



**BOARD OF PARK COMMISSIONERS
CAPITAL IMPROVEMENT COMMITTEE
(VIRTUAL MEETING)**

**March 25, 2020
5:00 PM
MINUTES**

Attendees: Commissioner Baines, Commissioner Pointer

Staff Support: **Marty Stump**, Deputy Director - Planning & Development Department; **Roger Stanton**, Capital Program Manager – Regional Parks and ZEED; **Kristi Evans**, Capital Program Manager – Community & Neighborhood Parks, **Jennifer Bowman**, Executive Administration; **Mary Kay Henley**, Planning Administration

Virtual Meeting Updates:

- It was reported a CIC meeting notice was posted on the door. Marty is in the HQ lobby to provide any public access.
- Jennifer gave an update on the new virtual meeting process. She explained this is the first one and is being used as a test. She added that the Attorney General just issued today a 4:00 pm proclamation that waved some remote meeting rules for the next 30 days. We no longer need to post a meeting notice and provide meeting space for the public.
- The next board meeting will be held virtually on April 13 and the next COW is being cancelled.
- Commissioner Pointer asked how many people are allowed into the building. Marty noted CIC public attendance is infrequent, however we will follow appropriate social distancing if necessary.

Acceptance of Minutes: Minutes from the February 26, 2020 meeting were approved as written.

Project Status

- Marty explained not many projects are under construction right now, most active MPT CIP projects are in the design/permitting phase.
- Commissioner Pointer asked if COVID19 has caused any project stoppages.
 - Marty reported there has been limited impact since most Metro Parks projects are not in the construction phase. He added we are in direct communication with contractors to see if they anticipate continuation of work.
 - It was noted Tacoma Public Schools is waiting for guidance from the governor's office to see if their construction projects are essential services, as a local example.
 - Marty continued that Metro Park's has task forces working on emergent issues relative to COVID19. We are reviewing the 2 year capital projects and schedules, identifying projects that can be slowed down and ones that need to move forward. Public outreach/input and associated grant funding are also being discussed.

- Commissioner Point asked about the financial impacts of Metro Park’s closures; i.e. centers, golf course, marina, zoo, etc.
 - Marty explained that Metro Park’s staff are working on that right now, compiling financial forecasts. More information will be presented in the next week or so, as the full revenue impact is better understood. It was noted that the CFO has made a directive to all departments, no non-essential purchases. Marty noted that although capital projects are less directly impacted by revenue setbacks, we are looking at the project list and making appropriate adjustments.
 - Commissioners will be kept abreast of any changes/updates at future meetings.

Action Items

Waterfront Phase 1 – Signage Contract Award to Evergreen Sign Company

- Roger presented this resolution that awards a contract to Evergreen Sign Company for Point Defiance Waterfront Phase 1 Signage in an amount not to exceed \$360,552.36.
- Six companies responded to the bid request. There was a discussion as to why three of the bids were over \$600,000. It was thought these signage companies might be outsourcing the entire project therefore adding to total cost due to mark-up.
- Roger stated references checked went well and he is confident about move forward with this company. He doesn’t know how COVID19 is impacting them, but would like to have them onboard when COVID19 constraints are removed.
- Commissioner Pointer asked if all the signs are the same size. Roger explained they vary, some 6 feet tall and some smaller, with size relative to their function.
- Commissioner Baines asked about the sign base depth. Roger reported they will sit on a 6 inch concrete slab.
- Commissioner Pointer asked how stable the signs will be. Will they be easy to tip over? Roger reported they are structurally stable, not easy to tip over under normal use.
- This item was accepted for moving forward to the full Board with a recommendation of approval.

Gas Station Park – Accept & Appropriate and MOU

- Kristi explained this resolution accepts and appropriates \$350,000 from the City of Tacoma for Gas Station Park improvements, along with authorizing Metro Parks to enter into a Memorandum of Understanding (MOU) with the City of Tacoma.
- She explained that Gas Station Park is currently owned by the City of Tacoma. This agreement will allow Metro Parks to take over park maintenance once construction is complete. A land transfer will happen separately.
- MPT has already contributed \$50,000 towards design and may contribute up to \$100,000 if needed for construction.
- It was noted this park will fill a gap in our community level of service.
- This item was accepted for moving forward to the full Board with a recommendation of approval.

Gas Station Park – McKay Sposito Contract Amendment #1

- This resolution authorizes a design contract Amendment No 1 to Mackay & Sposito for Gas Station Park in the amount of \$97,440.
- It was explained that Mackay & Sposito was initially selected to complete Phase 1 of the Gas Station Park’s Schematic/Design Development. That phase is now been completed and we are now moving into Phase II, that includes park design, completion and construction. This resolution will take the project through design and permitting.

- Commissioner Baines asked about the project's timeline. Kristi said that as of three weeks ago, construction was to happen this fall, with bidding in July. But because of COVID19, construction is being pushed back to the end of this year.
- This item was accepted for moving forward to the full Board with a recommendation of approval.

Additional Discussion Items

- Commissioner Pointer asked about playground restroom closures. Marty explained that to discourage public gathering as directed by the Governor, Metro Parks decided to close public restrooms. Signs are in fabrication and will be posted at approximately 50 playgrounds soon. Pointer asked if parking lots will also be closed. Marty said he couldn't speak to that, but understood that the parks operations team was considering closure of those areas and amenities that encourage public gathering, this may include parking lots where we have the ability to close gates.

Meeting Adjourned