

**REGULAR PARK BOARD MEETING AND AGENDA
JUNE 8, 2020
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 , 20-28.2, 20-28.3 & 20-28.4), 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 Regular Park Board Meeting via telephone by following the instructions below:

Telephone Instructions:

Dial: 253-215-8782

Enter Meeting ID: 925 2206 0879#

Participant ID: no ID needed just press #

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

Join Zoom Meeting

<https://zoom.us/j/92522060879>

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 June 8, 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 June 8, 2020. Comments will be compiled and sent to Board members in advance of the meeting.

**METROPOLITAN PARK DISTRICT
OF TACOMA**



AGENDA

**JUNE 8, 2020
6:00 P.M.
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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.**

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

ROLL CALL

SPECIAL PRESENTATIONS

DISTRICT SUMMER RECOVERY PLAN

PRESIDENT'S REPORT

STANDING COMMITTEE & COMMISSION REPORTS

EXECUTIVE DIRECTOR'S REPORT

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



REGULAR MEETING

COMMUNITY COMMENTS

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MINUTES

(5-10) MINUTES OF THE MAY 26, 2020 REGULAR BOARD MEETING

CONSENT AGENDA

(11-12) **RESOLUTION NO. C29-20**: APPROVAL OF WARRANTS CLAIM FUND FOR MAY 2020
(Erwin Vidallon, Chief Financial Officer)

REGULAR AGENDA

PURCHASING RESOLUTIONS

(Requiring one reading for adoption)

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

June 10, 2020	Capital Improvement Committee	5:00 PM	Remote Meeting
June 15, 2020	Committee of the Whole	5:30 PM	Remote Meeting
June 22, 2020	Regular Park Board Meeting	6:00 PM	Remote Meeting
June 24, 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
May 26, 2020**

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

IN THE CHAIR: Tim Reid

PLACE: Remote call in meeting

STUDY SESSION BUDGET UPDATE

Erwin Vidallon opened the presentation by reviewing the objectives of the session as being presenting 1st quarter financials, April revenue & expenditures forecasts to actuals, and to increase awareness & understanding of stabilizing the District through phasing operations.

For the 1st quarter of 2020 it was noted that District-wide total all funds, MPT is showing an unfavorable year to date combined variance of about \$1.7M. Staff noted that this was driven mostly by unfavorable revenue earnings of about \$4.6M. Mr. Vidallon commented that the District has been able to chip away at the revenue shortfall with expenditure savings of about \$2.9M to date. Several graphs showing District revenue sources were reviewed as earned revenue at 24%, Property Tax at 41% and Sales Tax at 25%, respectively. Combined, they make up approximately 87% of total revenues to date. Expenditures graphs were then reviewed noting that salaries and benefits make up the largest percentage of the District's expenses. Several graphs and charts showing unfavorable variances as a result of the COVID closures in the general fund. Within the General Fund, Mr. Vidallon reported an unfavorable combined variance of approximately \$927,000. He reported that this figure is driven by an unfavorable position in total revenue earnings by approximately \$1.4 through March. However, it was explained that expenditures through March are favorable by approximately \$445,000. It was reported that within ZEED there is a favorable position as there is an approximate \$91,000 combined total variance to date. Of that, \$636,000 is related to revenue earnings below year to date projection, but ZEED realized expenditure savings of approximately \$728,000. Mr. Vidallon continued by stating the Boathouse is also in an unfavorable position with a \$15,000 combined total variance to date. Of that, \$43,000 is related to revenue earnings below year to date projection, but the Boathouse realized expenditure savings of approximately \$27,000. Meadow Park Golf Course is showing a favorable position by approximately \$104,000 combined total variance to date. Of that, \$39,000 is related to revenue earnings above year to date projection and realized expenditure savings of approximately \$65,000.

Several graphs illustrating the actual earnings for January through April were then reviewed. Mr. Vidallon highlighted the March through April experience noting that the District underperformed due to the uncertainty during this time when COVID began. Expenditures graphs reviewed indicated that the compared to budget that the District realized a savings for March and April of approximately \$2.4 M. Board members were reminded of the steps taken to control expenditures beginning March 23rd, which included the following:

- Phased closure of facilities, operations and postponement of programs

- All recruitment and hiring frozen
- No overtime usage
- No new contracts
- All existing service contracts put on hold or significantly pared down
- Only essential purchases of supplies and materials
- No new equipment purchases
- All business travel halted
- All essential purchases will require Director approval
- 520 Part –time staff laid off
- Management and leadership furlough / salary reductions
- 148 career full-time and part-time benefited staff furloughed

Mr. Vidallon then presented several graphs illustrating the drop in property tax revenue collection. It was noted that Pierce County extended the deadline to pay property taxes until June 1; as a result collection of those receivables is delayed. Since sales tax revenues have a two-month lag in collection, March and April actual earnings reflect sales from January & February. Due to COVID, staff is projecting shortfalls for collection of 15%-30%.

Staff remarked that in the area of earned revenue, considering all District facilities were closed in the month of April, the District was still able to earn more than forecasted by approximately \$200,000. However, this was only 10% of the project earned revenue. This was primarily driven by revenues for boat storage, membership dues and some marketing rights and sponsorships that continued to trickle in.

Staff commented that in order to stabilize the District a phased reactivation will need to occur. The approach will be impacted by public health /governmental guidance, re-evaluation of community priorities and fiscal health of the District. Shon Sylvia noted that once the Governor has given permission to safely operate, a business case will be developed for support and approval. Once approved an implementation plan for that program of facility will be followed. Framework for the business cases includes

- Original Revenue Shortfall vs. Estimated Savings
- System Attraction Highlights
- Staffing Plan to Support Opening
- Health and Safety Plan
- Financial Impact
- Assessment of Execution

Staff showed the example of the business case to open NW Trek Wild Drive.

Commissioner Hanberg expressed concern about opening only those facilities or programs that are revenue generating, noting the need for opening of things for the public good as citizens may begin to lose patience. Shon Sylvia stated that the District can only open things once it has the staff to ensure the public's safety. He continued by reminding the Board that financially the District cannot afford to bring staff back as furloughs will last through June. Commissioner Hanberg suggested that things need to open equitably in all areas of the City.

Staff commented that they will be back in front of the Board on June 8th to share the District's recovery plan.

Commissioner Reid inquired about the status of insurance money for interruption of business. Staff and general counsel commented that they are looking at all those policies but the COVID virus is not covered by existing policies.

Board members inquired about the current community survey being conducted. Staff noted that results will be shared with the Board on June 8th.

REGULAR MEETING

The regular meeting of the Metropolitan Park District Board of Park Commissioners was called to order by Commissioner Reid at 6:18 p.m.

SPECIAL PRESENTATIONS DISTRICT CAPITAL PROGRAM UPDATE

Debbie Terwilleger opened the presentation by giving the briefing overview. Board members were reminded that the 2019-20 capital plan context as being the close-out of the three mega projects, finishing leveraged partnership projects and shifting focus to neighborhood/community projects, and infrastructure preservation & major maintenance.

Staff commented that in 2020 a robust construction year was planned with \$26.8 planned to be spent. Thus far \$800, 000 has been spent. Ms. Terwilleger commented that when COVID hit changes in strategy were needed related to the capital plan due to restrictions that limit construction, restrictions that affect partnerships, staff furloughs, and public accessibility. As a result the District is doing a number of things including slowing down the pace of projects. Staff is also applying a criteria when considering project prioritization including no new assets in 2020 and, maintenance & operation considerations. Ms. Terwilleger also stated the District will be monitoring changes to priorities given community needs, renegotiating commitments where possible and focusing on 2021-2026 CIP development that reflect shifts in strategy.

Ms. Terwilleger then discussed current projects in construction noting 16 of the 17 will be proceeding. For projects that are bid ready most will be advance to the point of bidding but will be subject to the Governor's guidelines, internal capacity, community priorities and impact on M&O. Staff will continue planning /design work on high-priority projects and schedule those to coincide with Phase III and Phase IV of the states re-opening plan to allow for public involvement.

As it relates to the 2021-2026 CIP, Ms. Terwilleger commented that the District is recommending postponing 22 projects based on community priorities, equity, infrastructure preservation, M&O burden, major maintenance and potential stimulus projects.

Project management flow will be able to be controlled based on volume due to the delivery method now in place.

A brief discussion ensued about construction and bidding activity in the region post COVID.

Commissioner Pointer inquired about art projects. Staff noted at this point art installation has been suspended until it can resume safely.

PRESIDENTS REPORT

President Reid encouraged all to stay safe by wearing masks.

STANDING COMMITTEE AND COUNCIL REPORTS None

EXECUTIVE DIRECTOR'S REPORT None

COMMUNITY COMMENTS

No community comments received.

MINUTES OF THE MAY 11, 2020 REGULAR BOARD MEETING

Commissioner Pointer moved to adopt the minutes as presented; seconded by Commissioner Smith and passed on a vote of 4-0 (Commissioner Baines being absent).

CONSENT AGENDA None**PURCHASING RESOLUTIONS** None**PUBLIC WORKS PURCHASING RESOLUTIONS****RESOLUTION NO. PW28-20: NORTHWEST TREK NEW TRAM LOADING STATION CONTRACT AMENDMENT NO. 1 FOR WEDDERMANN ARCHITECTURE, PLLC**

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

Debbie Terwilleger stated this item was reviewed by the CIC with a recommendation to move to the full Board for consideration. This resolution authorizes Wedderman to continue with schematic design through project close-out.

President Reid raised some concerns about using contingency funding for the amendment.

Being no additional comments the question was called and the resolution passed on a vote of 4-0 (Commissioner Baines being absent).

SECOND READINGS RESOLUTIONS None**FIRST READING RESOLUTIONS** None**UNFINISHED BUSINESS** None**NEW BUSINESS** VACATION ACCRUAL POLICY WAIVER

Shon Sylvia stated it is difficult for MPT employees to take significant portions of vacation leave as we focus on performing essential functions with extremely limited staffing.

He noted that the accrual limits are set by Policy 514.002. During regular operating circumstances, these limits are necessary and useful. However, it does not seem right to cause staff performing essential duties during the pandemic to forfeit time off. Mr. Sylvia stated that with the Board's permission, a temporary lift the accrual limits to give staff adequate time to use vacation is being requested. He commented the intent is to waive the cap through December 31, 2020.

Staff also noted that on May 19th the District advised Local 302 representative Ryen Young of the intention to of this action, and he was very appreciative and supportive on behalf of his members.

Commissioner Pointer moved to authorize the Executive Director to temporarily suspend Policy No. 514.002 and lift the limits on vacation accrual; seconded by Commissioner Hanberg.

Commissioner Reid and Smith stated they were supportive of the motion.

Being no additional comments the question was called and the motion passed on a vote of 4-0 (Commissioner Baines being absent)

BOARD COMMENTS:

ADJOURN:

Being no further business, the meeting was adjourned at 7:03p.m.

APPROVED:

President

Clerk

Submitted by: Jennifer Bowman, Board Secretary



METROPOLITAN PARK DISTRICT OF TACOMA

RESOLUTION NO. C29-20

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

WARRANTS CLAIM FUND

ACCOUNTS PAYABLE CLAIMS FUND:

Warrant Serial Numbers <u>331961</u> to <u>332105</u>	AMOUNT:	<u>\$2,931,282.05</u>
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PAYROLL CLAIMS FUND:

Warrant Serial Numbers <u>0053008</u> to <u>0053016</u>	AMOUNT:	<u>\$7,155.96</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>\$2,938,438.01</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.