

**METROPOLITAN PARK DISTRICT  
OF TACOMA**



**AGENDA**

**October 28, 2019  
6:00 P.M.  
METRO PARKS HEADQUARTERS  
4702 S. 19<sup>th</sup> St.  
Tacoma, WA 98405**

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

**COMMISSIONERS**

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

5:30 P.M. **STUDY SESSION**      QUARTERLY CAPITAL UPDATE

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**

(5-10)      MINUTES OF THE OCTOBER 14, 2019 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**

**REGULAR AGENDA**

**PURCHASING RESOLUTIONS**

*(Requiring one reading for adoption)*

**PUBLIC WORKS PURCHASING RESOLUTIONS**

*(Requiring one reading for adoption)*

- (11-14)      **RESOLUTION NO. PW65-19:** PDZA MECHANICAL UPGRADES BID#: J2019-17  
CONTRACT AWARD TO TMEC, LLC.  
(Contact: Debbie Terwilleger, Director of Planning & Development)

**SINGLE READING RESOLUTIONS**

*(Requiring one reading for adoption)*

- (15-18)      **RESOLUTION NO. R66-19:** APPROVING THE REVISED FORT NISQUALLY  
LIVING HISTORY MUSEUM MISSION STATEMENT  
(Contact: Marina Becker, Director of Parks & Recreation)
- (19-26)      **RESOLUTION NO. R67-19:** DE-ACCESSIONING AND SURPLUSING OF ITEMS  
FROM THE FORT NISQUALLY COLLECTION  
(Contact: Marina Becker, Director of Parks & Recreation)

**SECOND READING RESOLUTIONS**

*(Requiring two readings for adoption)*

**FIRST READINGS:**

*(Requiring two readings for adoption)*

- (27-30)      **RESOLUTION NO. RR68-19:** AUTHORIZING 2019 GENERAL TAX LEVY OF  
REGULAR PROPERTY TAX FOR COLLECTION IN 2020  
(Contact: Erwin Vidallon, Chief Financial Officer)
- (31-34)      **RESOLUTION NO. RR69-19:** AUTHORIZING EXCESS TAX LEVY FOR  
UNLIMITED TAX GENERAL OBLIGATION (UTGO) BOND REDEMPTION  
(Contact: Erwin Vidallon, Chief Financial Officer)

**UNFINISHED BUSINESS**

**NEW BUSINESS**

**BOARD COMMENTS**

**ADJOURNMENT**

**UPCOMING BOARD MEETINGS**

October 30, 2019	Capital Improvement Committee	5:00 PM	Park Headquarters
November 18, 2019	Committee of the Whole	5:30 PM	Park Headquarters

November 25, 2019	Regular Park Board Meeting	6:00 PM	Park Headquarters
November 27, 2019	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  
September 9, 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 11<sup>th</sup>. 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 23<sup>rd</sup>, 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 15<sup>th</sup> and 16<sup>th</sup>. 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 policies 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





**MEMORANDUM**

TO: Board of Park Commissioners

THROUGH: Shon Sylvia, Executive Director *Shon Sylvia*

FROM: Debbie Terwilleger, Director of Planning & Development

**SUBJECT: Contract Award to TMEC, LLC. for PDZA Mechanical Upgrades**

DATE: October 21, 2019

**EXECUTIVE SUMMARY:** This resolution authorizes the contract award to Tmec, LLC for PDZA Mechanical Upgrades in the amount not to exceed \$429,669.80, including Washington State Sales Tax.

**CAPITAL IMPROVEMENT COMMITTEE RECOMMENDATION:** This resolution was reviewed by the Capital Improvement Committee at their meeting on Wednesday, October 16, 2019 with a recommendation to forward the action on to the full Board for approval.

**BACKGROUND:** The PDZA Mechanical Upgrades project will install new boilers located in the Elephant Barn and the South Pacific Aquarium, assess existing HVAC systems located in the Wild Wonders Outdoor Theatre, and complete upgrades based upon the assessment.

The bid opening was held on October 7, 2019. Six (6) bids were received and five (5) considered responsive.

Please refer to the attached bid tabulation for the list of contractors and bid amounts. Tmec, LLC submitted low Base Bid in the amount of \$389,900.00 (not including WSST). Reference checks by staff have confirmed that Tmec, LLC is a responsible contractor and performs quality work.

Staff is recommending award of the Base Bid for a total amount of \$429,669.80 (including Washington State Sales Tax).

The construction is anticipated to take 120 calendar days to complete after issuance of a Notice to Proceed. Fred Ramey will be project manager for this project.

**FISCAL IMPACT:** The funds for this project are from 14UTGO PDZA, North Pacific Aquarium & Exhibits, Miscellaneous Capital Improvements.

**Funding:**

2014 Park Bond (PDZA, Misc. Capital Improvements)	\$ 566,000
1% for Art	\$ (3,899)
<b>Total</b>	<b>\$ 562,101</b>

**Budget:**

Planning & Design	\$ 52,143.30
Tmec LLC (includes tax)	\$ 429,669.80
Northwest Aire Services	\$ 17,298.91
Owner Costs	\$ 825.76
<u>Contingency</u>	<u>\$ 62,163.23</u>
<b>Total</b>	<b>\$ 562,101.00</b>

**ADDITIONAL INFORMATION:** For additional information, please contact Debbie Terwilleger, Director of Planning and Development at (253) 305-1086 or [debbiet@tacomaparks.com](mailto:debbiet@tacomaparks.com)

**METROPOLITAN PARK DISTRICT OF TACOMA**

**RESOLUTION NO. PW65-19**

**PDZA MECHANICAL UPGRADES BID#: J2019-17  
CONTRACT AWARD TO TMEC, LLC.**

WHEREAS, the Board of Park Commissioners of the Metropolitan Park District of Tacoma desires to make upgrades to PDZA Mechanical systems; and;

WHEREAS, funds for the project consist of 2014 Park Bond, North Pacific Aquarium & Exhibits, Miscellaneous Capital Improvements fund; and

WHEREAS; six (6) bids (Bid#: J2019-17) were received with five (5) being considered responsive; and

WHEREAS, the low Base Bid was submitted by Tmec, LLC, in the amount of \$389,900.00, has been reviewed by contract compliance and is considered a responsive bid; and

WHEREAS, Metro Parks staff has checked the references of Tmec, LLC and find them to be responsible; Now, therefore, be it

RESOLVED by the Board of Park Commissioners of the Metropolitan Park District of Tacoma to award and execute the contract with Tmec, LLC, in the amount of \$429,669.80 (including WSST.)

The foregoing resolution was adopted by the Board of Park Commissioners of the Metropolitan Park District of Tacoma at a regular meeting held on \_\_\_\_\_ 2019.

\_\_\_\_\_  
President

ATTEST:

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Clerk



4102 South 19th Street  
 Tacoma, WA 98405-1175  
 T: (253) 305-1062  
 F: (253) 305-1098  
 Email: Fred.Ramey@pdza.org

## BID RESULTS

BIDS OPENED: October 7, 2019 @ 1:00PM

PDZA Mechanical Upgrades, #12019-17

BIDDER NAME:	Apex LLC	General Mechanical, Inc.	Eagle Harbor Associates, LLC	JH Kelly	Northwest Thermal Hydraulics	Tnec, LLC
Address:	706 NE 1st St Battleground, WA 98604	2316 S State St Tacoma, WA 98405	1420 Marvin Rd C-147 Lacey, WA 98516	PO Box 2038 Longview, WA 98632	2915 Marvin Rd NE Lacey, WA 98597	P.O. Box 214 McKenna, WA 98558
City, State Zip						
Contact:	Seth Wilson	Nate Cruise	Mike Gjeistein	JH Kelly	Sean Taal	Kevin Taal
Telephone:	360-558-1966	253-627-8155	360-779-8201	206-549-2460	253-863-1202	360-400-0400
Email:	seth@avexmechanical.org	natecruise@generalmechanical.com	mike@eagle-harbor.org	fox@jhkelly.com	staal@nwhthermal.com	ktaal@tnec.biz
<b>Bid Documentation:</b>						
Bid Proposal Signed	X	X	X	X	X	X
Bidder Responsibility Criteria Information Provided	X	X	X	X	X	X
Addenda Acknowledgment	X	X	X	X	X	X
Certification of Compliance with Wage Payment Statutes	X	X	X	X	X	X
Non-Collusion Affidavit	X	X	X	X	X	X
Bid Bond (signed/notarized)	X	X	X	X	X	X
MWBE Utilization Form	X	X	X	X	missing	X
<b>Base Bid</b>						
Base Bid	\$496,000.00	\$559,100.00	\$501,000.00	\$548,900.00	\$560,000.00	\$389,900.00
Tax 10.2%	\$50,592.00	\$57,028.20	\$51,102.00	\$55,987.80	\$57,120.00	\$39,769.80
<b>TOTAL</b>	<b>\$546,592.00</b>	<b>\$616,128.20</b>	<b>\$552,102.00</b>	<b>\$604,887.80</b>	<b>\$617,120.00</b>	<b>\$429,669.80</b>

APPARENT LOW BIDDER



**MEMORANDUM**

TO: Board of Park Commissioners

THROUGH: Shon Sylvia, Executive Director *Shon Sylvia*

FROM: Marina Becker, Director of Parks and Recreation Department

SUBJECT: **Revised Fort Nisqually Living History Museum Mission Statement**

DATE: October 21, 2019

**EXECUTIVE SUMMARY:** This resolution adopts the revised Fort Nisqually Living History Museum Mission Statement attached to the resolution as “Exhibit A”.

**BACKGROUND:** The Fort Nisqually Living History Museum’s current mission statement was adopted by the Board of Park Commissioners in 2013.

**The current Mission Statement:**

*“To promote public knowledge and understanding of regional history, Fort Nisqually Living History Museum preserves, interprets, and teaches the diverse mid-19th century story of Fort Nisqually bound within the history of Puget Sound.*”

*This will be accomplished through:*

1. *Dedication to historic integrity through preservation and research.*
2. *Collection and care of artifacts and structures.*
3. *Living History interpretation.*
4. *Educational programs, both on and off site, including special events.*
5. *Site promotion and Community Outreach.*

**The revised Mission Statement:**

*“Engaging a diverse regional audience with Puget Sound’s first globally connected settlement through historic preservation, experiential learning, and interpretation.”*

While completing the American Association for State and Local History (AASLH) Standards and Excellence Program in 2016, Fort Nisqually Living History Museum (FNLHM) staff determined the current mission statement needed review.

Staff met with the Fort Nisqually Constituency Committee in 2017. This committee is comprised of museum staff, volunteers, members of the general public and Fort Nisqually Foundation members. The committee determined a need to revise the mission statement to better serve the museum’s current audience and they developed objectives and elements to be included in the statement. The draft statement was shared with the Arts & Heritage Advisory Council and

full Fort Nisqually Foundation Board. Feedback from these groups was incorporated in the final draft.

FNLHM staff presented a revised Code of Ethics, Collections Policy and Strategic Plan for the museum to the Park Board on August 28, 2017. During this presentation, it was noted that the mission statement was under review and would be brought before the Board when finalized. The Code of Ethics, Collections Policy and Strategic Plan were adopted by the Board of Park Commissioners on September 11, 2018.

The final draft of the revised mission statement was reviewed and approved by the Constituency Committee, the Advisory Council and Foundation Board in 2018. Since FNLHM was already in the process of applying for accreditation, staff decided to hold the revised mission statement for Board consideration until after the accreditation process was completed. FNLHM was awarded accreditation by American Alliance of Museums in February 2019.

**FISCAL IMPACT:** No financial considerations.

**ADDITIONAL INFORMATION:** For additional information, please contact Marina Becker at (253) 305-1024.



**METROPOLITAN PARK DISTRICT OF TACOMA**

**RESOLUTION NO. R66-19**

**APPROVING THE REVISED FORT NISQUALLY LIVING HISTORY MUSEUM  
MISSION STATEMENT**

WHEREAS, Fort Nisqually Living History Museum’s mission statement was adopted in 2013; and

WHEREAS, mission statements should be reviewed and revised every three to five years to best meet the needs of the organization; and

WHEREAS, Fort Nisqually staff and its constituency committee discussed and revised the mission statement so that it more accurately reflects and serves its museum audience; and

WHEREAS, American Alliance of Museums requires that the governing authority of accredited museum’s approve their mission statement; and

WHEREAS, staff and Fort Nisqually constituency committees have approved of the revised mission statement and recommend its adoption; now, therefore, be it

RESOLVED by the Board of Park Commissioners of the Metropolitan Park District of Tacoma to approve the revised Mission Statement for Fort Nisqually Living History Museum as attached in “Exhibit A”.

The foregoing resolution was adopted by the Board of Commissioners of the Metropolitan Park District of Tacoma at a regular meeting held on \_\_\_\_\_, 2019.

ATTEST:

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Clerk

“Exhibit A”

**Fort Nisqually Living History Museum  
Mission Statement**

Engaging a diverse regional audience with Puget Sound’s first globally connected settlement through historic preservation, experiential learning, and interpretation.



**MEMORANDUM**

TO: Board of Park Commissioners

THROUGH: Shon Sylvia, Executive Director

FROM: Marina Becker, Director of Parks and Recreation Department

SUBJECT: Deaccession and Surplus Items from Fort Nisqually Living History Museum's Permanent Collection

DATE: October 24, 2019

**EXECUTIVE SUMMARY:** This resolution authorizes staff to deaccession and surplus select items from the Fort Nisqually Living History Museum Permanent Collection. While addressing necessary curatorial tasks, Metro Parks staff has identified artifacts no longer on display or appropriate for the correct interpretation of Fort Nisqually's history. Accordingly, staff have prepared a list of artifacts qualifying for deaccession from the permanent collection (Exhibit A). Once deaccessioned from the collection the items will be disposed of following guidelines outlined in Policy No: 200.005.

**BACKGROUND:** Per policy number 200.005 Fort Nisqually Collections collection items may be deaccessioned if approved by Board of Park Commissioners. The policy further states that consideration for the removal of objects from the permanent living history collection will be a joint effort by the site's staff, MPT administrators, the Historic Preservation Advisory Committee and if necessary, legal counsel. A listing of all potentially de-accessionable objects must appear before the MPT Board of Park Commissioners at a regular public meeting and meet with their approval.

An object may be removed from the site's collections if it is:

1. Determined to be a duplicate of lesser quality and surplus to current or projected needs within the permanent, living history or research collections.
2. Not relevant to the stated themes and purpose of the site.
3. Deteriorated and of an inferior quality.
4. Prohibitively expensive to restore, maintain warehouse, preserve and/or is otherwise impractical to retain.
5. Hazardous material that poses an immediate threat to the collections.
6. Unsolicited property of no redeeming quality for exhibit, living history, research or loan use.

Once the object is identified for removal it will undergo the following steps, insofar as it is practical to do so.

1. The manner of disposition chosen will be in the best interests of FNLHM, the public it serves, the public trust it represents in owning the collections, and the scholarly and educational communities it represents.
2. Primary consideration will be given to placing the objects through trade, sale, or gift in another tax-exempt public institution wherein they may serve a valid purpose in research, education, or exhibition.
3. A public auction of objects will take place only if all other avenues of removal have been explored, and in a manner that will best protect the interests, objectives and legal status of the site.
4. Objects will not be given or sold privately to MPT or FNLHM employees, volunteers, officers, members of the Board or their representatives.
5. Catalogs and other records of the site shall document the removal of objects from the collections and the condition of their disposal.
6. Objects that are broken, deteriorated or of other non-redeemable quality may be consigned to waste.

**FISCAL IMPACT:** Funds obtained from the disposal or sale of deaccessioned artifacts shall be used only for artifact acquisition and direct care of the collection.

**ADDITIONAL INFORMATION:** For additional information, please contact Marina Becker at (253) 305-1024.

**METROPOLITAN PARK DISTRICT OF TACOMA**

**RESOLUTION NO. R67-19**

**DE-ACCESSIONING AND SURPLUSING ITEMS FROM THE  
FORT NISQUALLY COLLECTION**

WHEREAS, Metro Parks Tacoma operates an historic site at Fort Nisqually Living History Museum; and

WHEREAS, collections policy 200.005 was established by the Board of Park Commissioners (R79-81; amended R9-85; amended R76-16) which allows for the appropriate removal (de-accessioning) of items for the museum collection; and

WHEREAS, the Fort Nisqually Curator has assessed the items no longer on display or appropriate for the correct interpretation of Fort Nisqually's history; and

WHEREAS, the attached list of items (Exhibit A) was deemed inappropriate for further retention in the Fort Nisqually collection; now, therefore, be it

RESOLVED that the Board of Park Commissioners of the Metropolitan Park District of Tacoma approve removal of the attached list of collection items (Exhibit A) from the Fort Nisqually permanent collection and disposal according to the standards of the museum profession and District Policy 200.005.

The foregoing resolution was adopted by the Board of Commissioners of the Metropolitan Park District of Tacoma at a regular meeting held on \_\_\_\_\_, 2019.

ATTEST:

\_\_\_\_\_  
President

\_\_\_\_\_

\_\_\_\_\_

### Exhibit A

<b>Object ID</b>	<b>Description</b>
1940.18.01	Candle Mold
1943.01.02	Candle Mold
1967.01.01	Baby Shoes
1971.10.02a&b	Moccasins
1942.06.01	Key
1972.02.01-.03	Photographs
1972.02.04-.11	Photographs
2007.03.01	Series of Postage Stamps
1955.02.02-.14	Arrowheads
1975.02.02	Basket
1975.02.03	Basket
1955.01.01	Picture of Lincoln with Generals
1942.16.01	Arrowhead
1940.19.03a&b	Snow Shoes
1943.05.01-.10	Baskets
1954.02.01	Arrowhead
1943.06.02	Child's Chair
1971.10.01	Reed Mat
1953.06.01	Arrowhead
1972.04.01-.1106	Arrowhead
2007.01.01	Photo
1985.34.02	Knife, Dinner
1990.09.06	Soup Spoon
2002.01.01	Map
1971.01.07	Cross Cut Saw
1971.01..08-09	Wrench
1971.01.03-.04	Steel Wedges
1984.06.02	Book
1984.09.17	Book
1974.19.01	Book
1984.27.10	Book
1984.28.03	Book
1986.01.01	Book
1986.36.01	Book
1944.01.10	Book
1984.30.03-.06a&b	Lock and Key
1939.01.03	Churn

1939.11.01	Scoop
1939.11.02	Frame
1940.09.09	Pouch, Shot
1940.20.01	Frame
1958.03.02	Chopper, Food
1962.01.01	Kettle
1970.08.11	Print
1970.08.14	Print
1971.07.05	Hook, Reaping
1977.02.02	Rasp, Hoof
1977.02.03	Knife, Hook
1980.01.01	Saddlebag
1982.22.01	Hat, Top
1982.22.02	Chair
1984.27.02	Kettle
1984.27.03	Pincers, Farrier's
1984.27.04	Pincers, Farrier's
1984.27.05	Pincers, Farrier's
1984.27.07	Kettle
1985.04.12	Ledger
1985.04.13	Candlesnuffer
1985.18.05	Funnel
1985.22.03	Jug
1985.27.02-.03	Fork
1985.27.04	Fountain Pen
1985.34.05	Knife, Dinner
1985.40.01	Plate, Dessert
1985.40.16	Pitcher, Milk
1985.43.01-.04	Knife, Dinner
1985.43.06	Knife, Dinner
1985.43.22	Pitcher
1985.45.01-.04	Model of the Fort
1986.09.04	Caldron
1986.15.06	Inkwell
1986.30.03	Teaspoon
1986.30.04	Horn, Powder
1986.30.09	Fork
1986.30.11	Fork
1986.30.13	Fork
1986.51.01	Ladle
1986.51.05	Razor
1987.03.03	Powder Keg
1987.10.01	Tablecloth
1987.12.01	Saltcellar

1987.12.11	Dessert Spoon
1987.13.03a&b	Dagger
1987.13.12	Dessert Spoon
1987.14.01	Beads
1987.14.02	Beads
1987.23.10-.11	Soup Spoon
1987.29.03	Dessert Spoon
1987.31.01	Dessert Spoon
1988.01.02	Bowl, Waste
1988.06.02	Jar Lid
1988.06.04	Ink Bottle
1988.09.04	Salt Spoon
1988.15.01a&b	Sugar Bowl
1988.16.01	Dessert Spoon
1988.16.02	Dessert Spoon
1989.25.01	Coin
1990.16.01	Soup Spoon
1990.16.03	Soup Spoon
1990.17.01	Tablespoon
1990.17.05-.06	Tablespoon
1992.02.01	Suitcase
1993.05.09	Block, Bevel
1939.01.01	Vase
1939.06.01	Photograph
1939.07.01	Vase
1940.06.01	Frame
1940.07.01	Newspaper
1983.14.01	Pail
1984.27.10	Books
1985.33.14a-n	Magazine
1982.18.02	Beads
1987.32.03	Crucifix
1971.01.12	Cargo Hook
1944.03.01	Musket
1977.05.01	Single Moccasin
1986.08.10	Chair
1986.08.09	Chair
1987.26.01	Chair
1988.03.01	Chair
2006.08.01	Chair
1986.15.01-.02	Chair
1985.04.03-.08	Chair
1989.16.01	Chair
1986.25.03	Chair




2003.01.02	Chair
1984.36.01-.10	Reproduction Lantern
1997.01.01	Cupboard





**MEMORANDUM**

**TO:** Board of Park Commissioners  
**THROUGH:** Shon Sylvia, Executive Director   
**FROM:** Erwin Vidallon, Chief Financial Officer  
**SUBJECT:** **Authorizing 2019 General Tax Levy of Regular Property Tax for Collection in 2020**  
**DATE:** October 22, 2019

**EXECUTIVE SUMMARY:** This resolution establishes the 2019 levy of regular property tax for Metro Parks that will be collected during 2020.

**BACKGROUND:** Metro Parks Tacoma (MPT) has regular property tax levy authority that totals \$0.75 per \$1,000 of assessed value composed of two separate levies as shown below:

- \$0.50 per \$1,000 of assessed value levy; and
- \$0.25 per \$1,000 of assessed value levy.

MPT’s levy rate history over the last ten years shows a period of decreasing levy rates as a result of the imposition of a one percent growth in property tax revenue along with significant growth in assessed property values, followed by the recession and declining property values and the approval of a levy lid lift on April 27, 2010, to restore our levy to the maximum allowable amount of \$.75.

In November 2007, the State Legislature approved new legislation that imposed a one percent annual property tax growth limitation, following voter approval of I-747 in 2001. The legislation limits annual property tax revenue growth to 1%, plus new construction. The impact is that regardless of assessed valuation growth, revenues cannot grow more than the limit.

The passage of a levy lid lift in 2010 and the subsequent decline in assessed valuations in 2012 and 2013 resulted in Metro Parks’ property tax revenue to decrease significantly during this time period. However, with six years of increasing assessed valuations since 2014, Metro Parks has now surpassed the previous highest levy in 2019 to \$16,374,998 in 2020.

The chart below provides a ten-year history of our assessed value and levy rates.

<u>Collection Year</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>
Assessed Value	\$ 19,448,091,249	\$ 18,016,099,709	\$ 16,335,169,585	\$ 16,935,340,498	\$ 18,254,065,447
Percent Change	-8.18%	-7.36%	-9.33%	3.67%	7.79%
Levy Rate	\$ 0.7500	\$ 0.7500	\$ 0.7500	\$ 0.7500	\$ 0.7500
Tax Collection	\$ 14,586,068	\$ 13,512,075	\$ 12,251,377	\$ 12,701,505	\$ 13,690,549

<u>Collection Year</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>
Assessed Value	\$ 19,407,365,221	\$ 21,207,605,958	\$ 23,662,776,999	\$ 27,079,667,861	\$ 30,330,574,762
Percent Change	6.32%	9.28%	11.58%	14.44%	12.00%
Levy Rate	\$ 0.7500	\$ 0.7073	\$ 0.6533	\$ 0.5892	\$ 0.5397
Tax Collection	\$ 14,555,524	\$ 14,999,274	\$ 15,459,636	\$ 15,954,897	\$ 16,374,998

**FISCAL IMPACT:** Metro Parks Tacoma levies its property tax on an annual basis even though it has adopted a biennial budget. The preliminary levy amount is \$16,374,998 which is an increase of 2.6330 % over 2019.

**ADDITIONAL INFORMATION:** If you have any questions before the Board meeting, please contact Erwin Vidallon at 1-253-305-1081.

**METROPOLITAN PARK DISTRICT OF TACOMA**

**RESOLUTION NO. RR68-19**

**AUTHORIZING 2019 GENERAL TAX LEVY  
OF REGULAR PROPERTY TAX FOR COLLECTION IN 2020**

WHEREAS, the Board of Park Commissioners of the Metropolitan Park District of Tacoma has met and considered its budget for the 2019-2020 biennium; and

WHEREAS, the District's actual levy from the previous year was \$15,954,897.34; and

WHEREAS, the population of this district is more than 10,000; and now, therefore be it

RESOLVED by the Board of Park Commissioners of the Metropolitan Park District of Tacoma that an increase in the regular property tax levy is hereby authorized for the levy to be collected in the 2020 tax year.

The dollar amount of the increase from the previous year shall be \$420,100.34, which is a percentage increase of 2.6330 percent from the previous year. This increase is exclusive of additional revenue resulting from new construction, improvements to property, newly constructed wind turbines, any increase in the value of state-assessed property, any annexations that have occurred and refunds made.

The foregoing resolution was adopted by the Board of Park Commissioners of the Metropolitan Park District of Tacoma at a regular meeting held on \_\_\_\_\_, 2019.

\_\_\_\_\_  
President

ATTEST:

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Clerk





**MEMORANDUM**

**TO:** Board of Park Commissioners

**THROUGH:** Shon Sylvia, Executive Director

A handwritten signature in black ink, appearing to read "Shon Sylvia", is written over the printed name.

**FROM:** Erwin Vidallon, Chief Financial Officer

**SUBJECT:** **Authorizing Excess Tax Levy for Unlimited Tax General Obligation (UTGO) Bond Redemption**

**DATE:** October 22, 2019

**EXECUTIVE SUMMARY:** The resolution provides for excess property taxes to be levied for debt service payments on voter-approved unlimited tax general obligation (UTGO) bonds issued for the 2005 series bond issue (one remaining issue – 2010), for the 2012 and 2015 refunding bond issues, and for the 2014 series bond issues (2014 A and B, 2016, 2018 and 2019). Similar to our regular property taxes, the Board must authorize the tax levy in 2019 for collection in 2020.

Unlike regular property taxes where the Board establishes the amount of increase in revenue (up to the statutory maximum of one percent), with excess levies the Board specifies the exact dollar amount to be collected and the Pierce County Assessor-Treasurer's Office calculates the appropriate levy rate to collect the tax. Adoption of this resolution is required by state law to enact the Metro Parks Tacoma excess property tax levy.

**BACKGROUND:** Voters approved an \$84.3 million bond issue in November 2005. The first two issues have been paid off through subsequent refunding bonds. The third issuance of \$19,210,000 was approved on November 10, 2008 (scheduled to be paid off on December 2018), and the fourth and final issuance of \$25,025,000 was approved on November 22, 2010.

On June 13, 2012, \$9,995,000 of refunding bonds were issued to refund a portion of bonds issued for PDZA projects in 2003 and the 2005 bonds. The remaining 2003 and 2005 bonds were paid off in December 2013 and 2015, respectively.

Following voter approval in April 2014 of a \$198,000,000 bond issue, \$33,400,000 in UTGO and \$18,040,000 in refunding (2006 issue) bonds were issued following Board approval on October 13, 2014. The remaining 2006 bonds was paid off in December 2016. In 2015, \$14,280,000 in refunding (2005 issue) bonds were issued following Board approval on July 13, 2015. Following Board approval on October 24, 2016, the district issued \$70,000,000 of UTGO bonds and \$6,290,000 of refunding (2008 issue) bonds. And on April 9, 2018, the district issued

\$40,020,000 of UTGO. Most recently, on April 22, 2019, the Board approved the refunding of the \$25,000,000 Build America Bonds originally issued in 2010, which generated an estimated savings of \$2 million in debt payments over the remaining life of the bond.

**FISCAL IMPACT:** We know from our current debt service schedules established at the time of the bond sales the exact principal and interest due each year. Included in the levy is a small reserve in each fund to accommodate non-payment or late-payment of taxes by property owners. Subsequent collection of delinquent taxes provides additional cash on hand which reduces the ensuing year’s levy. All taxes collected remain within the bond redemption fund until we are able to make principal and interest payments. In the final years of the debt service associated with each individual issue, we may reduce the levy by any excess cash available in the fund.

The Park Board is authorizing the levy of tax on property in 2019 for collection in 2020 for the following principal and interest payments associated with the referenced bonds:

Issue	Principal & Interest Due in 2020	Total Tax Collection Required in 2020	Assessed Value for Excess Levy for Bonds	Estimated Levy Rate for Bond Debt Service
2012 UTGO	\$ 1,097,075	\$ 1,102,000	\$30,067,675,781	0.0367
2014 UTGO A	\$ 484,925	\$ 426,000	\$30,067,675,781	0.0142
2014 UTGO B	\$ 2,629,100	\$ 2,676,000	\$30,067,675,781	0.0890
2015 UTGO	\$ 1,640,250	\$ 1,673,000	\$30,067,675,781	0.0556
2016 UTGO	\$ 4,515,650	\$ 4,283,000	\$30,067,675,781	0.1424
2018 UTGO	\$ 8,467,000	\$ 8,730,000	\$30,067,675,781	0.2903
2019 Refunding UTGO	\$ 914,800	\$ 1,487,000	\$30,067,675,781	0.0495
<b>Total</b>	<b>\$ 19,748,800</b>	<b>\$ 20,377,000</b>		<b>0.6777</b>

The final levy rate will be determined by the Pierce County Assessor-Treasurer’s office once the final property values have been established for Metro Parks Tacoma.

**ADDITIONAL INFORMATION:** For additional information, please contact Erwin Vidallon at 1-253-305-1081.



**METROPOLITAN PARK DISTRICT OF TACOMA**

**RESOLUTION NO. RR69-19**

**AUTHORIZING EXCESS TAX LEVY  
FOR UNLIMITED TAX GENERAL OBLIGATION (UTGO) BOND REDEMPTION**

WHEREAS, an unlimited tax, general obligation (UTGO) bond issue of \$84,300,000 for the stated purpose of making general improvements to parks and recreation facilities was authorized by voters at the general election held on November 8, 2005; and

WHEREAS, the Board of Park Commissioners authorized the issuance of \$19,210,000 of said UTGO bonds on November 10, 2008, and a final authorization of \$25,025,000 on November 22, 2010; and

WHEREAS, the Board of Park Commissioners authorized the issuance of \$9,995,000 of refunding bonds to advance refund portions of a 2003 UTGO bond issue for the Point Defiance Zoo and Aquarium and the 2005 voter-approved UTGO bond issues on May 14, 2012; and

WHEREAS, an unlimited tax, general obligation (UTGO) bond issue of \$198,000,000 for the stated purpose of making general improvements to parks and recreation facilities was authorized by voters at the general election held on April 22, 2014; and

WHEREAS, the Board of Park Commissioners authorized the issuance of \$33,400,000 in UTGO bonds on October 13, 2014, and \$18,040,000 to refund UTGO bonds originally issued in 2006; and

WHEREAS, the Board of Park Commissioners authorized the issuance of \$14,280,000 in UTGO bonds on July 13, 2015 to advance refund portions of the UTGO bonds originally issued in 2005; and

WHEREAS, the Board of Park Commissioners authorized the issuance of up to \$80,000,000 in UTGO bonds on October 24, 2016 for new projects and to advance refund portions of the UTGO bonds originally issued in 2008; and

WHEREAS, the Board of Park Commissioners authorized the issuance of up to \$50,000,000 in UTGO bonds on April 9, 2018 for carry-over and new projects; and

WHEREAS, the Board of Park Commissioners authorized the issuance of \$22,970,000 in refunding the Build America Bonds originally issued in 2010 on June 26, 2019; and

WHEREAS, "unlimited annual property taxes and other available monies" were authorized as a means of paying both principal and interest on said bond issues; now, therefore, be it

RESOLVED by the Board of Park Commissioners of the Metropolitan Park District of Tacoma that the amount to be levied for payment of UTGO bond principal and interest due from the 2019 excess property tax levy for collection in 2020 is as follows, based on property values provided by the Pierce County Assessor-Treasurer:

2012 UTGO refunding	\$1,102,000
2014 UTGO A	\$426,000
2014 UTGO B	\$2,676,000
2015 UTGO refunding	\$1,673,000
2016 UTGO	\$4,283,000
2018 UTGO	\$8,730,000
2019 UTGO refunding	\$1,487,000
<b>TOTAL</b>	<b>\$20,377,000</b>

BE IT FURTHER RESOLVED that this resolution be certified to the proper officials of Pierce County for collection in the same manner as other general taxes.

The foregoing resolution was adopted by the Board of Park Commissioners of the Metropolitan Park District of Tacoma at a regular meeting held on \_\_\_\_\_, 2019.

\_\_\_\_\_  
President

ATTEST:

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Clerk