

**REGULAR PARK BOARD MEETING AND AGENDA  
MAY 26, 2020  
5:30 PM STUDY SESSION  
6:00 PM REGULAR MEETING  
REMOTE MEETING**

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**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: 947 1552 6859#**

**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/94715526859>

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 26, 2020 by e-mailing them to Jennifer Bowman at [jenniferb@tacomaparks.com](mailto:jenniferb@tacomaparks.com). Comments may also be left on voicemail at 253-305-1091 by 5pm on May 26, 2020. Comments will be compiled and sent to Board members in advance of the meeting.

**METROPOLITAN PARK DISTRICT  
OF TACOMA**



**AGENDA**

**MAY 26, 2020**

**6:00 P.M.**

**REMOTE MEETING**

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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** BUDGET UPDATE – ERWIN VIDALLON

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

**ROLL CALL**

**SPECIAL PRESENTATIONS** DISTRICT CAPITAL PROGRAM UPDATE  
- DEBBIE TERWILLEGER

**PRESIDENT’S REPORT**

**STANDING COMMITTEE & COMMISSION REPORTS**

**EXECUTIVE DIRECTOR’S REPORT**

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

**MINUTES**

(5-10) MINUTES OF THE MAY 11, 2020 REGULAR BOARD MEETING

**CONSENT AGENDA**

**REGULAR AGENDA**

**PURCHASING RESOLUTIONS**

*(Requiring one reading for adoption)*

**PUBLIC WORKS PURCHASING RESOLUTIONS**

*(Requiring one reading for adoption)*

(11-13) **RESOLUTION NO. PW28-20:** NORTHWEST TREK NEW TRAM LOADING STATION CONTRACT AMENDMENT NO. 1 FOR WEDDERMANN ARCHITECTURE, PLLC  
(Contact: Debbie Terwilleger, Director of Planning & Development)

**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** VACATION ACCRUAL POLICY WAIVER - SHON SYLVIA

**BOARD COMMENTS**

**ADJOURNMENT**

**UPCOMING BOARD MEETINGS**

May 27, 2020	Capital Improvement Committee	5:00 PM	Remote Meeting
June 8, 2020	Regular Board Meeting	6:00 PM	Remote Meeting
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](http://www.metroparkstacoma.org)

\*Committee Meetings are subject to change - please check the Metro Parks Website, [www.metroparkstacoma.org](http://www.metroparkstacoma.org) for the most up to date meeting schedules.





**MINUTES OF REGULAR MEETING  
BOARD OF PARK COMMISSIONERS  
MAY 11, 2020**

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

**IN THE CHAIR:** Tim Reid

**PLACE:** Remote call in meeting

**STUDY SESSION COVID 19 RESPONSE UPDATE**

Shon Sylvia opened the presentation by noting the objective of the study session is to share more information about the District's park stabilization & recovery plan. He noted staff will be reviewing the Governor's reopening guidelines & discussing the District's three stages to consider reopening parks, facilities, program and amenities. Mr. Sylvia commented that tonight's presentation will highlight the status of May-June and positioning Metro Parks Tacoma for July-August. In addition, staff will also provide a capital program update so as to provide an understanding of the approach to slowing capital construction while continuing to plan and design for the future.

Mr. Sylvia stated that District is considering three stages related to stability. Stage 1 involves using guidance from the Governor and public health. Mr. Sylvia commented that at this stage that just because some things are allowable for opening it doesn't mean the District can or should be reopening at this time. He explained that stage 2 involves applying seven criteria developed by the District along with professional judgment to submit a business case to reopen the District's Recovery Team. Mr. Sylvia pointed out that consideration of reopening of amenities and facilities also includes re-evaluation of financial constraints and appreciating community priorities during this current time of crisis. A chart outlining the seven criteria was reviewed. The seven criteria are: regulatory requirements, physical and emotional health of the community, equity & geographic balance, innovation in meeting community needs, cost recovery/revenue opportunity to offset maintenance & operations, staffing & budgetary constraints, and contractual & partnership considerations. Mr. Sylvia then outlined stage 3 of stabilization to include developing and implementing operational plans. This includes modified experiences, limited locations, amenities and hours based on reopening plans. It also includes ensuring that safety measures are in place to protect both staff and the public. Mr. Sylvia commented that communication of these plans is also included in stage 3. Staff stressed that safety of the community remains critical in building plans to reopen. A detailed workplace readiness safety check list developed by the District's Safety Team was reviewed.

Marina Becker and Alan Varsik then reviewed the list of facilities and amenities that are open and closed as follows:

Open May-June (limited staff)

- Parks & Trails
- Dog Parks
- First Responders Camp
- Boathouse Marina & Boat Launch-May 8
- NW Trek Wild Drive- May 15
- Meadow Park Golf Course- May 22

(Potentially Opening - June)

- Virtual Program & Classes
- NW Trek Wildlife Park
- Point Defiance Zoo
- MPT Headquarters
- \* Restrooms and parking lots to support facilities & programs

Closed May-June (limited staff)

- Programs and events postponed/cancelled
- Outdoor pools
- Indoor Facilities:
  - o Point Defiance Aquarium
  - o All four community centers & swimming pools
  - o Tacoma Nature Center
  - o W.W. Seymour Conservatory
  - o Fort Nisqually Living History Museum

Continued Closures-Amenities:

- Remaining restrooms and parking lots at parks
- Play structures & spraygrounds
- Picnic shelters
- Skate parks & sport courts
- LOS continues to focus on essential services

Mr. Sylvia comment that the following are being considered for July-August:

- No large public gathering or special events; potential “drive-in” movies and concerts
- Small group specialty camps; Scale first responders camp to multi-classroom summer camps/extended learning in partnership with TPS
- Continue virtual programming with some social distancing with on-site small group activities

- Pools/spraygrounds; limit to small groups & instruction
- No playground program; food distribution via partners
- Opening Sport Courts with size restrictions
- Focus strategically on neighborhood/community parks first-- keeping people closer to home
- Regional Parks & facilities with limited hours & amenities; timed entry to attractions & centers

Commissioner Pointer inquired as to the liability that could be associated with the NW Trek Wild Drive experience. Staff indicated all rules must be agreed to at the time of the on-line reservation and ticket purchase.

Commissioner Hanberg suggested possibly using the Williams Nine at Meadow Park Golf Course a picnic area for families. Marina Becker commented that regional golf courses at this time are in high demand for golf related activities.

President Reid commented that he is supportive of the plan as outlined by staff as it provides for both safety and flexibility.

Commissioner Pointer inquired about when furloughed staff being brought back to work. Mr. Sylvia indicated some furloughed staff have been brought back for the marina and golf course opening, but the financial model for savings was based on staff being furloughed through June 30<sup>th</sup>.

Debbie Terwilleger then commented on the process and guidance being used by planning staff as it relates to the District's capital program. Updated guidance by the Governor has resulted in the following:

- Phase I—resume projects formerly suspended, subject to safety requirements
- Phase II—proceed with all construction, subject to safety requirement
- Phase III—gatherings size less than 50 (public outreach)
- Phase IV—gatherings size greater than 50; (public outreach)

Ms. Terwilleger commented that with that guidance in mind staff is recalibrating the capital program including looking at active construction projects, evaluating all projects in design, projects in the planning phase and consideration for projects that could be postponed until the next CIP in 21/22.

Mr. Sylvia commented that next steps include the following opportunities for the Board:

- Status of local, state and federal relief programs and Board's position in recovery –  
May 18 COW
- Adjusted CIP Plan + Fiscal health of District and budget update -May 26 Board Meeting
- Strategic Direction + 2021-22 Budget Process: recalibrating the park system scope & critical path -June 8 Study Session

### **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**

**PRESIDENTS REPORT**

**STANDING COMMITTEE AND COUNCIL REPORTS** None

**EXECUTIVE DIRECTOR’S REPORT**

Executive Director Shon Sylvia commented on the following:

- The District has received notice ESRI has named Metro Parks Tacoma as a winner of Special Achievement in GIS (SAG) award. For more than a half century, ESRI has been leading the way in GIS technologies and today is used by more than 350,000 organizations worldwide.

**COMMUNITY COMMENTS**

No community comments received.

**MINUTES OF THE APRIL 27, 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**

**RESOLUTION NO. C25- 20:** APPROVAL OF WARRANTS CLAIM FUND FOR APRIL 2020

**RESOLUTION NO. C26-20:** REVISING MAY 2020 MEETING SCHEDULE FOR THE BOARD OF PARK COMMISSIONERS

Commissioner Hanberg moved adoption of the consent agenda seconded by Commissioner Pointer.

President Reid commented that the schedule change is due to Memorial Day.

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

**PURCHASING RESOLUTIONS**

**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

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

Alan Varsik commented that the Honeywell Software and DDC controls run the life support system in the aquarium and is essential for maintaining life support for species in the aquarium. Being no additional comments the question was called and the resolution passed on a vote of 5-0.

**PUBLIC WORKS PURCHASING RESOLUTIONS** None

**SECOND READINGS RESOLUTIONS** None

**FIRST READING RESOLUTIONS** None

**UNFINISHED BUSINESS** None

**NEW BUSINESS** None

**BOARD COMMENTS:**

Commissioner Pointer inquired about the future COVID testing of employees. Peter Mayer indicated that the District will follow guideline as recommended by the Tacoma Pierce County Health Department.

**ADJOURN:**

Being no further business, the meeting was adjourned at 6:40p.m.

**APPROVED:**

\_\_\_\_\_

President

\_\_\_\_\_

Clerk

Submitted by: Jennifer Bowman, Board Secretary





## **MEMORANDUM**

TO: Board of Park Commissioners

THROUGH: Shon Sylvia, Executive Director

FROM: Debbie Terwilleger, Director of Planning & Development

SUBJECT: **Northwest Trek New Tram Loading Station**  
Weddermann Architecture, PLLC Contract Amendment No.1

DATE: May 20, 2020

**EXECUTIVE SUMMARY:** This resolution authorizes contract Amendment No. 1 to Weddermann Architecture, PLLC for the Northwest Trek New Tram Loading Station in the amount of \$160,455.00, bringing the contract total to an amount not to exceed \$189,305.00.

**CAPITAL IMPROVEMENT COMMITTEE RECOMMENDATION:** The Capital Improvement Committee reviewed this resolution at their meeting on May 13, 2020 and approved forwarding this item on to the full Board with a recommendation for approval.

**BACKGROUND:** Northwest Trek opened in 1975 and has been dedicated to displaying native Northwest wildlife in a natural setting and putting forth conservation messages to our visitors. The signature experience in the Park is a narrated tram tour through the free roaming area, where elk, moose, bison and mountain goats roam a 435-acre compound. The trams purchased when the Park opened have aged, and are reaching the ends of their service life. In keeping with our conservation messaging and to provide a quieter experience, we are switching to an electric tram fleet.

To accommodate the new vehicles, we will need to upgrade both the visitor loading and unloading areas and the mechanical serving area. This will necessitate improvements to the electrical utilities in the maintenance area, building a dedicated mechanic shop to service the new type of vehicles, and retrofitting the existing tram barn so that new vehicles can be charged. In the visitor loading area, we seek to site the best tram station location, optimize traffic flow, increase visitor comfort and safety, and maintain a natural setting, which sets the tone for the seminal experience.

The RFQ was advertised in August 23, 2019. Based on the interview and submittal review, we selected to move forward with contracting with Weddermann Architecture, PLLC. Weddermann Architecture, PLLC is a Tacoma-based registered OMWBE company and was selected based

upon the team's experience. The original scope of services for Weddermann Architecture PLLC was for conceptual design and a feasibility study for the new tram station.

With the completion and approval of the conceptual design and feasibility study we are now ready to move into the next and final tasks of work to include schematic design through project closeout. Staff is requesting approval for Amendment No. 1 for Weddermann Architecture, PLLC in the amount of \$160,455.00; for a total contract amount not to exceed \$189,305.00.

**FISCAL IMPACT:** The total amount of project funds that have been allocated to the New Tram Loading Station project from the Metro Parks Tacoma 2014 UTGO Bond is \$624,344.69.

2014 UTGO Bond, Regional Parks & Attractions	\$624,344.69
1% for Art	-\$3,121.84
<b>Total</b>	<b>\$621,222.85</b>

**Project Budget:**

Construction	\$336,846.56
Planning & Design	\$195,548.69
Contingency	\$46,827.60
Other Cost	\$32,000.00
In-House Support Services	\$10,000.00
<b>Total</b>	<b>\$621,222.85</b>

**ADDITIONAL INFORMATION:** For additional information, please contact Debbie Terwilleger, Director of Planning and Development at 253-305-1086.

**METROPOLITAN PARK DISTRICT OF TACOMA**

**RESOLUTION NO. PW28-20**

**NORTHWEST TREK NEW TRAM LOADING STATION  
CONTRACT AMENDMENT NO. 1 FOR WEDDERMANN ARCHITECTURE, PLLC**

WHEREAS, the Board of Park Commissioners of the Metropolitan Park District of Tacoma desires to move forward with design services with Weddermann Architecture, PLLC for the New Tram Loading Station; and

WHEREAS, Weddermann Architecture, PLLC was selected based on their response to RFQ J2019-19 New Tram Loading Station and Maintenance; and

WHEREAS, Weddermann Architecture, PLLC, has been asked, by Metro Parks Tacoma, to continue with design services for the new tram loading station; and

WHEREAS, funds for the project are provided from the Metro Parks Tacoma 2014 UTGO Capital Improvement Bond Fund; now, therefore, be it

RESOLVED by the Board of Park Commissioners of the Metropolitan Park District of Tacoma to approve Amendment No. 1 for Weddermann Architecture, PLLC for an amount not to exceed \$160,455.00 for a total contract amount not to exceed \$189,305.00;

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