

**REGULAR PARK BOARD MEETING AND AGENDA
MAY 11, 2020
5:30 PM STUDY SESSION
6:00 PM REGULAR MEETING
REMOTE MEETING**



ATTENTION:

Protecting the public, our partners, and our staff are of the utmost importance. Due to recent health concerns with the novel coronavirus and in compliance with the Governor's Executive Order 20-28.2 (amending 20-05, 20-28 & 20-28.1), this meeting will be held remotely. The public is encouraged to participate via telephone or Zoom and will be given opportunities to comment, as noted below.

You can listen to the Study Session and Regular Park Board Meeting via telephone by following the instructions below:

Telephone Instructions:

Dial: 253-215-8782

Enter Meeting ID: 929 8024 3675

Participant ID: no ID needed just press #

You can listen and view presentations of the Study Session and Regular Park Board Meeting via the Zoom link:

Join Zoom Meeting

<https://zoom.us/j/92980243675>

Community comment is encouraged to be submitted in advance of the meeting in written form. Please submit written comments to the Board by 5pm on May 11, 2020 by e-mailing them to Jennifer Bowman at jenniferb@tacomaparks.com. Comments may also be left on voicemail at 253-305-1091 by 5pm on May 11, 2020. Comments will be compiled and sent to Board members in advance of the meeting.

**METROPOLITAN PARK DISTRICT
OF TACOMA**



AGENDA

MAY 11, 2020

6:00 P.M.

REMOTE MEETING

Via Telephone

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**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.

5:30 P.M. **STUDY SESSION** COVID 19 RESPONSE UPDATE

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

ROLL CALL

SPECIAL PRESENTATIONS

PRESIDENT'S REPORT

STANDING COMMITTEE & COMMISSION REPORTS

EXECUTIVE DIRECTOR'S REPORT

REGULAR MEETING

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



COMMUNITY COMMENTS

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Comments will be compiled and sent to Board members in advance of the meeting.

MINUTES

- (5-10) MINUTES OF THE APRIL 27, 2020 REGULAR BOARD MEETING

CONSENT AGENDA

- (11-12) **RESOLUTION NO. C25- 20**: APPROVAL OF WARRANTS CLAIM FUND FOR APRIL 2020
(Contact: Erwin Vidallon, Chief Financial Officer)
- (13-14) **RESOLUTION NO. C26-20**: REVISING MAY 2020 MEETING SCHEDULE FOR THE BOARD OF PARK COMMISSIONERS
(President Reid)

REGULAR AGENDA

PURCHASING RESOLUTIONS

(Requiring one reading for adoption)

- (15-18) **RESOLUTION NO. P27-20**: AUTHORIZING PURCHASE OF GOODS AND SERVICES FOR METRO PARKS TACOMA
1. HONEYWELL INTERNATIONAL FOR ENERGY MANAGEMENT SOFTWARE & DDC SYSTEM SUPPORT IN THE AMOUNT \$147,362.76 FOR FIVE-YEAR AGREEMENT
(Contract: Alan Varsik, Director of Zoological & Environmental Education)

PUBLIC WORKS PURCHASING RESOLUTIONS

(Requiring one reading for adoption)

SINGLE READING RESOLUTIONS

(Requiring one reading for adoption)

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

May 13, 2020	Capital Improvement Committee	5:00 PM	Remote Meeting
May 18, 2020	Committee of the Whole	5:30 PM	Remote Meeting
May 26, 2020	Regular Board Meeting	6:00 PM	Remote Meeting
May 27, 2020	Capital Improvement Committee	5:00 PM	Remote Meeting

*Remote meeting details can be found on the Metro Parks Website www.metroparkstacoma.org

*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
April 27, 2020**

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

IN THE CHAIR: Tim Reid

PLACE: Remote call in meeting

REGULAR MEETING

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

SPECIAL PRESENTATIONS COVID 19 RESPONSE UPDATE

Shon Sylvia opened the presentation by noting the objectives of the update includes understanding the magnitude of financial impact to the District, increasing awareness for actions taken by the District to stabilize phasing operations and framing future policy direction. Pete Mayer was then introduced and gave an update of the State and County data related to number of COVID cases and deaths as of April 25th. He noted the State is reporting 13,521 positive cases while the Pierce County has reported 1,244 positive cases. Mr. Mayer also commented on the federal and state guidelines that are currently in place dealing with critical elements that affect the speed of phased recovery and opening. Staff noted that public parks and recreation agencies are taking a multi-state approach to a recovery framework that pledges commitment to public health guidance, emphasizes parks and recreation as a low cost and effective public health intervention. Activities for early consideration include those such as summer camps, hiking fishing, and golf. The recovery framework also includes support for PPE and safety supplies and relief funding to retain staff.

Erwin Vidallon then gave a brief overview of the nations economic conditions including the fact that there are now over 22 million unemployment claims. Nationally consumer sentiment was reported at 71 points along with a decline in monthly retail sales. Commissioners were then reminded of funding sources of the District including 44% from earned revenue, 20% from sales tax, 27% from property tax and 10% coming from other sources such as foundations, private funding and other funding. Mr. Vidallon commented that at this current time the District is predicting a revenue short fall of \$12.8M (March – August). Several graphs depicting the forecasted shortfalls from property and sales tax were also highlighted by staff. Mr. Vidallon stated that steps have been taken by the District to control expenditures starting on March 23rd. These steps include phased closure of facilities, hiring freeze, no overtime usage, no new contracts, existing contracts significantly pared down or put on hold, only essential purchase, no new equipment, and business travel halted. Effective April 1st 530 part-time staff were laid off. Effective April 16th management & leadership furlough reduction in salaries was put in to place. Effective April 18th 148 career full-time & part-time benefited staff were furloughed.

Staff commented that with these actions, a reduction in utilities and use of fund balance & reserves there will be a total estimated savings \$7.5 M through June 30th.

Alan Varsik reported on the seven criteria that the District is using to determine essential and non-essential operations during this crisis. Criteria is as follows: Animal & plants, safety & security, incident response, continuity of government, maintaining & repairing critical utilities State/County requests for assistance, and primary business support for essential functions.

Marina Becker reported on the specific essential and non-essential functions of the District during this pandemic being performed by the 22% of District employees that have been retained. Ms. Becker stated that thus far MPT essential functions include: emergency childcare, animal welfare & plant care, grounds maintenance & safety, major maintenance & building assets, and key business operations to support these essential functions. Non essential functions outlined by Ms. Becker include closed facilities, restrooms, parking lots, play structures, skate parks and picnic shelters, as well as suspension of programs. She noted that capital design and development are under a case-by-case review and construction projects have been suspended.

Joe Brady was then introduced to speak about the intergovernmental opportunities. Mr. Brady commented that at this point the District has not received any federal or state assistance. Through the CARES Act, Pierce County has received \$158M. Mr. Brady stressed that staff leadership and political engagement is key in this area to possibly secure funding from this source. Staff continues to work closely with the District's federal lobbyist who continues to monitor stimulus legislation V4. Mr. Brady also commented that staff is involved with advocacy initiatives nationally with NRPA, City Parks Alliance, Trust for Public Land, and Western States collaboration. Locally the District remains closely engaged with the City of Tacoma and Tacoma Public Schools.

Shon Sylvia stated that the road to recovery from this crisis needs to include stabilization and recalibrating of the park system.

Commissioner Hanberg commented that he wants to see lots of flexibility built in the recovery strategy, as there will be lots of unknowns that remain.

Commissioner Baines commented that contingency plans are key as it will be hard to know what the future holds.

Commissioner Pointer stressed that continued collaboration with the school district is key.

Mr. Sylvia stated that balancing immediate demand, fiscal restraints, and community needs are all extremely important moving forward.

Debbie Terwilleger was introduced and spoke of a conceptual model for reopening. The model shows a gradual and progressive stabilization and ramp up in the summer & into the fall of 2020, with a new normal in place into the winter of 2021 with likely budget reductions and potential long-term health restrictions. Ms. Terwilleger pointed out that there are many considerations that will need to be taken into consideration for a phased reactivation going into summer/fall season. Those considerations include public health and governmental guidance, re-evaluations for community priorities, and the financial health of the District. Staff noted with this stabilization phase staff will be using additional criteria to bring things back on line. These criteria include equity & geographic balance, innovation in meeting community needs, cost recovery/revenue opportunity, staffing & budget constraints, contractual & partnership considerations, regulatory requirements, and physical & emotional health of the community.

Staff noted that beyond 2021 recalibrating the system will be necessary. Ms. Terwilleger stated that re-evaluating a longer term strategic direction will be important.

Shon Sylvia remarked that there is a need for future policy discussions by the Board. Those discussions may include criteria for the District’s capital program and its relationship to economic recovery. Board and staff will also need to explore cost recovery expectations. Mr. Sylvia continued by noting there will also be a need for dialogue about staffing models & resetting core responsibilities of the District, revisiting financial polices and getting a mid –year budget update & forecast.

Mr. Sylvia stated that staff is planning for the following next steps:

- MPT strategic workshops & collect community data April-June
- Plan presented to reopening parks and assets as part of our Park Stabilization Plan; review capital program May 11 Study Session
- JMAC and Board’s position in recovery May 18 COW
- Strategic Direction + 2021-22 Budget Process: recalibrating the park system scope & critical path June 8 Sutdy Session

President Reid commented that he likes the current plan as delivered by staff this evening as it allows the District to be nimble moving forward. He requested continued information and communications.

Commissioner Baines commented that the District is a leader in the community and there is still the need to make a difference to serve those in the community.

PRESIDENTS REPORT

President Reid encouraged the District and all citizens to stay the course during this difficult time.

STANDING COMMITTEE AND COUNCIL REPORTS None

EXECUTIVE DIRECTOR’S REPORT None

COMMUNITY COMMENTS

No community comments received.

Community comment is encouraged to be submitted in advance of the meeting in written form. Please submit written comments to the Board by 5pm on April 27, 2020 by e-mailing them to Jennifer Bowman at jenniferb@tacomaparks.com Comments may also be left on voicemail at 253-305-1091 by 5pm on April 27, 2020. Comments will be compiled and sent to Board members in advance of the meeting.

MINUTES OF THE APRIL 13, 2020 REGULAR BOARD MEETING

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

CONSENT AGENDA None

PURCHASING RESOLUTIONS None

PUBLIC WORKS PURCHASING RESOLUTIONS None

SINGLE READING RESOLUTIONS

RESOLUTION NO. R23-20: AUTHORIZING RESOLUTION FOR 2020 WASHINGTON STATE HISTORICAL SOCIETY HERITAGE CAPITAL GRANT- FORT NISQUALLY LIVING HISTORY MUSEUM

Commissioner Hanberg moved adoption of the resolution; seconded by Commissioner Pointer. Debbie Terwilleger commented that applications for the 2020 Heritage Capital Projects program are now being accepted. This application will be for Fort Nisqually Phase II Building Improvements, which was identified in the District's Capital Program.

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

RESOLUTION NO. R24-20: APPROVING CONVERSION FOR STREET RIGHT OF WAY INTO REAL PROPERTY AT SWAN CREEK PARK

Commissioner Hanberg moved adoption of the resolution; seconded by Commissioner Pointer. Debbie Terwilleger commented that this resolution is needed to enter the necessary agreement to convert remnant street right of way into real property. This action will facilitate the construction of park improvements at Swan Creek. A map of the park was shown for reference. Staff reminded the Board that the street system in the park is from post WWII housing that was formerly located there.

Staff commented that both State RCW and City Code require a payment for right of way vacation. Cost for this action will be \$.19/SF.

Being no additional comments the question was called and 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 District staff for their continued work.

ADJOURN:

Being no further business, the meeting was adjourned at 7:35p.m.

APPROVED:

President

Clerk

Submitted by: Jennifer Bowman, Board Secretary



METROPOLITAN PARK DISTRICT OF TACOMA

RESOLUTION NO. C25-20

APPROVAL OF WARRANTS CLAIM FUND FOR APRIL 2020

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 APRIL 1, 2020 AND ENDING APRIL 30, 2020.

WARRANTS CLAIM FUND

ACCOUNTS PAYABLE CLAIMS FUND:

Warrant Serial Numbers <u>331687</u> to <u>331960</u>	AMOUNT:	<u>\$4,570,338.68</u>
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PAYROLL CLAIMS FUND:

Warrant Serial Numbers <u>0052905</u> to <u>0053007</u>	AMOUNT:	<u>\$48,351.87</u>
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(Most employees receive payment through direct deposit advices, which are paid to the bank through the Accounts Payable Claims Fund.)

TOTAL	<u>\$4,618,690.55</u>
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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 Business Development Office.



MEMORANDUM

TO: Board of Park Commissioners

FROM: Tim Reid, Board President

SUBJECT: Revising May 2020 Board Meeting Schedule

DATE: May 6, 2020

EXECUTIVE SUMMARY: It is requested that the Board of Park Commissioners revise its meeting schedule for the month of May. Being May 25, 2020 is Memorial Day, it is requested that the meeting be rescheduled to Tuesday, May 26, 2020.

BACKGROUND: The Park Board of Commissioners passed resolution RR75-19 that states meetings of the Board of Park Commissioners are to be held on the 2nd and 4th Mondays of each month unless changed by Board action and announced to the public. The Board is requesting that the May 25, 2020 Regular Board Meeting be rescheduled to Tuesday, May 26, 2020.

FISCAL IMPACT: None.

ADDITIONAL INFORMATION: For additional information contact President Reid at (253) 305-1091.

METROPOLITAN PARK DISTRICT OF TACOMA

RESOLUTION NO. C26-20

**REVISING MAY 2020 MEETING SCHEDULE FOR
THE BOARD OF PARK COMMISSIONERS**

WHEREAS, the Metropolitan Park District of Tacoma's Board of Park Commissioners established its meeting schedule with the adoption of Resolution No. RR75-19; and

WHEREAS, Resolution No. RR75-19 provides the meeting of the Board of Park Commissioners are to be on the 2nd and 4th Mondays of each month unless changed by Board action and announced to the public; and

WHEREAS, from time to time the Board of Park Commissioners desires to revise and amend its meeting schedule; and

WHEREAS, the second Board Meeting in May falls on May 25, 2020, Memorial Day; now, therefore, be it

RESOLVED by the Board of Park Commissioners of the Metropolitan Park District of Tacoma that it hereby revise its meeting schedule by rescheduling the May 25, 2020 regularly scheduled Board Meeting to Tuesday, May 26, 2020.

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



MEMORANDUM

TO: Board of Park Commissioners
THROUGH: Shon Sylvia, Executive Director
FROM: Alan Varsik, Director of Zoological & Environmental Education
SUBJECT: Purchasing Resolution
DATE: May 6, 2020

EXECUTIVE SUMMARY: The attached Purchasing Resolution seeks Board approval to enable 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 proposed for purchase and/or acquisition:

Item No. 1

- **VENDOR** Honeywell International
- **GOODS OR SERVICE** Energy Management Software & DDC System Support
- **PRICE** \$147,362.76 for five-year agreement (including WSST)
- **SOURCE OF FUNDING** PDZA Operations Budget
- **CONTACT** Alan Varsik, (253) 404-3634

BACKGROUND: Honeywell International provides ongoing software maintenance, patches and version upgrades for the customer's Enterprise Building Integrator (EBI) located in the Pacific Seas Aquarium. Honeywell will provide software patches every 3 months on average. Software version upgrades are issued every 18 months on average.

This includes all expenses to perform the inspection services described above for the Equipment and Software. The costs for labor and travel for repair work, emergency service, and any replacement materials are not included, if emergency service is required, PDZA will receive a (4) hour response time and will be billed at a contract customer preferred labor rate of \$178.00 per hour.

Honeywell will provide customer access to an Internet-based application that will allow the staff to securely submit non-emergency service requests online; view status of all service calls,

whether scheduled, open or closed; view appointments and task detail of work performed on contracted service calls; and view contract and equipment coverage details.

Honeywell software and DDC controls were selected for Aquarium Life Support and Building Operating Systems as a part of the GCCM process during construction and provide a critical service for maintaining the life support of endangered species.

FISCAL IMPACT: Funds will come from PDZA department operating budgets.

Annual price year 1: \$ 25,188 (plus \$2569.18 WSST)

Annual price year 2: \$ 25,943 (plus \$2646.19 WSST)

Annual price year 3: \$ 26,721 (plus \$2725.54 WSST)

Annual price year 4: \$ 27,523 (plus \$2807.35 WSST)

Annual price year 5: \$ 28,348 (plus \$2891.50 WSST)

ADDITIONAL INFORMATION: For additional information, please contact Alan Varsik, Director of Zoological & Environmental Education at 253-404-3634.

METROPOLITAN PARK DISTRICT OF TACOMA

PURCHASING RESOLUTION NO. P27-20

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

WHEREAS, the Board of Park Commissioners have established policies governing the purchase of goods and services for Metro Parks Tacoma through the adoption of Resolution No. RR21-15, Authorizing Amendment of the Purchasing Policy for the Metropolitan Park 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 Park Commissioners of the Metropolitan Park District of Tacoma at a meeting held on _____, 2020.

ATTEST:

President

Secretary

Clerk

Exhibit A
to
Purchasing Resolution No. P27-20

Item No. 1

- **VENDOR** Honeywell International
- **GOODS OR SERVICE** Energy Management Software & DDC System Support
- **PRICE** \$147,362.76 for five-year agreement (including WSST)
- **SOURCE OF FUNDING** PDZA Operations Budget
- **CONTACT** Alan Varsik, (253) 404-3634