



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

**April 15, 2020  
5:00 PM  
MINUTES**

**Attendees:** Commissioner Baines, Commissioner Pointer

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

This meeting was held virtually. Instructions on how to join the ZOOM meeting were emailed to Metro Park's commissioners and also posted on Metro Park's website for any public interest.

**Acceptance of Minutes:** Minutes from the March 25, 2020 meeting were approved as written.

**Project Status**

- Marty reported due to the COVID19 crisis, adjustments are needing to be made to our capital project work plan. A detailed update will be presented at the next Board meeting during a special study session. Projects are currently being reviewed through a number of filters, with some projects less of a priority and some needing to move forward.
- Commissioner Baines asked if Metro Parks has a maintenance policy that spells out a timeframe on how quickly repairs are made by the district.
  - Debbie reported procedures are in place, highlighting scheduled playground inspections and broken items receiving high priority. . However, because of staff reductions due to COVID 19, these priorities are being reviewed and may be updated.
  - Commissioner Baines asked specifically about the two broken swing seats at Wapato Hills Park. Marty will share this concern with Parks, check on policy and best practices and report back at a future meeting.
- Commissioner Baines asked if we have any construction projects moving forward during this COVID19 crisis.
  - Marty reported not many projects were in the construction phase (Approximately 10 projects). Of these projects, 5 – 6 made sense to continue including: Meadow Park's clubhouse foundation work; project closeout continuation (Point Defiance Park's Waterfront Phase 1, PDZA Aquarium, Eastside Community Center) and Norpoint Community Center's re-roofing. It was noted that PDZA postponed a few projects, however none jeopardize animal welfare.

- Debbie noted all continuing projects will comply with social distancing and safety practices. She added we are analyzing the 15 -16 projects in the design/bidding phase during 2020 and will discuss them further at the upcoming study session.
- Commissioner Baines asked how the Point Defiance Park signage resolution is moving forward under current conditions. For a number of reasons Debbie explained; bids were opened at the beginning of this crisis, necessary direction signs are included; and fabrication will take place at the vendor's location, installation not happening until 4<sup>th</sup> quarter 2020.
- Commissioner Baines asked the status of the new trams at NW Trek and will construction happen soon? It was reported we are in the design phase right now and construction can't take place with current social distancing rules enacted by the Governor. We will continue with the design/permitting phase so we are ready to move forward with the project when these restrictions are lifted,

### **Purchasing Resolution for Swan Creek Street Vacation No. 124.1406**

- This resolution allows Metro Parks to enter into an agreement with the City of Tacoma for the purchase and acquisition of land in the right of way at Swan Creek Park in the amount not to exceed \$81,157.73. If approved, it will vacate all those publicly dedicated rights of way within the Swan Creek Park boundaries, lying between East 48th Street and the northern margin of East 52nd Street. The purchase of these parcels within the park will allow Metro Park's authority and give us the ability to maintain.
- It was explained that the streets within Swan Creek Park were never officially changed or vacated. Kristi added Metro Parks chose to vacate because it allows Metro Parks more control. If not vacated, Metro Parks could be bound by City of Tacoma's regulations.
- Commissioner Baines asked if we have done this in the past. Kristi said most likely yes, but not within a park. She added there will be a second round of street vacation coming related to this project, a smaller area at the entry of the park.
- Debbie explained that the City of Tacoma has their own regulations they have to abide by. The best solution would be to remove the layer of requirement and convert to real property owned to Metro Parks without the expense of formal vacation. She added we are checking with City Of Tacoma to see if the vacation fee can be waved.
- Kristi concluded that other right of ways within Swan Creek Park will remain because they were deemed not necessary to change at this time.
- This item was accepted for moving forward to the full Board with a recommendation of approval at April 27<sup>th</sup> board meeting.

### **2020 Heritage Grant Authorizing Resolution- Fort Nisqually Phase II Building Improvements**

- As background, the Washington State Historical Society (WSHS) has announced that they are accepting Heritage Capital Project (HCP) grant applications now for the 2020 funding cycle. Metro Parks has prepared an application for Fort Nisqually Phase II Building Improvements that is consistent with the criteria as established by the WSHS and supports the District's Capital Improvement Program (CIP). As part of the application process WSHS requires that the submitting agency pass an authorizing resolution as a commitment to the funding request. This resolution would fulfill this requirement.

- Roger explained assessment work at Fort Nisqually targeted three areas needing attention; a new clerk's house building and retrofitting the sales shop and kitchen.
- Commissioner Pointer asked if this will eliminate the existing community garden. It was reported no, the project will not grow to extend into the public space or displace other public uses. Roger noted the building square footage will increase because of better use of footprint area and expansion into areas not used by the general public.
- It was explained the grant application is due April 23<sup>rd</sup> and as part of the application process, commissioners need to be aware of the application and agree that the facility will continue to serve a public use for the prescribed timeframe.
- Project design drawings will be presented at future meetings.
- Marty concluded that we still need to confirm means and methods of communicating CIC (and ultimately full Park Board) approval through the grant application process.
- Debbie noted that RCO grants have similar requirements, however we haven't decided if we are moving forward with those other grant applications.
- This item was accepted for moving forward to the full Board with a recommendation of approval at April 27<sup>th</sup> board meeting.

#### **Additional Discussion Items**

- Commissioner Pointer asked if the Portland Avenue Park project will continue during the COVID19 crisis. He added he is in favor of demolishing the building and updating existing playground and picnic areas. Debbie reported pre-COVID 19 plans included demolition of existing wading pool and restroom and a more robust community outreach effort to drive a site master plan. Post COVID19 - the overall park planning project is on hold, with further conversations happening with Parks regarding priorities.
- Commission Point concluded he is excited to get parks open again, but when they do open it will be a new era. He added he is hopeful there will be a COVID 19 vaccine soon.

#### **Meeting Adjourned**