

**METROPOLITAN PARK DISTRICT
OF TACOMA**



AGENDA

January 13, 2020

6:00 P.M.

POINT DEFIANCE ZOO & AQUARIUM

5400 N. PEARL ST.

TACOMA, WA 98407

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

COMMISSIONERS

TIM REID, PRESIDENT

ERIK HANBERG, CLERK

AARON POINTER

ANDREA SMITH

JESSIE BAINES, JR.

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

COMMISSIONER SWEARING IN

ROLL CALL

FLAG SALUTE

SPECIAL PRESENTATIONS

AQUARIUM UPDATE

WHOLE CHILD PARTNERSHIP PROCLAMATION

PARKS CHAMPION AWARD AND PROCLAMATION

2019 DISTRICT ACCOMPLISHMENTS AND GOLD MEDAL UPDATE

PRESIDENT'S REPORT

STANDING COMMITTEE & COMMISSION REPORTS

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



EXECUTIVE DIRECTOR’S REPORT

REGULAR MEETING

CITIZEN COMMENTS

MINUTES

(5-10) MINUTES OF THE DECEMBER 9, 2019 REGULAR BOARD MEETING

CONSENT AGENDA

(11-12) **RESOLUTION NO. C1-20:** APPROVAL OF WARRANTS CLAIM FUND FOR DECEMBER 2019
(Contact: Erwin Vidallon, Chief Financial Officer)

(13-16) **RESOLUTION NO. C2-20:** ROCKY SHORES ELEVATOR IMPROVEMENTS, RC ZEILGER FINAL ACCEPTANCE
(Contact: Debbie Terwilleger, Director of Planning & Development)

(17-22) **RESOLUTION NO. C3-20:** APPOINTING MEMBERS TO THE ARTS AND HERITAGE ADVISORY COUNCIL
(Contact: Marina Becker, Director of Parks and Recreation)

(23-24) **RESOLUTION NO C.4-20:** ACCEPTING DONATIONS FROM THE ZOO SOCIETY FOR THE BENEFIT OF POINT DEFIANCE ZOO & AQUARIUM
(Contact: Alan Varsik, Director of Zoological & Environmental Education)

REGULAR AGENDA

PURCHASING RESOLUTIONS

(Requiring one reading for adoption)

(25-32) **RESOLUTION NO. P5-20:** APPROVAL OF GOODS AND SERVICES FOR METRO PARKS TACOMA

1. WASHINGTON CITIES INSURANCE AUTHORITY FOR PROPERTY, LIABILITY AND AUTO INSURANCE IN THE AMOUNT OF \$827,607
(Contact: Erwin Vidallon, Chief Financial Officer)

2. PISCES SEAFOOD FOR VARIOUS SEAFOOD (ANIMAL FOOD) IN THE AMOUNT OF \$88,988.92
(Contact: Alan Varsik, Director of Zoological & Environmental Education)

3. ATLANTIC SEAFOOD FOR VARIOUS SEAFOOD (ANIMAL FOOD) IN THE AMOUNT OF \$83,280.47
(Contact: Alan Varsik, Director of Zoological & Environmental Education)

- 4. MCROBERTS SEAFOOD FOR VARIOUS SEAFOOD (ANIMAL FOOD) IN THE AMOUNT OF \$56,222.66
(Contact: Alan Varsik, Director of Zoological & Environmental Education)
- 5. LAND O’LAKES FOR ANIMAL FEED IN THE AMOUNT OF \$61,500.00
(Contact: Alan Varsik, Director of Zoological & Environmental Education)
- 6. JOHNSON CONTROLS INC. FOR SOFTWARE UPGRADES, TECHNICAL SUPPORT, USER INTERFACE AND GRAPHICS UPGRADE IN AN AMOUNT NOT TO EXCEED \$115,000.00
(Contact: Marina Becker, Director of Parks & Recreation)

PUBLIC WORKS PURCHASING RESOLUTIONS

(Requiring one reading for adoption)

SINGLE READING RESOLUTIONS

(Requiring one reading for adoption)

- (33-35) **RESOLUTION NO. R6-20**: APPROVING THE MASTER OPERATING AGREEMENT WITH THE POINT DEFIANCE ZOO SOCIETY
(Contacts: Alan Varsik, Director of Zoological & Environmental Education & Sandra Eliason, Chief Marketing Officer & Development Officer)

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

January 15, 2020	Capital Improvement Committee	5:00 PM	Park Headquarters
January 24, 2020	Annual Retreat	8:30 AM	Point Defiance Zoo
January 27, 2020	Regular Park Board Meeting	6:00 PM	Park Headquarters
January 29, 2020	Capital Improvement Committee	5:00 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
December 9, 2019**

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

IN THE CHAIR: President Pointer

PLACE: Metro Parks Tacoma District Headquarters

FLAG SALUTE: Commissioner Pointer

STUDY SESSION Serving our Youth

Marina Becker introduced Mary Tuttle, Mary Anderson and Ben Foster. Ms. Tuttle was able to show on heat map the services areas in Tacoma where over 117,000 youth being served by the District. She noted that currently the biggest population being served is the K through middle school population. Mary Anderson gave additional details about the Thrive Program happening at People's Community Center in partnership with Jason Lee Middle School. A video showing the benefits of the Thrive Program which encourages short spurts of movement and exercise in the classroom to increase learning was viewed. The program at People's Center involves swimming classes which can lead to lifeguard training for those interested, and additional opportunities for eco-kayaking for science classes.

Ben Foster then highlighted center programming for youth in Tacoma. He noted that the centers have become a hub for kids after school. For students not enrolled in the Boys and Girls Club programming the centers are offering some free programming at Eastside Community Center. Mr. Foster specifically focused on the new youth councils that have been formed at each center. Councils are currently meeting once a month and each is at a different level of formation at this point in time. Councils have developed their own projects to work on to serve youth at their center. Mr. Foster commented that the ESCC Youth Council recently hosted a late night movie. Mary Tuttle reminded the Board that during the summer learning loss is being addressed at camps. Although the state requests that one week of instruction be incorporated during these camps the District recently had 5 weeks of summer instruction available to youth in Tacoma. Next steps articulated by Ms. Tuttle included continued work on the Whole Child Initiative including a new mobile teaching kitchen, serving youth with disabilities, and more consistency in delivery of youth programming.

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 POINTS NE HISTORICAL SOCIETY

Jim Harnish representing the Points NE Historical Society was introduced by Joey Furuto. Mr. Harish gave some history about the society noting that they were formed in 1986. The society currently has an agreement with Metro Parks and services Browns Point and Dash Point. He

noted that the society had over 4,000 volunteer hours this past year. He spoke of the many projects the volunteers worked on including grant writing, restoration of the keeper's cottage, restoration of the fountain at Dash Point, acquisition of the Meeker real estate office and light house fence replacement. Photos of these activities were shown to the Board.

Additionally Mr. Harnish commented on the many events and programs hosted by the society including field trips, historical displays in the community, veterans breakfast, and lighthouse and cottage tours.

Board members thanked Mr. Harnish and the Society for all their dedication and hard work.

PRESIDENTS REPORT

President Pointer commented that the recently attend the Tree Canopy meeting hosted by the City of Tacoma.

STANDING COMMITTEE AND COUNCIL REPORTS None

FINAL NOMINATIONS AND VOTING FOR BOARD OFFICERS

Commissioner Reid was nominated at the November 25th meeting for the position of Board President. Being no additional nominations the question was called and Commissioner Reid was elected as Board President.

Commissioner Hanberg was nominated at the November 25th meeting for the position of Board Clerk. Being no additional nominations the question was called and Commissioner Hanberg was elected as Board Clerk.

EXECUTIVE DIRECTOR'S REPORT

Executive Director, Shon Sylvia commented on the following:

- Alan Varsik introduced new zoo employee, Tessa LaVergne.
- MPT Employee Holiday Party is Wednesday, December 18th , Environmental Learning Center at PDZA, 5:30 pm.
- At People's Park the city of Tacoma is overseeing the set-up of the microshelter site at 802 MLK Jr. Way. Construction of 22 units is in process, and the city anticipates the site will be operational by December 19th . The City has conducted door-to-door outreach and mailings to neighbors within a half-mile radius. The City is establishing a stakeholder community group to engage with residents of the emergency shelter site. Additionally, 2 churches have applied for permits with the city to provide a total of 72 shelter beds. In addition, the City and MDC are working with other stakeholders to establish additional shelter beds.
- December 14th District events:
 - Salmon Saturday event at Swan Creek Park, 10 am
 - Breakfast with Santa at Eastside Community Center, 9 am
 - Cookies with Santa at People's Community Center, 10 am
 - Victorian Holiday Festival at W.W. Seymour Conservatory, 10 am
 - December 15th memorial service for former Tacoma Mayor Mike Parker, 4 pm, Point Defiance Pagoda
 - January 1st Annual Polar Bear Plunge at Point Defiance Marina, 11:30 am

CITIZEN COMMENTS None

MINUTES OF THE NOVEMBER 25 2019 REGULAR BOARD MEETING

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

CONSENT AGENDA

RESOLUTION NO. C76-19: APPROVAL OF WARRANTS CLAIM FUND FOR NOVEMBER 2019

RESOLUTION NO. C77-19: APPOINTING MEMBER TO THE NATURE & ENVIRONMENT ADVISORY COUNCIL

RESOLUTION NO. C78-19: FINAL ACCEPTANCE FOR GENERAL MECHANICAL AT PT. DEFIANCE MARINA BOAT ELEVATOR

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

New advisory council member Brittany McGrath was recognized and thanked by the Board.

PURCHASING RESOLUTIONS

RESOLUTION NO. P79-19: APPROVAL OF GOODS AND SERVICES FOR METRO PARKS TACOMA

1. ASSOCIATED PETROLEUM PRODUCT INC. FOR BULK FUEL IN AN AMOUNT NOT TO EXCEED \$200,000
2. PETRO CARD FOR FUEL, UNLEADED AND DIESEL IN AN AMOUNT NOT TO EXCEED \$100,000
3. VOYAGER FLEET SYSTEMS, INC. FOR FUEL, UNLEADED AND DIESEL IN AN AMOUNT NOT TO EXCEED \$80,000
4. GOVERNMENT JOBS DBA NEOGOV FOR PERFORMANCE MANAGEMENT SYSTEM IN AN AMOUNT OF \$112,657.90

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

Marina Becker commented that all fuel vendors in this resolution are part of the State contract. She noted that by having a variety of vendors there are more options across the District for filling convenience when the fleet is in use.

Paul Weed commented that the NeoGov contract is an additional software module that will provide over 3,000 training offerings to staff all in one location on-line. The Board engaged in brief conversation about additional on the job training opportunities provided for department employees as well.

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

PUBLIC WORKS PURCHASING RESOLUTIONS None

SINGLE READING RESOLUTIONS

RESOLUTION NO. R80-19: ENDORSEMENT OF TACOMA PUBLIC SCHOOLS PROPOSITION 1

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

President Pointer commented that the planned Bond package will reach all parts of the city and allow the school district to continue to provide quality facilities for learning to all you the in the city.

Commissioner Baines commented that he is pleased that the school district uses local contractors when completing bond construction work.

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

RESOLUTION NO. R81-19: REVISING DISTRICT LEGISLATIVE AGENDA

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

Joe Brady commented that this past legislative session was successful overall. 2020 Agenda highlights noted by Mr. Brady included supporting WRPA initiative to allow parks and recreation agencies to take a 0.1 percent sales tax increase to voters, homelessness support, funding for Titlow Park and funding for greens school yards.

Mr. Brady commented that the District will also be monitoring the replacement of congressman Denny Heck upon his retirement.

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

SECOND READINGS RESOLUTIONS

RESOLUTION NO. RR75-19: ADOPTION OF DISTRICT POLICIES

This resolution was moved and seconded on November 25th. Being no additional comments the question was called and the resolution passed on a vote of 5-0.

FIRST READING RESOLUTIONS

UNFINISHED BUSINESS None

NEW BUSINESS None

BOARD COMMENTS

Commissioner Hanberg commented that he would like to see the Lincoln Bowl have a new fence installed similar to the fence installed at the Browns Point Lighthouse.

Commissioner Reid thanked Commissioner Pointer for his service as Park Board president.

President Pointer thanked staff for their efforts over the past year.

ADJOURN:

Being no further business, the meeting was adjourned at 7:00p.m.

APPROVED:

President

Clerk

Submitted by: Jennifer Bowman, Board Secretary



METROPOLITAN PARK DISTRICT OF TACOMA

RESOLUTION NO. C1-20

APPROVAL OF WARRANTS CLAIM FUND FOR DECEMBER 2019

WHEREAS, the Board of Park Commissioners approved, appropriated and adopted the 2019-2020 Biennial Budget in Resolution No. RR92-18, dated December 10, 2018 to meet public expenses, bond retirement, interest and operational expenses for the biennium ending December 31, 2020; and

WHEREAS, the Board of Park Commissioners has authorized the Executive Director to establish procedures to meet the fiscal year public debt, to maintain accountable records of all transactions, and to provide certification that labor and debt claims have been met; now, therefore, be it

RESOLVED by the Board of Park Commissioners of the Metropolitan Park District of Tacoma that the warrants issued to meet obligations in the Warrants Claim Fund and the Disbursements by Funds in the amounts and for the period indicated on Attachment "A" have been audited and certified by the auditing officer as required by RCW.42.24.080 and those expense reimbursement claims certified as required by RCW 42.24.090, be approved for payment.

The foregoing resolution was adopted by the Board of Park Commissioners of the Metropolitan Park District of Tacoma at a regular meeting held on _____, 2020.

ATTEST:

President

Secretary

Clerk

BLANKET CERTIFICATION AND WARRANT APPROVAL FORM

AUDITOR'S CERTIFICATION

I, the undersigned, do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered or the labor performed as described herein, and that the claim is a just, due and unpaid obligation against the Metropolitan Park District of Tacoma, and that I am authorized to authenticate and certify to said claim.

FOR THE PERIOD STARTING DECEMBER 1, 2019 AND ENDING DECEMBER 31, 2019.

WARRANTS CLAIM FUND

ACCOUNTS PAYABLE CLAIMS FUND:

Warrant Serial Numbers 330391 to 330765 AMOUNT: \$5,083,415.25

PAYROLL CLAIMS FUND:

Warrant Serial Numbers 052069 to 052288 AMOUNT: \$84,055.30

(Most employees receive payment through direct deposit advices, which are paid to the bank through the Accounts Payable Claims Fund.)

TOTAL \$5,167,470.55

Finance and Accounting Auditing Officer
Metropolitan Park District of Tacoma

- Warrant summary reports are available with the board secretary.
- Detail reports and claim vouchers are available in the Finance and Administrative Services Office.



MEMORANDUM

TO: Board of Park Commissioners

THROUGH: Shon Sylvia, Executive Director *SSylvia*

FROM: Debbie Terwilleger, Director of Planning & Development

SUBJECT: **PDZA RS Elevator Improvements – Final Acceptance of R.C. Zeigler, Inc. Contract#201884Z/Bid J2018-04**

DATE: January 8, 2020

EXECUTIVE SUMMARY: This resolution authorizes final acceptance of R.C. Zeigler, Inc. Contract#201884Z/Bid J2018-04

BACKGROUND: A Scope Definition for PDZA RS Elevator Improvements was approved by the Capital Projects Group on 7/08/2016 and amendments on 4/14/17, 8/25/2018, and 4/6/2018 with a total project budget of \$530,000.00 programmed for the PDZA RS Elevator Improvements Project. This project involved the installation of a new elevator and all system components required to bring the elevator system up to code.

- New fully operational and code compliant elevator system.
- Roof mounting heat pump for machine room climate control.
- New roof on existing underwater viewing structure.
- Code required upgrades to elevator machine room, shaft, and landing areas.

A competitive bid announcement was run in February 14, 2018. Two (2) bids were received, two (2) were considered responsive and the lowest responsive bidder was R.C. Zeigler, Inc. Staff recommended award of the contract to R.C. Zeigler, Inc. and on April 23, 2018 the Board of Park Commissioners approved Board Resolution #PW38-18 for the construction contract award to R.C. Zeigler, Inc. for the Rock Shores Elevator Improvements.

The project was inspected by staff and was completed as specified. The final contract amount was \$389,509.89 including sales tax.

FISCAL IMPACT: The funds for this project are from the 2014 UTGO Bond Funds, PDZA North Pacific Aquarium & Exhibits, Rocky Shores Exhibit.

Point Defiance Zoo & Aquarium Rocky Shores Elevator Improvements:

2014 UTGO Bond, PDZA; North Pacific Aquarium & Exhibits Rocky Shores Exhibit	\$530,000.00
1% for Art	- \$3,591.00
Total	\$ 526,409.00

Project Budget:

Planning & Design	\$34,505.00
Building Construction (includes tax)	\$389,509.89
Owner Cost	\$ 280.87
Contingency	\$102,113.24
Total	\$ 526,409.00

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. C2-20

**PDZA ROCKY SHORES ELEVATOR IMPROVEMENTS
FINAL ACCEPTANCE OF R.C. ZEIGLER, INC.
CONTRACT #201884/ BID NO. J2018-04**

WHEREAS, the Board of Park Commissioners of the Metropolitan Park District of Tacoma desires to make improvements to the Point Defiance Zoo and Aquarium Rocky Shores Elevator; and

WHEREAS, funds for the project consist of Metro Parks Tacoma 2014 Bond; Point Defiance Zoo and Aquarium North Pacific Aquarium & exhibits, Rocky Shores Exhibit; and

WHEREAS, the advertisement for formal bids was used to solicit the bids required and two (2) bids were received with two (2) being considered responsive; and

WHEREAS, at the meeting on April 23, 2018 the Board of Park Commissioners approved the Board Resolution #PW38-18 Awarding the contract to R.C. Zeigler, Inc. for improvements to the Rock Shores Elevator; and

WHEREAS, R.C. Zeigler, Inc. has completed the Rocky Shores Elevator 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 R.C. Zeigler, Inc. Contract#201884Z/Bid#J2018-04.

The foregoing resolution was adopted by the Board of Commissioners of the Metropolitan Park District of Tacoma at a regular meeting held on _____, 2020.

ATTEST:

President

Secretary

Clerk





MEMORANDUM

TO: Board of Park Commissioners

THROUGH: Commissioner Smith, Arts & Heritage Advisory Council Liason

FROM: Peter Stanley, Arts & Heritage Advisory Council Chair

SUBJECT: Appointing Members to the Arts & Heritage Advisory Council

DATE: January 6, 2020

EXECUTIVE SUMMARY: The members of the Arts & Heritage Advisory Council recommend that the Board of Park Commissioners approve this resolution to appoint Jordan Woolston & Alonna Mitz to a first term on the Arts & Heritage Advisory Council. A copy of the candidates' application is attached.

BACKGROUND: The Board of Park Commissioners adopted RR20-14 to redefine citizen advisory councils roles to be better align with the District's four mission-driven areas. The District maintains these Councils in order to have citizen engagement in Park District functions and to foster a broad range of citizen input and expertise in strategic decision-making and policy-development. Citizen advisory councils are important vehicles for the implementation of the District's participation policy and are aligned with best practices in the industry.

Throughout their terms on the Council, all members and first term members, Jordan Woolston & Alonna Mitz will demonstrate:

1. Knowledge, interest and skills related to the Advisory Council Charter.
2. Interest related to parks, programs, and facilities operated by Metro Parks Tacoma.
3. Have made a good addition to the existing composition of the Council.
4. Are willing and able to commit to the charter, schedule and goals of the Council.

These appointments will put the council at nine members.

FISCAL IMPACT: None.

ADDITIONAL INFORMATION: For additional information, contact Marina Becker, Parks & Recreation Director at (253) 305-1024.

METROPOLITAN PARK DISTRICT OF TACOMA

RESOLUTION NO. C3-20

APPOINTING MEMBER TO THE ARTS & HERITAGE ADVISORY COUNCIL

WHEREAS, the Metropolitan Park District of Tacoma created the Arts & Heritage Advisory Council to assist in recommendations to the Board regarding programming within the mission led area of Arts & Heritage for the Metropolitan Park District of Tacoma; and

WHEREAS, JORDAN WOOLSTON & ALONNA MITZ have applied to serve on the Council; and

WHEREAS, the board and staff liaison to the Arts & Heritage Council, as well as the entire council membership, support this appointment; now, therefore, be it

RESOLVED by the Board of Park Commissioners of the Metropolitan Park District of Tacoma to appoint the following citizen to serve on the Arts & Heritage Advisory Council:

JORDAN WOOLSTON & ALONNA MITZ's, terms expires in December, 2023.

The foregoing resolution was adopted by the Board of Park Commissioners of the Metropolitan Park District of Tacoma at a meeting held on _____, 2020.

ATTEST:

President

Secretary

Clerk

Alonna Mitz

Contact Information

Name Alonna Mitz
Username AlonnaMitz
Email Address alonnamitz_am@gmail.com
Secondary Email Address Amitz@tacomacommunityhouse.org
Mobile Email alonnamitz_am@gmail.com
Cell Phone (425) 233-9019
Phone Preference Cell Phone Any Time
Date of Birth Wednesday, May 22, 1996 (23 years old)
Region English (USA)
Address 3319 S
7th Tacoma WA 98405 USA



Custom Fields

Custom Field	Value
Agreements and Acknowledgements	
I agree to the Volunteer Release and Waiver of Liability found in the information box to the right of this field.	Current: Pending: 1, 1 agree
Additional Questions	
I wish to serve on the following Advisory Council	Arts & Heritage
Occupation (If retired, please indicate former occupation)	Read2Me Site Coordinator
Current Employer (or state Retired)	Tacoma Community House
Education (Name of high school; college/university; year graduated/degree)	Redmond High School; University of Puget Sound; 2018 Bachelor of Arts in Sociology and Anthropology, Minor in French
Please describe your interests and qualifications as related to this position	I've decided to remain in the Tacoma area after graduating from UPS and I'd like to get involved in a part of this community that is seeking to embed our daily lives with thoughtful and representative works of art. I was a gallery attendant at Kittredge Gallery on the Puget Sound campus for three years and in that time I grew in my appreciation and understanding of the intricacies of art pieces made with a variety of media.
Please list any involvement in professional/community activities, including any current/past involvement with MPT programs	My current job with Tacoma Community House allows me to engage with the Tacoma Public School District on a regular basis. As a site coordinator for our Read2Me program, I get to interact with youth and dedicated volunteers in small groups during session, but also on a larger scale during community events like National Night Out, TCH's 'Books and Berries', and various Open House Nights at local elementary schools. In the past, we have reached out to MPT and successfully recruited incredible volunteers for our program and we currently have a small handful of Metro Parks Tacoma employees that are Read2Me tutors. Tacoma Community House is

Custom Field**Value**

References (Name/Address/Phone)

always looking to build closer bonds and partnerships with other community members and Read2Me specifically could not thrive in the way that it does without the support of Metro Parks.

Kerrisan Meyer/1314 S. L Street, P.O. Box 5107, Tacoma, WA 98415/(253) 383-3951

Resume (Please upload your resume if available)

[Alonna](#)
[Mitz Resume.docx.pdf](#)

Reports**Summary**

Lifetime Hours 0.00

2019 Hours 0.00

First volunteered in 2019

Miscellaneous**Misc Fields**

Last Login Date Thursday, October 10, 2019

Database User ID 5311526

Group Settings

Group This profile represents an individual.

Volunteer

Status Applicant (Last Changed 10/10/2019)

Date Joined 10/10/2019 (Less than 1 year)

Application Form 1

Log Hours Permission Organization Default (Can log hours without approval)

Timeclock Permission Organization Default (Cannot log hours)





MEMORANDUM

TO: Board of Park Commissioners

THROUGH: Shon Sylvia, Executive Director *Shon Sylvia*

FROM: Alan Varsik, Director of Zoological & Environmental Education

SUBJECT: Accepting Donations from the Zoo Society for the Benefit of Point Defiance Zoo & Aquarium

DATE: January 7, 2020

EXECUTIVE SUMMARY: Staff recommends accepting donations received from the Zoo Society for the benefit of Point Defiance Zoo & Aquarium's program and capital needs.

BACKGROUND: The Zoo Society has had a long-term relationship with the Metropolitan Park District of Tacoma and provides support toward the capital, programming and conservation mission of Point Defiance Zoo & Aquarium.

Donations were received for the period of January 1, 2018 thru December 31, 2019:

Pacific Rim Aquarium	\$ 1,681,450
Conservation/Dr. Holly Reed Fund	528,394
Mull Fund Distribution (Animal Care)	484,753
Education	328,000
Zoo Programming (Equipment/Animal Care)	171,681
Unrestricted	100,000
Wildlife Scholars	40,000
Preschool Project	31,250
Endowment Distributions	24,000
Ivan Memorial	<u>6,634</u>
	\$ 3,396,162

FISCAL IMPACT: During the period January 1, 2018 thru December 31, 2019, donations total \$ 3,396,162.

ADDITIONAL INFORMATION: For additional information, please contact Alan Varsik at 253-404-3634.

METROPOLITAN PARK DISTRICT OF TACOMA

RESOLUTION NO. C4-20

**ACCEPTING DONATIONS FROM THE ZOO SOCIETY FOR THE BENEFIT OF
POINT DEFIANCE ZOO & AQUARIUM**

WHEREAS, both Metro Parks Tacoma and the Zoo Society wish to protect and enhance Point Defiance Zoo & Aquarium for the benefit of the residents of Tacoma and Pierce County; and

WHEREAS, the Zoo Society is committed to providing on-going support of the capital, conservation and program needs of Point Defiance Zoo & Aquarium; and

WHEREAS, the Zoo Society, over the period of January 1, 2018 thru December 31, 2019, provided support for the capital, conservation and program needs of Point Defiance Zoo & Aquarium totaling \$ 3,396,162. for the following:

Donations received:

Pacific Rim Aquarium	\$ 1,681,450
Conservation/Dr. Holly Reed Fund	528,394
Mull Fund Distribution (Animal Care)	484,753
Education	328,000
Zoo Programing (Equipment/Animal Care)	171,681
Unrestricted	100,000
Wildlife Scholars	40,000
Preschool Project	31,250
Endowment Distributions	24,000
Ivan Memorial	<u>6,634</u>
	\$ 3,396,162

Now, therefore, be it

RESOLVED by the Board of Park Commissioners of the Metropolitan Park District of Tacoma to accept donations from the Zoo Society in the amount of \$ 3,396,162 for the benefit of Point Defiance Zoo & Aquarium.

The foregoing resolution was adopted by the Board of Commissioners of the Metropolitan Park District of Tacoma at a regular meeting held on _____ 2020.

President

ATTEST:

Secretary

Clerk



MEMORANDUM

TO: Board of Park Commissioners

THROUGH: Shon Sylvia, Executive Director

FROM: Erwin B. Vidallon, Chief Financial Officer, Finance & Business Development
Alan Varsik, Director of Zoological & Environmental Education
Marina Becker, Director of Parks & Recreation

SUBJECT: Purchasing Resolution

DATE: January 7, 2020

EXECUTIVE SUMMARY: The attached Purchasing Resolution seeks Board approval to enable the Executive Director or his designee to enter into the necessary agreements for the purchase and 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:

ITEM No. 1

- **VENDOR** Washington Cities Insurance Authority (WCIA)
- **GOODS OR SERVICE** Property, Liability and Auto Insurance
- **PRICE** \$827,607
- **SOURCE OF FUNDING** Department Operating Funds
- **CONTACT** Erwin B. Vidallon (253) 305-1081

BACKGROUND: Insurance is considered a sole source service by the State and is exempt from bid requirements per statute. As a member owned pool, the coverage and services are provided per the terms of an Interlocal Agreement. The District has the ability to opt out on an annual basis.

One significant advantage of being a WCIA member is the cost savings realized through eliminating broker's commissions, which the District previously paid approximately \$25,000 annually. WCIA determines its rate structure based upon claims experience from prior year, property valuation changes and the need to maintain adequate reserves and pay excess coverage premiums. Listed below are the last 5 years of premiums, including 2020. The increase in premium

for 2020 is due to adding the annualized value to the property schedule with the inclusion of the new aquarium, the Eastside Community Center and the Dune Peninsula.

Last 5 years of premiums

2016	\$633,402
2017	\$637,710
2018	\$615,787
2019	\$688,762
2020	\$827,607

Additional property coverage benefits that we realize through WCIA includes lower cost facilities/assets such as picnic shelters and older restrooms, as well as our zoological animals; animals were not covered by the old insurance program. WCIA also provides coverage for crimes such as computer fraud, data breach, forgery and theft that were not provided by our old coverage. Employment practices and public officials liability coverage limits are also significantly higher with WCIA.

WCIA provides free services such as training on many relevant topics, pre-defense legal reviews, a contracts and agreements database, and annual and/or on-demand risk audits. Several of the trainings are required annually in order to remain a member. The pre-defense counseling and legal assistance services are provided by WCIA to help members address potential personnel, land use and other legal issues, at no additional cost to members.

FISCAL IMPACT: Funds for insurance coverage are provided for in the 2019-2020 biennial budget under the various operating units.

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

ITEM NO. 2

- **VENDOR** Pisces Seafood
- **GOODS OR SERVICE** Various Seafood (animal food)
- **PRICE** \$88,988.92 Base bid including WSST
- **SOURCE OF FUNDING** 2020 ZEED Zoological Operating Budget
- **CONTACT** Alan Varsik (253) 404-3634

BACKGROUND: Point Defiance Zoo & Aquarium supports a variety of fish-eating species in the Rocky Shores exhibit area and the North and South Pacific Aquariums. The species exhibited are fed a variety of raw and blanched fresh and frozen seafood totaling over 117,740 pounds per year. We received bids from four (4) seafood vendors for forty-five (45) types of seafood for a total of \$214,589.31. Only purchases from three vendors will exceed the \$50,000 purchasing threshold requiring Park Board approval.

Pisces Seafood was the vendor that submitted the lowest bid for seventeen varieties of seafood for a total of 77,963 lbs. that met the stated guidelines. We are recommending the purchase 77,963 lbs. of seafood for animal consumption from Pisces Seafood for a total of \$88,988.92 including Washington State Sales Tax.

FISCAL IMPACT: Funds will come from department operating budgets.

ADDITIONAL INFORMATION: for additional information please contact Alan Varsik at 253-404-3634.

Item No. 3

- **VENDOR** Atlantic Pacific Seafood
- **GOODS OR SERVICE** Various Seafood (animal food)
- **PRICE** \$83,280.47 Base bid including WSST
- **SOURCE OF FUNDING** 2020 ZEED Zoological Operating Budget
- **CONTACT** Alan Varsik (253) 404-3634

BACKGROUND: Point Defiance Zoo & Aquarium supports a variety of fish-eating species in the Rocky Shores exhibit area and the North and South Pacific Aquariums. The species exhibited are fed a variety of raw and blanched fresh and frozen seafood totaling over 117,740 pounds per year. We received bids from four (4) seafood vendors for forty-five (45) types of seafood for a total of \$214,589.31. Only purchases from three vendors will exceed the \$50,000 purchasing threshold requiring Park Board approval.

Atlantic Pacific Seafood was the vendor that submitted the lowest bid for eight types of seafood for a total of 25,057 lbs. that met the stated guidelines. We are recommending the purchase 25,057 lbs. of seafood for animal consumption from Atlantic Pacific Seafood for a total of \$83,280.47 including Washington State Sales Tax.

FISCAL IMPACT: Funds will come from department operating budgets.

ADDITIONAL INFORMATION: for additional information please contact Alan Varsik at 253-404-3634.

ITEM No. 4

- **VENDOR** McRoberts Seafood
- **GOODS OR SERVICE** Various Seafood (animal food)
- **PRICE** \$56,222.66 Base bid including WSST
- **SOURCE OF FUNDING** 2020 ZEED Zoological Operating Budget
- **CONTACT** Alan Varsik (253) 404-3634

BACKGROUND: Point Defiance Zoo & Aquarium supports a variety of fish-eating species in the Rocky Shores exhibit area and the North and South Pacific Aquariums. The species exhibited are fed a variety of raw and blanched fresh and frozen seafood totaling over 117,740 pounds per year. We received bids from four (4) seafood vendors for forty-five (45) types of seafood for a total of \$214,589.31. Only purchases from three vendors will exceed the \$50,000 purchasing threshold requiring Park Board approval.

McRoberts Seafood was the vendor that submitted the lowest bid for seventeen types of seafood for a total of 12,085 lbs. that met the stated guidelines. We are recommending the purchase 12,085 lbs. of seafood for animal consumption from McRoberts Seafood for a total of \$56,222.66 including Washington State Sales Tax.

FISCAL IMPACT: Funds will come from department operating budgets.

ADDITIONAL INFORMATION: for additional information please contact Alan Varsik at 253-404-3634.

Item No. 5

- | | |
|----------------------------|----------------------------|
| • VENDOR | Land O'Lakes Purina |
| • GOODS OR SERVICE | Animal Feed |
| • PRICE | \$61,500.00 including WSST |
| • SOURCE OF FUNDING | NWT Zoological Budget |
| • CONTACT | Alan Varsik (253) 404-3634 |

BACKGROUND: In 2017 staff worked with an animal nutritionist to develop a dietary plan to meet the unique dietary needs of the animals in our care. Based on this review, Northwest Trek utilizes several specialized grains one of which is a bulk blend manufactured by Land O'Lakes Purina to feed the animals in the Free Roaming area. The diet is used to supplement the natural browse for and an additional grain that's purchased from King Feed to moose, whitetail deer, bighorn sheep, caribou and mountain goats. No other local mills produce this bulk grain formula for delivery to Trek.

FISCAL IMPACT: Funds will come from department operating budgets.

ADDITIONAL INFORMATION: for additional information please contact Alan Varsik at 253-404-3634.

ITEM No. 6

- **VENDOR** Johnson Controls Inc.
- **GOODS OR SERVICE** Software Upgrades, Technical Support, Metasys user Interface and graphics upgrade.
- **PRICE** Not to exceed \$115,000.00
- **SOURCE OF FUNDING** 2014 Capital Bond Program/System Efficiencies/Technology Upgrades/
- **CONTACT** Marina Becker (253) 305-1024

CAPITAL IMPROVEMENT COMMITTEE: Due to holiday schedule the Capital Improvements Committee (CIC) did not meet on January 1, 2020 as otherwise scheduled. Rather, the CIC commissioners reviewed this Resolution via e-mail correspondence with a recommendation to forward the action on to the full Board for approval.

BACKGROUND: Staff requests that the Board of Park Commissioners authorize the purchase of software upgrades, Metasys user interface and graphic services from Johnson Controls, Inc., at a cost not to exceed \$115,000.00 for 2020.

The District has standardized to the Metasys system for monitoring and manipulating building HVAC systems remotely at nine different locations. The system has not been upgraded for several years and it is in need of updating so that staff can resume the visibility and ability to control key systems.

Metro Parks currently uses Metasys software to diagnose key HVAC systems at our larger facilities. Currently staff has only limited access to the user interface, and it is outdated. Once updated Metro Parks' staff will have up-to-date, live visibility of the systems and the ability to troubleshoot and make adjustments remotely. Also, with the new software we will have the ability for additional users to control building heating and cooling.

FISCAL IMPACT: Funds for the current Metasys upgrades will come from the 2014 Bond Program under system efficiencies and technology upgrades.

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

METROPOLITAN PARK DISTRICT OF TACOMA

PURCHASING RESOLUTION NO. P5-20

**AUTHORIZING PURCHASE OF
GOODS AND SERVICES FOR METRO PARKS TACOMA**

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

WHEREAS, the Board of Park Commissioners established policies governing the purchase of goods and services for Metro Parks Tacoma through the adoption of Resolution No. RR34-05 Adopting Revised Purchasing Policy; and

WHEREAS, Metro Parks staff recommends the Board of Park Commissioners authorize the purchase of goods and services detailed below; 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 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 _____.

ATTEST:

President

Secretary

Clerk

**Exhibit A
to
Purchasing Resolution No. P5-20**

ITEM NO. 1

- **VENDOR** Washington Cities Insurance Authority
- **GOODS OR SERVICE** Property, Liability and Auto Insurance
- **PRICE** \$827,607
- **SOURCE OF FUNDING** Department Operating Funds
- **CONTACT** Erwin B. Vidallon (253) 305-1081

ITEM NO. 2

- **VENDOR** Pisces Seafood
- **GOODS OR SERVICE** Various Seafood (animal food)
- **PRICE** \$88,988.92 Base bid including WSST
- **SOURCE OF FUNDING** 2020 ZEED Zoological Operating Budget
- **CONTACT** Alan Varsik (253) 404-3634

ITEM NO. 3

- **VENDOR** Atlantic Pacific Seafood
- **GOODS OR SERVICE** Various Seafood (animal food)
- **PRICE** \$83,280.47 Base bid including WSST
- **SOURCE OF FUNDING** 2020 ZEED Zoological Operating Budget
- **CONTACT** Alan Varsik (253) 404-3634

ITEM NO. 4

- **VENDOR** McRoberts Seafood
- **GOODS OR SERVICE** Various Seafood (animal food)
- **PRICE** \$56,222.66 Base bid including WSST
- **SOURCE OF FUNDING** 2020 ZEED Zoological Operating Budget
- **CONTACT** Alan Varsik (253) 404-3634

Item No. 5

- **VENDOR** Land O'Lakes Purina
- **GOODS OR SERVICE** Animal Feed
- **PRICE** \$61,500.00 including WSST
- **SOURCE OF FUNDING** NWT Zoological Budget
- **CONTACT** Alan Varsik (253) 404-3634

ITEM NO. 6

- **VENDOR** Johnson Controls Inc.
- **GOODS OR SERVICE** Software Upgrades, Technical Support, Metasys user Interface and graphics upgrade.
- **PRICE** Not to exceed \$115,000.00
- **SOURCE OF FUNDING** 2014 Capital Bond Program/System Efficiencies/Technology Upgrades/
- **CONTACT** Marina Becker (253) 305-1024



MEMORANDUM

TO: Board of Park Commissioners

THROUGH: Shon Sylvia, Executive Director

FROM: Alan Varsik, Director of ZEED

SUBJECT: Approval of the Operating Agreement with the Zoo Society

Date: January 5, 2020

EXECUTIVE SUMMARY: Staff is requesting that the Board of Park Commissioners approve the Operating Agreement with the Zoo Society.

BACKGROUND: The Zoo Society has had a long-term relationship with the Metropolitan Park District of Tacoma and provides support toward the capital, programming and conservation mission of Point Defiance Zoo & Aquarium.

A consensus was reached for a new agreement with the Zoo Society that includes these essential components:

- A. The Zoo Society will provide essential fundraising/development functions (major gifts, Vision Keeper members, grants, endowment, development events) on behalf of the Point Defiance Zoo & Aquarium as detailed in Exhibit A.
- B. Point Defiance Zoo & Aquarium will continue to manage the membership program as part of its visitor service department and utilize membership revenues to contract with the Society for fundraising services.

The Liaison Committee reviewed a draft document at their November 4, 2019 meeting and the Zoo Society Board approved the new operating agreement at their December 11, 2019 board meeting.

FISCAL IMPACT: Exhibit A of the agreement provides an estimated \$1,325,000 in annual funding for the benefit of Point Defiance Zoo & Aquarium and an estimated \$650,000 of funding to the Zoo Society, to be paid annually, for development services, including major gifts, grants, capital projects and endowment.

ADDITIONAL INFORMATION: For additional information, please contact Alan Varsik at 253-404-3634.

METROPOLITAN PARK DISTRICT OF TACOMA

RESOLUTION NO. R6-02

**APPROVING THE OPERATING AGREEMENT WITH
THE ZOO SOCIETY**

WHEREAS, the Zoo Society is committed to providing on-going support of the capital, conservation and program needs of Point Defiance Zoo & Aquarium; and

WHEREAS, the Board of Park Commissioners of the Metropolitan Park District of Tacoma has a formal operating agreement with the Zoo Society; and

WHEREAS, the current agreement was for the period of January 1, 2019 through December 31, 2019; and

WHEREAS, a Liaison Committee meeting was held on November 4, 2019 where the agreement was reviewed; and

WHEREAS, the Zoo Society Board approved the new operating agreement at their December 11, 2019 board meeting; now, therefore, be it

RESOLVED by the Board of Park Commissioners of the Metropolitan Park District of Tacoma to approve the operating agreement with the Zoo Society for the period of January 1, 2020 and ending on December 31, 2020.

The foregoing resolution was adopted at a regular meeting of the Board of Park Commissioners of the Metropolitan Park District of Tacoma held on _____, 2020.

President

ATTEST:

Secretary

Clerk

EXHIBIT A

**ZOO SOCIETY OPERATING AGREEMENT
2020 FINANCIAL AGREEMENTS**

1. Payments METRO PARKS TACOMA will make to the ZOO SOCIETY:

25% of the gross revenues from the sale of all general membership categories, including PDZA's split of the Combo Memberships with NW Trek, with an estimated value of \$650,000

All funds collected in conjunction with premier or sponsor-level membership sales above the base price of a deluxe household membership will also be included.

2. Funding in each area will be in alignment with jointly created and approved annual funding priorities collaboratively developed by the ZOO SOCIETY and METRO PARKS TACOMA. Exceptions will need approval from both MPT and The Zoo Society Executive Director.

3. 2020 proposed support from the ZOO SOCIETY to Point Defiance Zoo & Aquarium is based on the following estimated values and areas of funding:

- \$300,000 supporting conservation initiatives
- \$250,000 supporting animal care
- \$210,000 supporting education programs
- \$50,000 supporting Zoo projects and efforts including professional development/recognition for Zoo staff
- \$215,00 Wildlife Champions Grant
- \$300,000 Aquarium Capital Campaign receipts (5-year rolling average of capital contributions, 2016-2020: \$640,000)

Total estimated value: \$1,325,000 minimum

IN WITNESS WHEREOF, the parties hereto have executed this document as of the ____ day of _____ 2020.

POINT DEFIANCE ZOOLOGICAL SOCIETY

METROPOLITAN PARK DISTRICT OF TACOMA

By: _____

By: _____

[print name]

[print name]

Its President

Its President

Dated: _____

Dated: _____

And By: _____

And By: _____

[print name]

[print name]

Its Executive Director

Its Executive Director

Dated: _____

Dated: _____