



**MINUTES OF REGULAR MEETING  
BOARD OF PARK COMMISSIONERS  
November 25, 2019**

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

ABSENT: Jessie Baines

IN THE CHAIR: President Pointer

PLACE: Metro Parks Tacoma District Headquarters

FLAG SALUTE: Commissioner Smith

**STUDY SESSION QUARTERLY FINANCIAL UPDATE**

Erwin Vidallon commented District-wide total all funds are showing a favorable year to date combined variance of about \$2.5M. Pie charts illustrating all funds of revenue and expenditure distribution through September 2019 were reviewed. Mr. Vidallon commented that for the most part all funds, revenue and expenditure are tracking close to budget.

A general fund summary table was then reviewed. Mr. Vidallon pointed out there is a favorable variance of about \$345,000 however, total revenue earnings are below budget through the 3<sup>rd</sup> quarter. Staff continues to monitor that short fall and adjust expenses accordingly. Property tax and sales tax graphs were then reviewed; both are tracking closely with what has been forecasted in the budget.

Within the department of Strategy and Governance property tax revenues is off but is typically driven by timing of when property taxes are paid and distributed to agencies by the County. Expenditures are favorable compared to budget due to position vacancies.

Mr. Vidallon commented that in the Business & Innovation Department revenue earnings in marketing rights and sponsorships are below budget by \$500,000. He noted that significant efforts continue to try to make up ground the remainder of the year, including managing expenses, including adjustments for 2020.

Staff stated that within the Parks & Recreation Department total revenues earned to date are favorable. However, earned revenue is down primarily due to membership and admission dues and program fees trending short of projection. Parks and Recreation staff are continuing to monitor this closely and have adjusted expenses by not filling vacant positions.

The Planning and Development Department continues to hold a favorable position due to unfilled position savings and revenue earnings from purchase card rebates.

3<sup>rd</sup> quarter total for ZEED funds is showing a favorable position by approximately \$1.9 million combined total variance to date. Of that, \$2.2 million is related to revenue earnings above year to date projection. Mr. Vidallon stated that sales tax collection continues to be ahead of budget at Trek and earned revenue at the Zoo are the big contributors to the favorable variance. NW Trek is reporting earned revenue down as compared to budget mostly due to admissions.

Mr. Vidallon then spoke about the Marina noting that it has not been able to catch up since the no salmon fishing in "Area 11", which is the area from Commencement Bay to Narrows Bridge to the northern tip of Vashon Island. Also, crab season never opened for the 2nd straight year.

As a result, retail sales, rentals and launch fees continues to be negatively affected.

Expenditures to date at the Marina are in line with budget.

At the Meadow Park Golf Course all current revenue earnings continue to trend well above 2018 actuals and 2019 projections. Also, as expected, the driving range improvements continue to pay dividends resulting in an increase in revenue earnings compared to budget to date.

Golf rounds, driving range and merchandise sales surpassed their full-year projection. In addition, all offered adult and youth golf programming continue to sell out as they become available.

Within the area of the capital spending, the District has spent approximately \$7.2M of the total fiscal year budget. Staff stated that through the 3<sup>rd</sup> quarter the District continues to transition to smaller projects.

Mr. Vidallon commented that the local economy outlook remains stable and is leveling out. Staff will remain disciplined in spending as earned revenues trend downward in some areas. Staff plans to reset work plan and associated 202 budgeted as well as revised revenue and expense forecast.

### **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** TACOMA PUBLIC SCHOOLS PROP. 1

School Board President Scott Heinze and TPS Communications Director Dan Vopel were introduced to the Board. The purpose of the presentation is to share facts and information about Proposition 1, the upcoming construction bond on the February ballot. Mr. Heinze remarked that bonds require a 60 percent + 1 yes vote.

Mr. Heinze commented that if this measure passes in February it will provide neighborhood school improvements and safety upgrades in nearly every school in Tacoma.

Mr. Vopel commented that this bond will replace or provide major renovations to 8 schools whose average age is 69 years old. He further noted that school safety, security and health upgrades will be addressed. In addition, basic improvements such a flooring, masonry, lighting, windows and technology upgrades will also be part of the proposed bond package. Mr. Vopel pointed out the many field, play areas and athletic facility upgrades are also included in the package. He stated that the school district has been working with Metro Parks and other community partners to develop this package so as to bring benefit to the entire community. This bond package will go to the voters for approval on February 11, 2020. Mr. Vopel stated that the proposed bond is \$535 million over 25 years, noting that this would result in about \$6.79 per month is the average increase to the average home.

### **PRESIDENTS REPORT**

President Pointer spoke favorably about the Citizens for a Health Bay event held at the Aquarium.

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

Nature & Environment Advisory Council

Commissioner Hanberg commented that at the last council meeting information about the City's tree plan was shared.

Zoo Liaison Committee

Commissioner Smith stated that at the November meeting plans for the 50<sup>th</sup> Anniversary Earth Day Celebration were discussed.

Joint Municipal Action Committee

Commissioner Smith commented that she attended the November 8<sup>th</sup> meeting. Legislative agendas of participating agencies were reviewed. The next meeting is December 13<sup>th</sup>.

**NOMINATIONS FOR BOARD OFFICERS**

Commissioner Pointer nominated Commissioner Reid for the position of Board president; seconded by Commissioner Hanberg

Commissioner Smith nominated Commissioner Hanberg for the position of Board Clerk; seconded by Commissioner Reid.

Final nominations and voting will occur at the December 9<sup>th</sup> Board meeting.

**EXECUTIVE DIRECTOR’S REPORT**

Executive Director, Shon Sylvia commented on the following:

- Marina Becker introduced two full time promotions of Mike Yaden and Josh Azinger.
- After an intense and exiting public voting process, the Greater Metro Parks Foundation learned last week Tacoma is one of the top 25 finalists for the 2020 Levitt AMP Grant. Grants will be awarded to 15 U.S.-based nonprofit organizations serving towns and cities with populations of up to 400,000. If selected, GMPF will receive \$25,000 in matching funds to present the Levitt AMP Tacoma Music Services with a minimum of 10 free outdoor concerts over 10-12 weeks during 2020.
- MPT is partnering with REI on a work party at Dickman Mill Park on the Friday after Thanksgiving as part of their Opt to Act Campaign.

**CITIZEN COMMENTS**

Dave Mitzel commented that he has started Never Never Land LLC in an effort to restore and bring back support for the Never Never Land figurines that were once at Point Defiance Park. Mr. Mitzel requested support from the Park Board to assist in encouraging a process for the restoration and return of the figurines to the Park. He commented on the public support he has gained via social media.

Brandon Mitzel spoke in favor of restoring the figurines to Never Never Land. He noted he has seen lots of photos and videos and knows the memories the site has provided to those who grew up in the area.

Keith Lowe spoke in support of the restoration of Never Never Land at Point Defiance Park.

Todd Sharon commented that he has supported the idea of bringing back Never Never Land in years past, and is supportive of this current effort. He requested additional information about the figurines and molds.

**MINUTES OF THE OCTOBER 28, 2019 REGULAR BOARD MEETING**

Commissioner Hanberg moved to adopt the minutes as amended; seconded by Commissioner Reid and passed on a vote of 5-0.

**CONSENT AGENDA**

**RESOLUTION NO. C70-19:** APPROVAL OF WARRANTS CLAIM FUND FOR OCTOBER 2019

**RESOLUTION NO. C71-19:** REVISING DECEMBER BOARD MEETING SCHEDULE FOR THE BOARD OF PARK COMMISSIONERS

Commissioner Hanberg moved to adopt the consent agenda as presented; seconded by Commissioner Reid and passed on a vote of 5-0.

**PURCHASING RESOLUTIONS** None

**PUBLIC WORKS PURCHASING RESOLUTIONS**

**RESOLUTION NO. PW72-19:** WATERFRONT PHASE 1 WAVE WALL & MARKER PILES PROJECT CONTRACT AWARD TO AMERICAN CONSTRUCTION COMPANY

Commissioner Hanberg moved to adopt the resolution; seconded by Commissioner Reid.

Staff commented that this item was reviewed at the October 30<sup>th</sup> CIC meeting. Debbie Terwilleger stated that a previous partnership with the Environmental Protection Agency (EPA) and previous work on Water Front Phase 1 created the desire to place a Wave wall & marker piles in the armored shoreline slope and breakwater marina. Construction of the wave wall includes timber lagging and bracket assemblies to attach the lagging to the HP piles. Work will be conducted in the water and require a debris curtain in the marina and navigational signage will also be conducted. Ms. Terwilleger commented that work is being funded by the EPA.

Being no additional comment the question was called and the resolution passed on a vote of 5-0.

**RESOLUTION NO. PW73-19:** BROWNS POINT PLAYFIELD IMPROVEMENTS PROJECT CONTRACT AMENDMENT NO. 3 FOR BRUCE DEES & ASSOCIATES, LLC

Commissioner Hanberg moved to adopt the resolution; seconded by Commissioner Reid.

Staff commented that this item was reviewed at the October 30<sup>th</sup> CIC meeting. Debbie Terwilleger commented that an initial analysis of the Browns Pt. Playfield site identified the need for additional site improvements to complement the original court renovation project. Specific near-term improvements at Browns Point Playfield include the reconstruction of the existing tennis and basketball courts, ADA-accessible sidewalks, ramps, and parking, modest playground improvements, and storm drainage improvements.

Being no additional comment the question was called and the resolution passed on a vote of 5-0.

**RESOLUTION NO. PW74-19:** PDZA FILTRATION IMPROVEMENTS CONTRACT AWARD TO GENERAL MECHANICAL, INC.

Commissioner Hanberg moved to adopt the resolution; seconded by Commissioner Reid.

Debbie Terwilleger stated that that this item was reviewed at the October 30<sup>th</sup> CIC meeting.

Staff commented that this resolution authorizes a contract award to General Mechanical, Inc. to install new foam fractionators and associated improvements to exhibit filtration systems at the Point Defiance Zoo and Aquarium. The bid opening was held on October 3, 2019. Three bid proposals were received.

Being no additional comment the question was called and the resolution passed on a vote of 5-0.

**SINGLE READING RESOLUTIONS**   None

**SECOND READINGS RESOLUTIONS**

**RESOLUTION NO. RR68-19:** AUTHORIZING 2019 GENERAL TAX LEVY OF REGULAR PROPERTY TAX FOR COLLECTION IN 2020

This resolution was moved and seconded on October 28<sup>th</sup>. Being no additional comments the question was called and the resolution passed on a vote of 5-0.

**RESOLUTION NO. RR69-19:** AUTHORIZING EXCESS TAX LEVY FOR UNLIMITED TAX GENERAL OBLIGATION (UTGO) BOND REDEMPTION

This resolution was moved and seconded on October 28<sup>th</sup>. Being no additional comments the question was called and the resolution passed on a vote of 5-0.

**FIRST READING RESOLUTIONS**

**RESOLUTION NO. RR75-19:** ADOPTION OF DISTRICT POLICIES

Commissioner Hanberg moved to adopt the resolution; seconded by Commissioner Reid.

Pete Mayer commented that the Board was presented with an introduction to these policy changes during new business on October 14<sup>th</sup> followed up with presentation and an opportunity for questions at the COW meeting on November 18<sup>th</sup>. Mr. Mayer stated that updating policies provides for clarity for facilitating day-to-day operations, provides consistency with other existing polices and agreements , and aligns policies with best practices as an employer of choice. An overview of the process of policy reviews was then shared. Mr. Mayer outlined the following polices being considered for updating:

- 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.
- 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.

President Pointer thanked staff for the multiple opportunities for the Board to discuss these policy changes.

Being no additional comments the resolution was moved to second reading on December 9<sup>th</sup>.

**UNFINISHED BUSINESS** None

**NEW BUSINESS** None

**BOARD COMMENTS**

Commissioner Reid commented that he pleased to see local companies bidding on projects.

Commissioner Hanberg commented that he is excited for this year’s Zoolights.

**ADJOURN:**

Being no further business, the meeting was adjourned at 7:30p.m.

**APPROVED:**

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President

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Clerk