

**METROPOLITAN PARK DISTRICT
OF TACOMA**



AGENDA

**AUGUST 10, 2020
6:00 P.M.
REMOTE MEETING**

Via Telephone
Dial: 253-215-8782
Enter Meeting ID: 96289730590#
Participant ID: no ID needed just press #
or

Listen and view presentations of the
Regular Park Board Meeting via the Zoom link:

Join Zoom Meeting
<https://zoom.us/j/96289730590>

**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

SPECIAL PRESENTATIONS

PRESIDENT'S REPORT

STANDING COMMITTEE & COMMISSION REPORTS

EXECUTIVE DIRECTOR'S REPORT



REGULAR MEETING**COMMUNITY COMMENTS**

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 August 10, 2020 by e-mailing them to Jennifer Bowman at jenniferb@tacomaparks.com. Comments will be compiled and sent to Board members in advance of the meeting. Comments may also be left on voicemail at 253-305-1091 by 5pm on August 10, 2020. Verbal comments will also be allowed during the meeting. To request to speak during community comments, please press the Raise Hand button near the bottom of your Zoom window or *9 on your phone. All speakers will have up to three minutes to speak.

MINUTES

(5-8) MINUTES OF THE JULY 27, 2020 REGULAR BOARD MEETING

CONSENT AGENDA

(9-10) **RESOLUTION NO. C34-20**: APPROVAL OF WARRANTS CLAIM FUND FOR JULY 2020
(Contact: Erwin Vidallon, Chief Financial Officer)

REGULAR AGENDA**PURCHASING RESOLUTIONS**

(Requiring one reading for adoption)

(11-14) **RESOLUTION NO. P35-20**: AUTHORIZING PURCHASE OF GOOD AND SERVICES FOR METRO PARKS TACOMA

1. UNITED SITE SERVICES OF NEVADA, INC. FOR PORTABLE TOILET SERVICES IN THE AMOUNT OF \$25,0000

(Contact: Marina Becker, Director of Parks & Recreation)

PUBLIC WORKS PURCHASING RESOLUTIONS

(Requiring one reading for adoption)

SINGLE READING RESOLUTIONS

(Requiring one reading for adoption)

(15-16) **RESOLUTION NO. R36-20**: AUTHORIZING SURPLUS AND DISPOSAL OF PERSONAL PROPERTY

(Contact: Alan Varsik, Director of Zoological & Environmental Education)

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

August 12, 2020	Capital Improvement Committee	5:00 PM	Remote Meeting
August 24, 2020	Regular Park Board Meeting	6:00 PM	Remote Meeting
August 26, 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
July 27, 2020**

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

IN THE CHAIR: Tim Reid

PLACE: Remote call in meeting

STUDY SESSION BUDGET UPDATE

Erwin Vidallon began the presentation by informing the Board that All Funds District-Wide in the 2nd quarter are showing an unfavorable variance of \$203,000. It was stated that this variance was driven by lower than budgeted revenues but was off-set by savings around the District of about \$8M. Several graphs were shown that highlighted that 88% of the District's revenue is derived from property and sales tax, while 71% of the District's expenses are related to salaries and benefits.

Mr. Vidallon commented next on the General Fund. He reported that in the 2nd quarter there was an unfavorable variance of \$1.3M driven by low revenue, however there was a savings of about \$4M. Within the ZEED Fund staff reported an unfavorable variance of \$1.3M driven by low revenue, however ZEED did have \$3.7M expense savings. Mr. Vidallon then reported on activity at the Boathouse Marina. He informed the Board that the Marina reported a favorable combined variance of \$97,000 due to less than projected revenues and savings of about \$260,000 that helped with the under-earnings. Mr. Vidallon commented that Meadow Park Golf Course, similar to the Marina, experienced a favorable combined variance due to a savings of \$133,000 that helped with less than projected revenues.

Mr. Vidallon then used a line graph to show the impact of COVID-19 on the District's budget forecast as compared to actuals. January through June total All Revenues were highlighted. Staff noted that the April through June experience was better than expected due to better property tax collection even though the District was anticipating challenges in property tax collection due to COVID. However, staff will monitor that closely as CARES Act funding will be ending and individuals may face challenges in October when property taxes are collected. Mr. Vidallon then highlighted sales tax revenues. He noted year-to-date collections are \$133,000 better than forecasted.

Mr. Vidallon then reviewed District-wide revenues for the 2nd quarter noting that the District performed better than forecasted. Openings of the golf course, the marina, Zoo and NW Trek can be attributed to the better than expected revenue collection between April and June. On the expense side the District was projecting a \$5M savings due to early measures put in place. The District was able to realize an additional \$1.8M in savings totaling \$6.8M 2nd quarter expense savings. Considering lost revenue and reimbursements the District is projecting a \$9.06M total

REGULAR MEETING

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

SPECIAL PRESENTATIONS None**PRESIDENTS REPORT**

President Reid urged the community to continue wearing masks and practicing social distancing.

STANDING COMMITTEE AND COUNCIL REPORTS None**EXECUTIVE DIRECTOR’S REPORT**

Executive Director, Shon Sylvia reported on the following:

- A staff team has continued to meet to address steps around anti-racism including how the District will increase equity in its budget outreach efforts, evaluation of equity amongst the District’s advisory councils, and to continue to work through JMAC with development of a shared approach from all agencies on DEI efforts.
- Staff will be meeting with public safety and City of Tacoma leadership to address safety in parks and unpermitted events like the one that occurred in Wright Park this past weekend.
- Meadow Park Gold Course, Fort Nisqually are continuing to see good attendance numbers since opening up.
- Pete Mayer commented on the work that MPT and 4 other agencies around the state are involved in to inform the RCO Board of the current challenges they are facing related to revenue decline and M& O concerns. The need to review polices to address racial inequities was also discussed. MPT and the other agencies shared some strategies with the RCO Board that they feel might address some of the M&O concerns that were highlighted.

COMMUNITY COMMENTS

Jennifer Wiggins commented read a portion of a letter submitted to the Board by the Hilltop Equity and Access committee. Ms. Wiggins emphasized the need for immediate action related to action steps as outlined in R32-20 passed by the Board on July 13th. Ms. Wiggins stated programming on the Hilltop right now is lacking and needs to be addressed.

Sally Perkins addressed the Board about the specifics around the nine areas outlined in R32-20. Ms. Perkins requested that the District be transparent and inclusive of the methods in which these action will be carried out. Ms. Perkins also requested that anti-racism and equity be addressed not only in the District’s internal processes but also in its community based programming and services.

Trevor Kagochi commented that with Tacoma Schools moving to an on-line format for Fall of 2020 that he is concerned about where children in the community will be spending there time since schools will not be opening.

James McCormick submitted a written comment expressing his concern over derelict vessels at

MINUTES OF THE JULY 13, 2020 REGULAR BOARD MEETING

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

CONSENT AGENDA None

PURCHASING RESOLUTIONS None

PUBLIC WORKS PURCHASING RESOLUTIONS

RESOLUTION NO. PW33-20: PDZA MECHANICAL UPGRADES TMEC, LLC
CONTRACT CHANGE ORDER NO. 4

Commissioner Pointer moved adoption of the resolution; seconded by Commissioner Hanberg.

Debbie Terwilleger commented that this resolution was reviewed by the CIC on July 15th. She noted that this action is needed to address safety requirement in the Elephant Barn at Point Defiance Zoo as recommended by the CDC and NIOSH and the Pierce County Health Department.

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

SINGLE READING RESOLUTIONS None

SECOND READINGS RESOLUTIONS None

FIRST READING RESOLUTIONS None

UNFINISHED BUSINESS CAPITAL PROGRAM UPDATE

Debbie Terwilleger reminded the Board that as a result of COVID there have been changes to the District's Capital Plan. She reported that 34 of the 77 projects for this year have been put on hold resulting in \$3M of the \$26M budgeted for this year to be spent.

Ms. Terwilleger then reviewed the sequencing of projects for 2020. Twenty projects are in active construction and will continue with an anticipated spending of \$3.4M. Marty Stump then summarized and showed photos and drawings of projects in active construction including First Creek, People's Ctr. HVAC and Point Defiance Signage Package project. Ms. Terwilleger then reviewed a list of projects in 2020 that are bid ready. She commented that of the 18 projects on the list, 8 of them are being postponed. An estimated \$7.5 M will be spent on these projects through December 2020. Mr. Stump then followed up with drawings and reported on the status of those projects including Trek Tram station, Owens Beach and public art. Projects in design were reviewed next. Ms. Terwilleger stated of the 39 projects scheduled for planning & design in 2020, 25 of those projects are being postponed. Anticipated spending on these projects in 2020 is \$500,000. Mr. Stump then summarized and showed renderings of those moving forward in this stage for 2020 including Titlow Mater Plan, Gas Station Park, and Ft. Nisqually building rehab.

NEW BUSINESS None

BOARD COMMENTS

Commissioner Hanberg thanked who provided community comments. He commented the need is greater than ever to provide services to the community. Commissioner Hanberg encouraged staff to think outside the box this fall.

Commissioner Smith commented on the well-run camps that the District had last week.

Commissioner Pointer commented that during this pandemic parks remain open and the District is doing their best to keep the maintained despite the budget shortfalls.

ADJOURN:

Being no further business, the meeting was adjourned at 6:50 p.m.

APPROVED:

President

Clerk

Submitted by: Jennifer Bowman, Board Secretary

METROPOLITAN PARK DISTRICT OF TACOMA

RESOLUTION NO. C34-20

APPROVAL OF WARRANTS CLAIM FUND FOR JULY 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 JULY 1, 2020 AND ENDING JULY 31, 2020.

WARRANTS CLAIM FUND

ACCOUNTS PAYABLE CLAIMS FUND:

Warrant Serial Numbers <u>332269</u> to <u>332437</u>	AMOUNT:	<u>\$3,447,479.87</u>
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PAYROLL CLAIMS FUND:

Warrant Serial Numbers <u>053032</u> to <u>053071</u>	AMOUNT:	<u>\$30,062.41</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>\$3,477,542.28</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 Administrative Services Office.



MEMORANDUM

TO: Board of Park Commissioners
THROUGH: Shon Sylvia, Executive Director
FROM: Marina Becker, Director of Parks and Recreation Department
SUBJECT: **Purchasing Resolution**
DATE: August 4, 2020

EXECUTIVE SUMMARY: This resolution authorizes the Executive Director to execute Change Order #1 with United Site Services of Nevada Inc. in the amount of \$25,000.00 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	United Site Services of Nevada Inc.
GOODS OR SERVICES	Portable Toilet Services
PRICE	Not to exceed \$25,000.00 including tax
SOURCE OF FUNDING	Parks and Recreation Department Operating Budget
CONTACT	Marina Becker (253)305-1024

BACKGROUND: United Site Services provides portable handwashing stations and portable rental toilets with ADA accommodations, along with standard units to various MPT locations. These services are provided year around at MPT parks, they support, general operations, special events, rentals and activities. In response to COVID 19 additional portable toilets and handwashing stations have been utilized to support operations in parks. United Site Services fully maintains the portable toilets making sure that they are delivered on time and in good condition, keeping them cleaned, inspected, restocked and pumping the holding tanks as required. An RFP was issued in 2017, (RFP #P2017(18)-12) there were two submittals, United Site Services submitted the lowest bid and was awarded the contract in an amount not to exceed \$50,000. Change order #1 of \$25,000 will increase the total contract amount not to exceed \$75,000.

FISCAL IMPACT: The source of funding for this expense is the 2019-2020 Parks and Recreation Operating Budget.

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

METROPOLITAN PARK DISTRICT OF TACOMA

PURCHASING RESOLUTION NO. P35-20

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

WHEREAS, the Board of Park Commissioners have established polices governing the purchase of goods 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. P35-20

- **VENDOR** United Site Services of Nevada Inc.
- **GOODS OR SERVICE** Portable Toilet Services
- **PRICE** Not to exceed \$25,000.00 including tax
- **SOURCE OF FUNDING** 2020 Parks and Recreation Department Operating Budget
- **CONTACT** Marina Becker- (253)305-1024





MEMORANDUM

TO: Board of Park Commissioners

THROUGH: Shon Sylvia, Executive Director

FROM: Alan Varsik, Director of Zoological & Environmental Education

SUBJECT: Authorizing Surplus and Disposal of Personal Property

DATE: August 3, 2020

EXECUTIVE SUMMARY: This resolution authorizes the surplus and disposal of personal property no longer in service or required for future operations from the Zoological & Environmental Education Division.

BACKGROUND: Section V. RCW 35.61.132 authorizes Metro Parks Tacoma to sell, exchange or dispose of any personal property acquired for park purposes when such property is no longer suitable for park or other recreational purposes. RCW 35.61.130 authorizes the Board of Park Commissioners to conduct and manage the sale of merchandise and conduct such forms of business production of revenue or expenditures for park purposes. The items requested to be surpluses are in poor condition and costs to repair and maintain them would exceed the value of the property itself. Staff routinely evaluates equipment to determine on-going operating and maintenance costs as compared to the cost of replacement. Replacement equipment is evaluated for cost efficiency, environmental standards, and durability. Staff is requesting that the following items be listed as surplus:

ASSET #	DESCRIPTION	MODEL	SERIAL NUMBER	YEAR
44680D	W-3500 1 Ton Dump	Chevrolet	4KBB4B1U57J802580	2007
	Radiograph film processor	CP 1000	AGFA 9462-510	

FISCAL IMPACT: Per District policy, Section VII. Items of surplus or unsuitable property may be traded or exchanged for like property.

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

METROPOLITAN PARK DISTRICT OF TACOMA

RESOLUTION NO. R36-20

AUTHORIZING SURPLUS AND DISPOSAL OF PERSONAL PROPERTY

WHEREAS, the Metropolitan Park District of Tacoma wishes to surplus and dispose of personal property which is no longer in service, having been replaced with new units or due to age and condition are no longer required for operations; therefore be it

RESOLVED by the Board of Park Commissioners of the Metropolitan Park District of Tacoma that the following real property items be declared surplus:

ASSET #	DESCRIPTION	MODEL	SERIAL NUMBER	YEAR
44680D	W-3500 1 Ton Dump	Chevrolet	4KBB4B1U57J802580	2007
	Radiograph film processor	CP 1000	AGFA 9462-510	

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