet new legal requirements.

Commissioners indicated they would like a COW to discuss the policies under review.

BOARD COMMENTS

Commissioner Hanberg commented that the Zoo Liaison Committee met recently. Committee members learned the new Eagle exhibit at Trek is going well.

Commissioner Reid and President Pointer congratulated the District on its NRPA Gold Medal and CAPRA accreditation. Shon Sylvia indicated that staff is working on a celebration plan.

ADJOURN:

Being no further business, the meeting was adjourned at 6:45 p.m.

APPROVED:

President

Clerk

Submitted by: Jennifer Bowman, Board Secretary