

**METROPOLITAN PARK DISTRICT
OF TACOMA**



AGENDA

January 27, 2020

6:00 P.M.

**METRO PARKS HEADQUARTERS
4702 S 19TH ST., TACOMA, WA 98405**

**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**

ROLL CALL

FLAG SALUTE

SPECIAL PRESENTATIONS

PRESIDENT'S REPORT

STANDING COMMITTEE & COMMISSION REPORTS

2020 BOARD COMMITTEE ASSIGNMENTS

EXECUTIVE DIRECTOR'S REPORT

REGULAR MEETING

COMMUNITY COMMENTS

MINUTES

(3-8) MINUTES OF THE JANUARY 13, 2020 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

- (9-12) **RESOLUTION NO. C7-20:** TOA SITE DEMOLITION BID#: J2019-08 FINAL ACCEPTANCE OF DICKSON COMPANY CONTRACT#2019157J / BID#J2019-08 (Contact: Debbie Terwilleger, Director of Planning & Development)

REGULAR AGENDA

PURCHASING RESOLUTIONS

(Requiring one reading for adoption)

- (13-16) **RESOLUTION NO. P8-20:** APPROVAL OF GOODS AND SERVICES FOR METRO PARKS TACOMA
1. MACDONALD MILLER FACILITY SOLUTIONS INC. FOR REPAIR AND MAINTENANCE ON BOILERS AND HVAC UNITS IN AN AMOUNT NOT TO EXCEED \$149,000
(Contact: Marina, Becker Director of Parks & Recreation)

PUBLIC WORKS PURCHASING RESOLUTIONS

(Requiring one reading for adoption)

SINGLE READING RESOLUTIONS

(Requiring one reading for adoption)

- (17-19) **RESOLUTION NO. R9-20:** ADOPTING COLLECTIVE BARGAINING AGREEMENT WITH THE INTERNATIONAL UNION OF OPERATING ENGINEERS, LOCAL 302 (Contact: Paul Weed, Chief Administrative 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 29, 2020 | Capital Improvement Committee | 5:00 PM | Park Headquarters |
| February 10, 2020 | Regular Park Board Meeting | 6:00 PM | Park Headquarters |
| February 12, 2020 | Capital Improvement Committee | 5:00 PM | Park Headquarters |
| February 24, 2020 | Regular Park Board Meeting | 6:00 PM | Park Headquarters |
| February 26, 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
January 13, 2020**

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

IN THE CHAIR: President Reid

PLACE: Point Defiance Aquarium

FLAG SALUTE: Commissioner Hanberg

OATH OF OFFICE

Commissioner Reid and Commissioner Pointer both took the oath of office.

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

Aquarium Update

Alan Varsik, Director of Zoological & Environmental Education welcomed attendees to the meeting. Mr. Varsik then showed new video highlighting the Wildlife Champions partnership program between PDZA and the Tacoma School District.

Whole Child Partnership Proclamation

Marina Becker was introduced and spoke about the benefits of the Whole Child movement in Tacoma. She acknowledged the many community partners such as the school district, City of Tacoma, Greater Tacoma Community Foundation, and Tacoma Creates for stepping up to provide services for children in Tacoma during non-school hours. James Neil representing Tacoma Public Schools commented on the positive outcomes resulting from the Whole Child partnerships in Tacoma.

Commissioner Hanberg read a proclamation into the the record designating January as Whole Child Month.

Parks Champion Award

The Bamford Foundation was awarded with the 2020 Parks Champion Award. Joanne Bamford and Holly Bamford-Hunt were present and were recognized for the foundation's generous contributions to improving the lives of young people in Tacoma through parks and recreation in the community. Holly Bamford-Hunt thanked the Board for the honor of being named this year's award recipient. Board members thanked the Foundation for their generous gifts to the community. Commissioner Hanberg read a proclamation of appreciation of the Bamford Foundation into the record.

2019 Accomplishments and Gold Medal Update

Pete Mayer noted that the District had an exceptional 2019. He listed the following as major accomplishments for the District:

- The district earned reaccreditation through CAPRA
- Took steps to address safety and security in our facilities
- Expanded Whole Child partnership to after-school programming
- Expanded youth programming
- Fort Nisqually earned accreditation through the American Alliance of Museums
- Set new attendance records for PDZA and ZEED overall
- Opened the new bald eagle exhibit, 100% funded by donors
- Opened Dune Peninsula and Wilson Way, and hosted a fun concert
- Lots of planning for future projects
- Received the GFOA Distinguished Budget Award
- Expanded emergency management planning
- Launched a new website
- Signed new corporate partners to support our mission
- Negotiated a 3-year collective bargaining agreement
- Provided diversity, equity and inclusion training for 600-plus staff members
- Increased volunteerism: 5,291 people logged 148,000 hours.
- The Legacy Campaign –program for employees to support the five foundations through payroll deductions – hit a significant milestone.
- Won the prestigious National Gold Medal Award.

A full list of accomplishments was handed out to the Board.

Hunter George then spoke about all the opportunities the District is taking in 2020 to share and recognize the honor of winning the NRPA Gold Medal. Mr. George commented that after the initial announcement in the fall, the District received media coverage from the TNT and KIRO. Shon Sylvia and other directors visited various staff meetings to thank staff personally. In addition the District hosted a visit two weeks ago from a delegation from Bellingham, and fielded calls from places like Riverside, CA, Miami, FL, and Fort Wayne, IN. The theme of the Advocacy Summit in October and the employee holiday party in December was gold medal focused. Mr. George continued to note that social media campaigns and gold medal plaque tour are also underway.

PRESIDENTS REPORT

President Reid thanked Commissioner Pointer for his service as Board President in 2019.

STANDING COMMITTEE AND COUNCIL REPORTS

Business and Responsive Agency Council

Commissioner Baines stated that the Council last met on December 10th. The agenda included finalization of the Council's 2020 work plan.

Greater Metro Parks Foundation

Commissioner Smith commented that she attended the January 9th Foundation meeting. At the meeting plans for the Because Parks Matter Lunch were discussed.

Joint Municipal Action Committee

Commissioner Smith commented that JMAC met on January 10th. Agenda items included an equity presentation related to census tract data.

EXECUTIVE DIRECTOR'S REPORT

Deputy Executive Director, Pete Mayer commented on the following:

- Commissioners Reid and Hanberg were congratulated on their new term of office.
- Bellingham Parks and Recreation recently visited Metro Parks Tacoma to learn more about our facilities and programs.
- CIC scheduled for January 15th is cancelled.
- The Annual Board retreat is January 24th at 8:30am at the Zoo.
- January 20th is the MLK Day of Caring
- Two new deputy directors for Parks and Recreation are Phedra Redifer and Hollie Rogge.

COMMUNITY COMMENTS

Curt Mehlhaff commented that although he missed the last Board meeting but he was pleased to see the new policy put into place regarding parental leave. He urged the Board to consider leave with pay for employees that need to take that sort of leave.

MINUTES OF THE DECEMBER 9, 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. C1-20: APPROVAL OF WARRANTS CLAIM FUND FOR DECEMBER 2019

RESOLUTION NO. C2-20: ROCKY SHORES ELEVATOR IMPROVEMENTS, RC ZEILGER FINAL ACCEPTANCE

RESOLUTION NO. C3-20: APPOINTING MEMBERS TO THE ARTS AND HERITAGE ADVISORY COUNCIL

RESOLUTION NO C.4-20: ACCEPTING DONATIONS FROM THE ZOO SOCIETY FOR THE BENEFIT OF POINT DEFIANCE ZOO & AQUARIUM

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

Ruthanne Howell, Executive Director of the Point Defiance Zoo Society commented on the goals met by the society in 2019 and 2020 priorities. She thanked the Board and staff for their continues support of the Foundation.

Commissioner Smith thanked and recognized newly appointed advisory councils member.

PURCHASING RESOLUTIONS

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
2. PISCES SEAFOOD FOR VARIOUS SEAFOOD (ANIMAL FOOD) IN THE AMOUNT OF \$88,988.92
3. ATLANTIC SEAFOOD FOR VARIOUS SEAFOOD (ANIMAL FOOD) IN THE AMOUNT OF \$83,280.47
4. MCROBERTS SEAFOOD FOR VARIOUS SEAFOOD (ANIMAL FOOD) IN THE AMOUNT OF \$56,222.66
5. LAND O'LAKES FOR ANIMAL FEED IN THE AMOUNT OF \$61,500.00
6. JOHNSON CONTROLS INC. FOR SOFTWARE UPGRADES, TECHNICAL SUPPORT, USER INTERFACE AND GRAPHICS UPGRADE IN AN AMOUNT NOT TO EXCEED \$115,000.00

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

Erwin Vidallon commented that the WCIA premium has increased from last year due to the addition of facilities including Dune Park and the Eastside Community Center.

Alan Varsik commented that items 2-5 are all annual purchases for animal food.

Marina Becker explained that the Johnson Controls purchase will now allow for remote access of monitoring and manipulating building HVAC systems throughout District.

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

PUBLIC WORKS PURCHASING RESOLUTIONS None

SINGLE READING RESOLUTIONS

RESOLUTION NO. R6-20: APPROVING THE MASTER OPERATING AGREEMENT WITH THE POINT DEFIANCE ZOO SOCIETY

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

Sandra Eliason reminded the Board of the study recently completely to optimize the Districts foundations. She commented that sensitive conversations are being had with foundations as they work through the recommendations of the study. Ms. Eliason commented that the operating agreement for the Zoo Society is moving forward and is intended to serve as template for the

other Foundations that are planned for March. Alan Varsik commented that the relationship with the Zoo Society is strong and the new operating agreement provides for greater flexibility than in the past.

Ruthanne Howell commented that she hopes the Zoo Society can share their learnings with the other District foundations.

Commissioner Hanberg commented that he likes the approach of using the PDZS as model for the other foundations moving forward.

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

SECOND READINGS RESOLUTIONS None

FIRST READING RESOLUTIONS None

UNFINISHED BUSINESS None

NEW BUSINESS None

BOARD COMMENTS

Commissioner Pointer thanked the Zoo staff for all their hard work in hosting tonight’s meeting.

ADJOURN:

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

APPROVED:

President

Clerk

Submitted by: Jennifer Bowman, Board Secretary





MEMORANDUM

TO: Board of Park Commissioners

THROUGH: Shon Sylvia, Executive Director

FROM: Debbie Terwilleger, Director of Planning & Development

SUBJECT: Titlow Park – TOA Site Demolition Final Acceptance of Dickson Company, Contract#2019157J/Bid#J2019-08

DATE: January 22, 2020

EXECUTIVE SUMMARY: This resolution authorizes final acceptance of Dickson Company, Contract#2019157J/Bid#J2019-08.

BACKGROUND: The Tacoma Outboard Association (TOA) site has been vacant since 2017, when Metro Parks did not renew the land lease. A Master Plan update is currently underway for Titlow Park development, but an immediate need arose as the TOA buildings and site features continued to deteriorate and pose public health hazards. This project consisted of site demolition and stabilization efforts, including:

1. Temporary erosion and sediment control, site clearing, earthwork, access road and bridge protections, staging area, and contaminated soil remediation.
2. Decommissioning site utilities, work on storm water system, and placement of a light beacon and signage.
3. Demolition and removal of above grade structures and restoration of affected areas. Stabilized and prepared remaining slab to grind, cut and/or removed metal appurtenances or other hazards.
4. Stabilization of remaining soils and ground and hard surfaces, filling of potholes, removal of metal protrusions from existing retaining walls, replacement of steps in kind.
5. This bid included an Alternate Bid: the removal of a cinder block restroom facility.

A formal bid was issued for this work and three (3) bid proposals were received; all were considered responsive. One bidder was identified as providing the low bid without the bid alternate included, and another bidder was identified as providing the low bid when the alternate bid was included. After reviewing the project's budget, assessing the cost differential between the low bids with and without the Alternate Bid Schedule, and taking into consideration the Master Plan, the low bid that included the Alternate Bid Schedule was selected. Dickson Company is a Tacoma, Washington based company that provides demolition, hazardous material abatement, and civil construction services throughout the Puget Sound region.

The project was inspected by staff and was completed as specified. On 12/4/19 a Change Order was approved to include asbestos abatement work. The final contract amount was \$527,913.10 including Washington State sales tax.

FISCAL IMPACT: The funds for this project are from 2014 UTGO Park Bond Regional Parks & Attractions, Waterfront Parks & Facilities, Titlow Park and F302 Open Space Fees & Interest-West End funds.

Funding:

| | | |
|---|-----------|-------------------|
| 2014 Park Bond Regional Parks & Attractions | \$ | 658,837.69 |
| F302 Open Space Fees & Interest-West End | \$ | 1,162.31 |
| 1% for Art | \$ | <u>(4,607.00)</u> |
| Total | \$ | 655,393.00 |

Budget:

| | | |
|--------------------------------|-----------|-------------------|
| Planning & Design | \$ | 99,525.00 |
| Dickson Company (includes tax) | \$ | 527,913.10 |
| Other Costs | \$ | 3,274.39 |
| <u>Contingency (remaining)</u> | <u>\$</u> | <u>24,680.51</u> |
| Total | \$ | 655,393.00 |

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. C7-20

TOA SITE DEMOLITION

BID#: J2019-08

FINAL ACCEPTANCE OF DICKSON COMPANY

CONTRACT#2019157J / BID#J2019-08

WHEREAS, the Board of Park Commissioners of the Metropolitan Park District of Tacoma desires to renovate Titlow Park; and;

WHEREAS, at the meeting on August 26, 2019 the Board of Park Commissioners approved the Board Resolution #PW54-19 awarding the contract to Dickson Company to provide demolition services at the site of the former Tacoma Outboard Association (TOA); and

WHEREAS; Dickson Company has completed the demolition work as specified and the work has been inspected and approved by staff, therefore, be it

RESOLVED by the Board of Park Commissioners of the Metropolitan Park District of Tacoma to accept the Dickson Company, Contract #2019157J / Bid#J2019-08.

The forgoing 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: Marina Becker, Director of Parks and Recreation Department
SUBJECT: **Purchasing Resolution**
DATE: January 21, 2020

EXECUTIVE SUMMARY: This resolution authorizes the Executive Director 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 | MacDonald-Miller Facility Solutions Inc. |
| GOODS OR SERVICES | Repair and maintenance on boilers and HVAC units – District wide |
| PRICE | Not to exceed \$149,000.00 including Washington State Sales Tax |
| SOURCE OF FUNDING | 2020 Parks and Recreation Department Operating Funds |
| CONTACT | Marina Becker- (253)305-1024 |

BACKGROUND: Metro Parks Tacoma has multiple boilers and HVAC units that require routine and quarterly inspection, maintenance and repair. We have increased our responsibilities with new facilities added to inventory and we have several aging facilities requiring additional maintenance and repairs. In March of 2017 the Parks Department advertised the Boiler/HVAC Maintenance and Repairs Project Bid No. P2017(18)-10 in the News Tribune and the Seattle Daily Journal of Commerce circular. Two companies responded, MacDonald-Miller Facility Solutions submitted the lowest bid and was awarded the contract in an amount not to exceed \$155,000. In October of 2018 Change order #1 of \$100,000 increased the total contract amount not to exceed \$255,000. Change order #2 of \$149,000 will increase the total contract amount not to exceed \$404,000.

FISCAL IMPACT: These expenses are budgeted in the department operating funds.

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

METROPOLITAN PARK DISTRICT OF TACOMA

PURCHASING RESOLUTION NO. P8-20

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

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

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

WHEREAS, Metro Parks staff recommends the Board of Park Commissioners authorize the purchase of goods and services 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 Commissioners of the Metropolitan Park District of Tacoma at a regular meeting held on _____, 2020.

ATTEST:

President

Secretary

Clerk

Exhibit A
to
Purchasing Resolution No. P8-20

Item No. 1

| | |
|--------------------------|--|
| VENDOR | MacDonald-Miller Facility Solutions Inc. |
| GOODS OR SERVICES | Repair and maintenance on boilers and HVAC units – District wide |
| PRICE | Not to exceed \$149,000.00 including Washington State Sales Tax |
| SOURCE OF FUNDING | 2020 Parks and Recreation Department Operating Funds |
| CONTACT | Marina Becker- (253)305-1024 |





MEMORANDUM

TO: Board of Park Commissioners

THROUGH: Shon Sylvia, Executive Director

FROM: Paul Weed, Chief Administrative Officer
Peter M. Mayer, Deputy Executive Director

SUBJECT: Resolution Adopting a New Collective Bargaining Agreement with IUOE, Local 302 & the Metropolitan Park District of Tacoma

DATE: January 22, 2020

EXECUTIVE SUMMARY: This resolution provides for adoption of a new Collective Bargaining Agreement (CBA) between International Union of Operating Engineers, Local 302 General Bargaining Unit and the Metropolitan Park District of Tacoma. The new CBA covers a term of three (3) years beginning January 1st, 2020 through December 31st, 2022, and governs approximately 170 represented employees, or 53% of our career staff, across the District.

BACKGROUND: Our current labor agreement with the International Union of Operating Engineers, Local #302, expired on December 31, 2019.

Negotiations started in October 2019. Management team representatives are Rick Dietz, Joey Furuto, Pete Mayer, Paul Weed, and lead negotiator Rod Younker. The union team lead negotiator was assisted by Jeff Frazier from Local 302, with additional representation from Ryen Young of Local 302 and staff representatives Josh Azinger (Parks & Recreation), Don Brisbois (Parks & Recreation), Colby Gates (ZEED), Bryon Jones (ZEED), and Maureen O'Keefe (ZEED).

The teams met continuously over three months. Both teams brought several proposals to the table. All proposals were either withdrawn or tentatively agreed to throughout the negotiations and subsequently endorsed in total at the last collective bargaining meeting on December 20th. The union membership ratified the new contract on January 8th, 2020, and the tentative agreement is subject to final Park Board approval.

TENTATIVE AGREEMENT KEY CHANGES:

AGREEMENT TERM: The term of the new agreement will be three years, retroactive to January 1st, 2020.

WAGES: General Cost Of Living Adjustments (COLA)

- Effective January 1st, 2020: 2.0%
- Effective January 1st, 2021: 3.0%
- Effective January 1st, 2022: 3.0%

HEALTH INSURANCE: The employee and dependent health insurance premium contribution remains the same at ten percent (10%) through the end of the contract. The contract contains language that allows the wellness committee to propose benefit design changes if health and dental insurance plans and/or fee schedule adjustments are projected to increase more than 7% in a plan year.

LONG RANGE PLAN DISCUSSION: Metro Parks Tacoma and IUOE 302 have a collegial working relationship that will continue to meet on opportunities that arise throughout the CBA term. Those forums include both the Labor Management Committee meetings available every quarter and the Health and Welfare Benefits Committee. Both committees make recommendations regarding the CBA and its implementation across the District.

FISCAL IMPACT: A 1% increase in union wages equates to approximately \$115,000 district-wide. Additional cost items include a uniform allowance, shift premiums increase and specific classification adjustments totaling approximately \$73,000 over the three year contract. The 2020 cost of the settlement is included in the 2019-20 Biennial Budget, while the future costs are included in our financial projections.

ADDITIONAL INFORMATION: Please contact Paul Weed, Chief Administrative Officer at 253-404-305-3949 if you have any questions prior to the Board meeting or require additional information.

METROPOLITAN PARK DISTRICT OF TACOMA

RESOLUTION NO. R9-20

**ADOPTING NEW COLLECTIVE BARGAINING AGREEMENT WITH THE
INTERNATIONAL UNION OF OPERATING ENGINEERS, LOCAL 302**

WHEREAS, the International Union of Operating Engineers, Local 302 and the Metropolitan Park District of Tacoma had entered into a Collective Bargaining Agreement covering General Bargaining Unit employees of the Park District for the period of January 1, 2020 - December 31, 2022; and

WHEREAS, the existing Collective Bargaining Agreement expired on December 31, 2019 while the parties were negotiating a successor agreement; and

WHEREAS, negotiations have been successfully concluded and the bargaining unit employees voted on January 8, 2019 to accept the proposed changes in the Collective Bargaining Agreement for a period from the date of Board ratification to December 31, 2022; now, therefore be it

RESOLVED by the Board of Park Commissioners of the Metropolitan Park District of Tacoma that they hereby adopt the Collective Bargaining Agreement covering General Bargaining Unit Employees 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 regular meeting held on _____, 2020

President

ATTEST:

Secretary

Clerk