

**REGULAR PARK BOARD MEETING AND AGENDA
NOVEMBER 9, 2020
5:00 PM PUBLIC HEARING
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, 20-28.7 , 20-28.8, 20-28.9, 20-28.10), 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 Public Hearing and Regular Park Board Meeting via telephone by following the instructions below:

Telephone Instructions:

Dial: 253-215-8782

Enter Meeting ID: 948 8624 7299 #

Participant ID: no ID needed just press #

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

Join Zoom Meeting

<https://zoom.us/j/94886247299>

Community comment for the Public Hearing and the Regular Meeting is encouraged to be submitted in advance of the meeting in written form. Please submit written comments to the Board by 4pm on November 9, 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 4pm on November 9, 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 once called upon.

**METROPOLITAN PARK DISTRICT
OF TACOMA**



AGENDA

**NOVEMBER 9, 2020
6:00 P.M.
REMOTE MEETING**

Via Telephone

Dial: 253-215-8782

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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.

5:00 P.M. PUBLIC HEARING 2021/2022 DISTRICT BUDGET

Community comment is encouraged to be submitted in advance of public hearing in written form. Please submit written comments to the Board by 4pm on November 9, 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 4pm on November 9, 2020. Verbal comments will also be allowed during the public hearing. 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.

6:00 P.M. CALL TO ORDER

ROLL CALL

"Park District meeting sites are accessible to people who require special accommodations. please contact 305-1091



SPECIAL PRESENTATIONS**PRESIDENT’S REPORT****STANDING COMMITTEE & COMMISSION REPORTS****EXECUTIVE DIRECTOR’S REPORT****REGULAR MEETING****COMMUNITY COMMENTS**

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MINUTES

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

CONSENT AGENDA

- (11-12) **RESOLUTION NO. C47-20**: APPROVAL OF WARRANTS CLAIM FUND FOR OCTOBER 2020
(Contact: Erwin Vidallon, Chief Financial Officer)

REGULAR AGENDA**PURCHASING RESOLUTIONS**

(Requiring one reading for adoption)

PUBLIC WORKS PURCHASING RESOLUTIONS

(Requiring one reading for adoption)

- (13-16) **RESOLUTION NO. PW48-20**: SWAN CREEK PHASE II BID#: J2020-12 CONTRACT AWARD TO CECCANTI INC.
(Contact: Debbie Terwilleger, Director of Planning a Development)

SINGLE READING RESOLUTIONS

(Requiring one reading for adoption)

- (17-20) **RESOLUTION NO. R49-20:** ACCEPTING AND APPROPRIATING WASHINGTON STATE DEPARTMENT OF TRANSPORTATION GRANT FOR TITLOW LAGOON FISH BARRIER CULVERT REPLACEMENT DESIGN AND AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO AN AGREEMENT
(Contact: Debbie Terwilleger, Director of Planning and Development)

SECOND READING RESOLUTIONS

(Requiring two readings for adoption)

FIRST READINGS:

(Requiring two readings for adoption)

- (21-24) **RESOLUTION NO. RR50-20:** ESTABLISHING A FINDING OF SUBSTANTIAL NEED TO ALLOW FOR 2020 GENERAL TAX LEVY OF REGULAR PROPERTY TAX FOR COLLECTION IN 2021 AT THE AMOUNT ALLOWED UNDER RCW 84.55.0101
(Contact: Erwin Vidallon, Chief Financial Officer)
- (25-28) **RESOLUTION NO. RR51-20:** AUTHORIZING 2020 GENERAL TAX LEVY OF REGULAR PROPERTY TAX FOR COLLECTION IN 2021
(Contact: Erwin Vidallon, Chief Financial Officer)
- (29-32) **RESOLUTION NO. RR52-20:** AUTHORIZING EXCESS TAX LEVY FOR UNLIMITED TAX GENERAL OBLIGATION (UTGO) BOND REDEMPTION
(Contact: Erwin Vidallon, Chief Financial Officer)
- (33-36) **RESOLUTION NO. RR53-20:** ADOPTION OF DISTRICT POLICY
(Contact: Hunter George, Interim Chief Administrative Officer)
- (37-43) **RESOLUTION NO. RR54-20:** AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE THE TRANSFER AGREEMENT FOR FOSS WATERWAY PARKS
(Contact: Debbie Terwilleger, Director of Planning and Development)

UNFINISHED BUSINESS

NEW BUSINESS

BOARD COMMENTS

ADJOURNMENT

UPCOMING BOARD MEETINGS

November 12, 2020	Capital Improvement Committee	5:00 PM	Remote Meeting
November 16, 2020	Committee of the Whole	5:30 PM	Remote Meeting
November 18, 2020	Committee of the Whole	5:30 PM	Remote Meeting
November 23, 2020	Regular Park Board Meeting	6:00 PM	Remote Meeting
November 25, 2020	Capital Improvement Committee	5:00 PM	Remote Meeting
November 30, 2020	Public Hearing	12:30 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
October 26 2020**

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

IN THE CHAIR: Tim Reid

PLACE: Remote call in meeting

PUBLIC HEARING

GENERAL TAX LEVY OF REGULAR PROPERTY TAX FOR COLLECTION IN 2021

EXCESS TAX LEVY FOR UNLIMITED TAX GENERAL OBLIGATION (UTGO)
BOND REDEPTION

Erwin Vidallon, CFO opened the public hearing by reporting that Metro Parks Tacoma has a regular tax levy rate limit that totals \$0.75 per \$1,000 of assessed value. He reported that originally, the tax levy authority was \$0.50 per \$1,000 until the levy lid lift occurred in April of 2010, which gave the district another \$0.25 capacity.

Staff noted that in November 2007, the State Legislature approved legislation that imposed a 1% annual property tax growth limitation. This means that regardless of assessed valuation growth, property tax revenues cannot grow more than the 1% limit on the highest amount of regular property taxes levied to date. This limit prohibits a taxing district from levying regular property taxes in any year more than 101% of the highest amount of regular property taxes levied to date. Mr. Vidallon commented that Metro Parks has now surpassed the previous highest levy in 2020 to \$16,877,900 in 2021. This will become the New Highest Regular Tax used to establish property tax collection for the ensuing year related to the 1% limit.

Mr. Vidallon stated that in addition to 1% revenue growth limitation, there's also another protection for property owners. At any point in time, taxing districts combined cannot have a tax rate higher than \$5.90 per property. This does not including school districts, ports, public utilities, conservation districts, and emergency management service. The \$5.90 only includes senior taxing districts such as the City of Tacoma and Pierce County; and junior taxing districts like Metro Parks, flood control, etc.

Staff continued to explain that taxing districts with a population of over 10,000, can impose an inflation factor for substantial need. If the Implicit Price Deflator inflation (or IPD) for personal consumption expenditures rate is less than 1%, the taxing district could increase its

levy up to the allowable 1% with “A Finding Of Substantial Need” that needs to be passed through an additional resolution by a super majority vote of the governing body. Metro Parks last executed this resolution for a finding of substantial need in 2016 when the IPD was at 0.95%. Mr. Vidallon commented that the impact is approximately \$65,000 more of property taxes if 1% maximum allowed.

Several graphs of property tax distribution were then reviewed. Staff indicated that of the total \$13.52, MPT receives approximately \$1.22 for every \$1,000 assessed home value paid by each property owner. Of the \$1.22, Regular Tax Levy is approximately \$0.5426 and Excess Tax Levy is about \$0.6774.

Staff commented that based on information provided by the County Assessor, the regular tax levy for 2021 is at \$16,877,900 before any final state assessed value and new construction value, which are calculated by the end of the year. Additionally the excess tax levy for 2021 is at \$13,003,000 based on our debt payment schedule.

Staff will be recommending for Board consideration and approval of the Regular and Excess Levy Tax Resolutions in future Board meetings, which allows for the following:

- Adopts a substantial need
- Certifies the highest lawful levy; and
- Authorizes excess tax levy for our debt service payments of our issued Bonds to date.

Mr. Vidallon also reviewed the current proposed schedule of District Budget meetings and hearings as follows:

- **October 26th** – Board Meeting (Discussion: Presentation of Preliminary Community Survey Results)
- **November 2nd** – Committee of the Whole (Discussion: Preliminary Operating Budget and 2021-22 Work Plan Initiatives)
- **November 4th** – ZTA Board Meeting (Discussion: Approval of Sales Tax)
- **November 9th** – Board Meeting (Discussion: First Reading of Regular & Excess Property Tax; Public Hearing #1 of Operating & Capital Budgets)
- Presentation of 2020 3rd Quarter Financials
- **November 23rd** – Board Meeting (Discussion: Second Reading of Regular & Excess Property Tax; Public Hearing #2 of Operating & Capital Budgets)
- **December 14th** – Board Meeting (Discussion: Final Adoption of Operating & Capital Budgets)

Being no additional comments the Public Hearing was closed

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, practicing social distancing and recreating responsibility in parks.

STANDING COMMITTEE AND COUNCIL REPORTS

Joint Municipal Action Committee

Commissioner Smith commented that JMAC met on October 9, 2020.

The Committee discussed agency legislative agendas. The committee also heard a proposal relative to exploring Rainforest strategies as it relates to common work being done by agencies in response to COVID-19.

EXECUTIVE DIRECTOR'S REPORT

Executive Director, Shon Sylvia commented on the following:

- The Board was reminded of the following upcoming meetings:
 - Tuesday, October 27th 12 Noon, Study Session with City Council
 - Tuesday evening, October 27th , 5:30pm, Community Budget Workshop
 - Monday, November 2nd , COW at 5:30 pm
 - Wednesday, November 4th , MPT/ ZTA Joint meeting at 5:30pm
- Late yesterday a truck was found approximately 100' down the embankment at Point Defiance just beyond the parking area across from Fort Nisqually. Two occupants, who were found to be uninjured and out of the vehicle as emergency responders arrived, were able to walk back up to the parking area. The vehicle damaged fencing and a storm water line on its way down the cliff. The vehicle was removed this morning and a plan for repairs is in development.
- 18 people were served at the warming center set up in collaboration with the City of Tacoma at Eastside Community Center this weekend, the center will operate until tomorrow morning due to predicted cold temperatures tonight.
- There was a major break-in at the MPT crew shop area on the STAR Campus. Several trucks and trailers were broken into and damaged and multiple tools were stolen. A police report has been filed.

COMMUNITY COMMENTS None

MINUTES OF THE OCTOBER 12, 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 None

PURCHASING RESOLUTIONS None

PUBLIC WORKS PURCHASING RESOLUTIONS**RESOLUTION NO. PW46-20:** DICKMAN MILL EXPANSION AND HEAD SAW
BID#: J2020-14 CONTRACT AWARD TO REDSIDE CONSTRUCTION LLC

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

Staff commented that this was reviewed by the CIC on October 20th . Staff stated this Project became possible with Cambia Health Solutions wanting to reflect upon their centennial, and wishing to recognize their hometown of Tacoma and the logging industry from where they came.

Work under this contract will consist of an upland wood decking plaza, restoration of the historic mill pulley on placed wood decking; restoration of the historic mill head saw placed on a new base , installation of an artist-designed “Ghost Log” placed on the restored log carriage; a grated overwater walkway and overwater viewpoint with wood decking; habitat mitigation; and landscape planting.

Clarification of the art budget was briefly discussed.

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** None**NEW BUSINESS****UPDATE ON COMMUNITY SURVEY RESULTS**

Sandra Eliason began the update by commenting on the out reach work that has been done thus far including 3 all staff work shops, 3 Advisory Council work shops, co-facilitated workshops with the Urban League, Asia Pacific Cultural Center and a general community work shop.

Ms. Eliason noted additional workshops are planned with LatinX community. Additional budget outreach includes on going updates and information on the District Website, District newsletters, social media and e-blasts, public hearings and board meetings.

Ms. Eliason commented that the District had 3,173 surveys completed. She then commented on some for the summary data including that 56% of the respondents were female, and 78% of the respondents live in Tacoma. Staff commented that the survey has not captured a good representation of Hispanic and Black communities.

Staff reported on the following data from the survey:

- Most agree with and support Board priorities: across the board an average of 87% agree and strongly agree
- Intentionally **overcoming systemic racism** (80% agree/strongly agree)
- Improving **access**/proximity to parks & programs for underserved populations (86% agree/strongly agree)
- Improving **health** outcomes/reducing health inequities (89% agree/strongly agree)
- Advancing **environmental sustainability**/livability/overall community resiliency (90% agree/strongly agree)
- Concentrating on economic sustainability /**collaborating** to avoid inefficiencies (91% agree/strongly agree)
- Achieving equity and inclusion in parks/programs/facilities/decision-making/**engagement by listening to community** (87% agree/strongly agree)

Ms. Eliason explained that the survey also allowed respondents to go through a budget balancing exercise to see how they might prioritize funding. Those results showed that respondents are willing to sacrifice some level of park aesthetics, in order to provide programs serving youth and individuals with special needs. Results also showed a desire for enhanced amenities to support free outdoor self-directed recreational and fitness opportunities. In addition, funding prioritization supported Greater equity in infrastructure and access to programs/facilities, emphasis on safety and increased investment in preventive maintenance.

Shon Sylvia commented that the community survey is one of many data points and means for collecting information and sentiment from the community during the budgeting process.

Commissioner Hanberg commented on the need for the community's needs right now for child care. Discussion ensued about how the District would shift out of childcare once the county is out of the pandemic and community needs shift.

Commissioner Pointer commented that he supports prioritizing youth programming for after school with this budget.

DISTRICT POLICY REVIEW

Hunter George commented that staff is currently reviewing several policies for future Board action. Mr. George then provided the following summary of the policies as follows:

- Purchasing Policy: increases purchase amounts per updated RCW.
- Small Works Roster: implements a small works roster process for awarding public work projects.
- Apprenticeship Training Program: updates our certified payroll requirements on projects receiving federal funding to improve efficiency by eliminating redundant paperwork processing.

- Special Leave: authorizes the Executive Director to provide additional paid leave during circumstances such as the planned closure of most District operations between Christmas and New Year’s Day.
- Authorizing electronic signatures (new policy): working remotely has prompted us to find ways to provide approvals, and electronic signatures through services such as DocuSign have proven to be a more efficient method that we intend to keep post-COVID.

Commissioner Baines commented that he would like be involved in review of the small works roster policy.

It was determined that staff will bring the Special Leave Policy to the November 2, 2020 COW for Board Discussion. The other four policies will be discussed at later November COW meeting.

BOARD COMMENTS

After some discussion about the joint study session with the City Council planned for tomorrow the Board expressed that if they are not going to be involved with the presentation that they would prefer a future meeting with the council to share information about joint work beyond just the budget.

Commissioner Hanberg requested staff immediately look at the fencing at cliffs and look out points at Point Defiance Park to ensure visitor safety.

ADJOURN:

Being no further business, the meeting was adjourned at 7:07 p.m.

APPROVED:

President

Clerk

Submitted by: Jennifer Bowman, Board Secretary

METROPOLITAN PARK DISTRICT OF TACOMA

RESOLUTION NO. C47-20

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

WARRANTS CLAIM FUND

ACCOUNTS PAYABLE CLAIMS FUND:


Warrant Serial Numbers 332891 to 33 AMOUNT: \$4,253,317.95

PAYROLL CLAIMS FUND:

Warrant Serial Numbers 053174 to 053207 AMOUNT: \$29,529.25

(Most employees receive payment through direct deposit advices, which are paid to the bank through the Accounts Payable Claims Fund.)

TOTAL \$4,282,847.20



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: Debbie Terwilleger, Director of Planning & Development

SUBJECT: Contract Award to Ceccanti Inc. for Swan Creek Phase II, Bid # J2020-12

DATE: November 4, 2020

EXECUTIVE SUMMARY: This resolution authorizes the contract award to Ceccanti Inc. for SwanCreek Phase II in the amount not to exceed \$2,772,632.00, including Washington State Sales Tax.

CAPITAL IMPROVEMENT COMMITTEE RECOMMENDATION: This resolution was reviewed by the Capital Improvement Committee at their meeting on October 28, 2020 with a recommendation to forward the action on to the full Board for approval.

BACKGROUND: The bid opening was held on October 27, 2020. twelve (12) bids were received with three (3) considered unresponsive.

Please refer to the attached bid tabulation for the list of contractors and bid amounts. Ceccanti Inc. submitted the Low Bid based upon a combination of a Base Bid amount of \$2,500,000.00 and Alternate #1 in the amount of \$16,000.00 for a total of \$2,516,000 (not including Washington State Sales Tax). Reference checks by staff have confirmed that Ceccanti Inc. is a responsible contractor and performs quality work.

Staff is recommending award of the Base Bid and Alternate #1 for a total amount of \$2,772,632.00 (including Washington State Sales Tax).

This project is the construction of park improvements within a the 83.6 acre uplands area of Swan Creek Park. The area that this work is taking place is amongst the WWII era street grid. Work under this contract will consist of demolition and clearing, new and renovated trails and multi-use paths, two picnic shelters, a restroom, four-acre dog-park, interpretive and wayfinding signage, 70 standard parking stalls and 5 ADA parking stalls, road improvements associated with parking access, landscaping, site furnishings, new utilities.

The 'Other Costs' budget line accounts for project expenses such as printing, bidding, advertising, equipment cultural resources, utility inspections, & permits.

The construction of this phase of work is anticipated to take 300 calendar days to complete after issuance of a Notice to Proceed. Kristi Evans will be project manager for this project.

FISCAL IMPACT: The funds for this project are from Legacy Grant (RCO/NPS,) 2014 Bond Funds, 2005 Bond Funds, Open Space Fees and GMPF donation.

Funding Budget:

2014 Bond	\$ 4,243,723
2005 Bond	21,389
Open Space Fees - Eastside	15,756
RCO	720,323
GMPF	17,500
1% Art	(33,360)
Total	\$ 4,985,331

Project Budget:

Master Plan and Design	\$ 902,037
Construction (includes tax)	2,772,632
Street Vacation and Sewer Assessment	154,806
Other Project Costs	136,378
Contingency	1,019,477
Total	\$ 4,985,331

ADDITIONAL INFORMATION: For additional information, please contact Debbie Terwilleger, Director of Planning and Development at (253) 305-1086 or debbiet@tacomaparks.com



DEPARTMENT OF PLANNING, DESIGN & DEVELOPMENT
 SWAN CREEK PHASE II
 PROJECT #J:2020-12

BIDS OPENED: TUESDAY, OCTOBER 27TH, 2020 @1:00PM

BID RESULTS

BIDDER NAME	VA Industrial	Ohio Construction	Cincinnati	J.W.Fowler CO.	Borntner & Sons Inc	A-1 Landscaping & Construction	Westmark Construction	Redline Construction, Inc.	Johnson Construction Co.	Nordland Construction NW	Macon Z Technology	Private Brothers Construction Inc
Address	1234 Charleston Beach Rd, Ste # B Bremen, VA 88172	3416 Martin Luther King Jr Wm, S Seattle, WA 98118	4118 Brookside Rd, E. Tacoma, WA 98446	2310 Meridian Ave. E. Edgewood, WA 98371	188 DOW Ridge Drive N Estoville, VA 98328	2807 SR 9 S.E. Shobonville, VA 92586	6182 N. 9th St, Ste# 400 Tacoma, WA 98408	177 E. Valley Hwy E. Albany, WA 98922	P.O. Box 674 Buckley, WA 98321	123 Pindrova Place Northland, VA 82388	816 89th St. E. Tacoma, WA 98445	P.O. Box 370 Sumner, WA 98586
Contact	Isaac Holmes 360.377.9885	Melito Marcia Ohio 208.328.1524	Dennis Madland 253.837.2930	James Fowler 603.623.5373	Caleb Borntner 253.318.2201	Nesam Iqbal 424.402.9800	Brian Johnson 253.954.4820	253.939.0532	Jacq Chemer 360.828.6493	Thomas Johnson 360.378.1582	Byron Zalca 253.636.1180	Mark Private 253.862.2980
Telephone	360.377.9885	208.328.1524	253.837.2930	603.623.5373	253.318.2201	424.402.9800	253.954.4820	253.939.0532	360.828.6493	360.378.1582	253.636.1180	253.862.2980
Fax	360.479.6583	208.328.8983	253.837.6943	603.623.9177	360.832.2714	424.489.0222	253.966.9441	253.966.9441	360.828.5473	360.378.5182	714.864.1144	253.470.2008
Email	isaac@va-industrial.com	melito@ohioconstruction.com	Dennis@ohioconstruction.com	info@jwfc.com	Borntner@bns.com	Nesam@A1land.com	Brian@westmarkconstruction.com	John@redlineconstruction.com	John@johnsonconstruction.com	Tom@nordland.com	ed@maconz.com	mark@private.com
Contractor Name:	VA Industrial	Ohio Construction	Cincinnati	J.W.Fowler CO.	Borntner & Sons Inc	A-1 Landscaping & Construction	Westmark Construction	Redline Construction, Inc.	Johnson Construction Co.	Nordland Construction NW	Macon Z Technology	Private Brothers Construction Inc
Bidder's Proposal:	\$2,045,000.00	\$2,514,000.00	\$2,500,000.00	\$3,159,210.00	\$2,460,000.00	\$2,880,000.00	\$3,051,028.00	\$2,485,000.00	\$3,088,000.00	\$3,189,000.00	\$3,110,000.00	\$3,303,925.00
Ort of Compliance where Pymt:	X	X	X	X	X	X	X	X	X	X	X	X
Non-Collusion Affidavit:	X	X	X	X	X	X	X	X	X	X	X	X
Subcontractors Listing Form:	X	X	X	X	Need Page 2	X	Need Page 2	X	Need Page 2	X	X	X
Bid Bond/Money Order:	X	X	X	X	X	X	X	X	X	X	X	X
AWBE Utilization Form:	X	X	X	X	X	X	X	X	X	X	X	X
Receipt of Addendum #1:	X	X	X	X	X	X	X	X	X	X	X	X
Receipt of Addendum #2:	X	X	X	X	X	X	X	X	X	X	X	X
BID AMOUNTS:	2,845,000.00	2,514,000.00	2,500,000.00	3,159,210.00	2,460,000.00	2,880,000.00	3,051,028.00	2,485,000.00	3,088,000.00	3,189,000.00	3,110,000.00	3,303,925.00
Base Bid Amount:	2,839,790.00	2,505,428.00	2,500,000.00	3,222,289.42	2,500,000.00	2,957,900.00	3,173,700.00	3,362,243.88	3,147,025.88	3,263,278.00	3,177,220.00	3,307,000.35
Addive Alternate #01:	125,000.00	97,000.00	16,000.00	260,000.00	2,742,000.00	4,100,000.00	2,74,866.00	2,10,000.00	63,780.00	349,000.00	46,000.00	200,000.00
Bid + Alternate:	2,770,000.00	2,611,000.00	2,516,000.00	3,489,210.00	2,872,000.00	3,290,000.00	3,328,004.00	2,815,000.00	3,181,780.00	3,538,000.00	3,185,000.00	3,509,925.00
BIDS OPENED & READ BY: Krist Evans	BIDS VIEWED BY: Debbie Hill											
SIGNED BY:	SIGNED BY:											

METROPOLITAN PARK DISTRICT OF TACOMA

RESOLUTION NO. PW48-20

**SWAN CREEK PHASE II BID#: J2020-12
CONTRACT AWARD TO CECCANTI INC.**

WHEREAS, the Board of Park Commissioners of the Metropolitan Park District of Tacoma desires to make upgrades Swan Creek Park; and;

WHEREAS, funds for the project consist of Legacy Grant (RCO/NPS,) UTGO 2014 Bond Funds, Open Space Fees and GMPF donation. and

WHEREAS; twelve (12) bids (Bid#: J2020-12) were received with three (3) being considered unresponsive; and

WHEREAS, the low Base Bid and Alternate #1 was submitted by Ceccanti Inc., in the amount of \$2,516,000.00, has been reviewed by contract compliance and is considered a responsive bid; and

WHEREAS, Metro Parks staff has checked the references of Ceccanti Inc. and find them to be responsible; Now, therefore, be it

RESOLVED by the Board of Park Commissioners of the Metropolitan Park District of Tacoma to award and execute the contract with Ceccanti Inc., in the amount of \$2,772,632.00 (including WSST.)

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.

President

ATTEST:

Secretary

Clerk



MEMORANDUM

TO: Board of Park Commissioners

THROUGH: Shon Sylvia, Executive Director

FROM: Debbie Terwilleger, Director of Planning & Development

SUBJECT: **Accepting and Appropriating Washington State Department of Transportation Grant for Titlow Lagoon Fish Barrier Culvert Replacement Design and Authorizing the Executive Director to Enter into an Agreement**

DATE: November 4, 2020

EXECUTIVE SUMMARY: This resolution accepts and appropriates \$990,000.00 (\$1M less \$10,000 State Administrative Fees) from the Washington State Department of Transportation, 2019-2021 Transportation Budget, Multimodal Account for Titlow Lagoon Fish Barrier Culvert Replacement Design and authorizes the Executive Director to enter into an agreement with the State for the funding.

Funds will be used to prepare engineering design documents for the replacement of the culvert beneath the BNSF railroad tracks at Titlow Lagoon with a trestle bridge to allow for greater hydraulic connectivity between the lagoon and Puget Sound. The expanded opening provided by the trestle will allow for easier passage for juvenile salmon to access to the estuarine habitat of Titlow Lagoon for the benefit of multiple salmon populations that migrate along this shoreline zone of South Puget Sound

CAPITAL IMPROVEMENT COMMITTEE RECOMMENDATION: This resolution was reviewed by the Capital Improvement Committee at their meeting on October 28, 2020 with a recommendation to forward the action on to the full Board for approval.

BACKGROUND: Since 2008, Metro Parks has partnered with South Puget Sound Salmon Enhancement Group, People for Puget Sound, citizen advisory groups and steering committees and through public engagement to craft long term restoration plans for Titlow Lagoon. The Titlow Park Master Plan of 2010 was followed by a feasibility study in 2010 to explore further opportunities for improved fish passage and lagoon enhancement.

The replacement of the existing culvert beneath the BNSF railroad tracks is a critical infrastructure piece necessary for future estuary restorations to be fully effective. Included in the design effort funded by this agreement will be an analysis of the impacts of projected sea level rise and storm surge on the lagoon environment should the trestle bridge be constructed and the constraints of the existing culvert be eliminated. The future construction of the trestle bridge would only proceed if proper measures put in place to protect and enhance the integrity of the park overall.

Staff is requesting that the Board of Park Commissioners Accept and Appropriate the 2019-2021 State Funding of \$990,000 from Washington State Department of Transportation, and authorize the Executive Director to enter into an agreement with the State for the funding.

FISCAL IMPACT: The total cost of the Titlow Lagoon Fish Barrier Culvert Replacement Design Project is provided by the \$990,000 from the Washington State Department of Transportation, 2019-2021 Transportation Budget.

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

METROPOLITAN PARK DISTRICT OF TACOMA

RESOLUTION NO. R49-20

**ACCEPTING AND APPROPRIATING WASHINGTON STATE DEPARTMENT OF
TRANSPORTATION GRANT FOR TITLOW LAGOON FISH BARRIER CULVERT
REPLACEMENT DESIGN
AND
AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO AN AGREEMENT**

WHEREAS, Titlow Park is owned, managed and maintained as a beloved signature community park for active and passive recreation by Metro Parks Tacoma; and

WHEREAS, Titlow Park has significant ecological value as a critical marine park on the shores of South Puget Sound; and

WHEREAS, Metro Parks is joined in its vision for the restoration of Titlow Lagoon by its partners South Puget Sound Salmon Enhancement Group, People for Puget Sound, and numerous citizen advisory groups and steering committees over a decade of analysis and planning; and

WHEREAS, prior master plans and studies for Titlow Lagoon have documented the high value of this estuary setting for its ecological services, habitat and educational value; and

WHEREAS, the existing culvert connection between Titlow Lagoon and Puget Sound has been identified as a barrier to juvenile salmonid passage and that a clear-span trestle bridge would provide for greater hydraulic connectivity and increased juvenile salmonid access to estuary habitat; and

WHEREAS, the Washington State Legislature's Engrossed Substitute House Bill 2322, Chapter 219, Laws of 2020 (pv), Section 309 (1) and has appropriated \$1,000,000 (One million dollars) in STATE funds and is included in the LEAP transportation document;

WHEREAS, in chapters 47.06A, 47.66 and 47.76 RCW the Washington State Legislature has determined freight rail systems are important elements of the STATE's multimodal transportation system and permits the STATE to provide financial assistance to cities, counties, ports, and railroads for the purposes of acquiring, rebuilding, rehabilitating, or improving rail lines necessary to maintain use of the essential rail service; and

WHEREAS, Metro Parks in partnership with South Puget Sound Salmon Enhancement Group has advocated for funds to complete the engineering and design services for the railroad trestle project; and

WHEREAS, the 2019-2021 State Transportation Budget includes an appropriation of \$1M (\$10,000 less State Administrative Fees) from WA State Department of Transportation,

Multimodal Account for the Titlow Lagoon Fish Barrier Culvert Replacement Design Project;
now, therefore, be it

RESOLVED, that the Board of Park Commissioners accept and appropriate \$990,000 from WA State Department of Transportation, Multimodal Account for the Titlow Lagoon Fish Barrier Culvert Replacement Design Project; and be it

FURTHER RESOLVED, that the Executive Director is authorized to execute an agreement for the \$990,000 contribution to the Titlow Lagoon Fish Barrier Culvert Replacement Design Project.

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



MEMORANDUM

TO: Board of Park Commissioners

THROUGH: Shon Sylvia, Executive Director

FROM: Erwin Vidallon, Chief Financial Officer

SUBJECT: **Establishing a Finding of Substantial Need for 2021 Property Tax Levy Collection**

DATE: November 4, 2020

EXECUTIVE SUMMARY: This resolution establishes a finding of substantial need as allowed under RCW 84.55.0101 in order to levy the maximum allowed 2020 property tax levy for collection in 2021.

BACKGROUND: In November 2007, the State Legislature approved a new legislation that imposed a one percent annual property tax growth limitation, following voter approval of I-747 in 2001. The legislation limits annual property tax revenue growth to 1 percent, plus new construction, or the rate of inflation as measured by the Implicit Price Deflator (IPD), whichever is less.

The IPD is similar to the Consumer Price Index (CPI), in that it measures the change in prices for personal consumption. The most recent change in the IPD, as published by the Bureau of Economic Analysis, is .6015 percent. Therefore, absent any Board resolution, the property tax increase is limited to growth of .6015 percent, rather than 1 percent.

This is the first year since 2016 that the IPD inflation factor has fallen below the 1% inflation mark. During the past 10 years, the IPD has fallen below 1% two times: in 2015 and 2016 (.251 and .953, respectively). Prior to that, the last time the IPD fell below 1% was during the great recession in 2009.

Local governments with populations greater than 10,000 will need to adopt an ordinance or resolution of substantial need if we wish to increase our levy over last year up to the 1% maximum as allowed by statute (RCW 84.55.005). MPT definitely has a substantial short and long term need to effectively maintain existing and new assets, and adequately maintain our assets and provide services to the community.

FISCAL IMPACT: Without the substantial need declaration, Metro Parks would collect approximately \$130,000 less over the biennium.

ADDITIONAL INFORMATION: For additional information, please contact Erwin Vidallon, Chief financial Officer at 253-305-1081.

METROPOLITAN PARK DISTRICT OF TACOMA

RESOLUTION NO. RR 50-20

ESTABLISHING A FINDING OF SUBSTANTIAL NEED TO ALLOW 2020 GENERAL TAX LEVY OF REGULAR PROPERTY TAX FOR COLLECTION IN 2021 AT THE AMOUNT ALLOWED UNDER RCW 84.55.0101

WHEREAS, the Board of Park Commissioners of the Metropolitan Park District of Tacoma has met and considered its budget for the 2021-2022 biennium; and

WHEREAS, the population of this District is more than 10,000; and

WHEREAS, the District's financial and budget long term sustainability situation is such that any reduction in the highest lawful levy for property tax collections will substantially impact the District's ability to maintain parks and provide services to the public in the future; now therefore, be it

RESOLVED by the Board of Park Commissioners of the Metropolitan Park District of Tacoma that they find a substantial need exists to allow the District to set the 2020 general property tax levy for collection in 2021 using a limit factor of 101 percent.

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

President

ATTEST:

Secretary

Clerk





MEMORANDUM

TO: Board of Park Commissioners

THROUGH: Shon Sylvia, Executive Director

FROM: Erwin Vidallon, Chief Financial Officer

SUBJECT: **Authorizing 2020 General Tax Levy of Regular Property Tax for Collection in 2021**

DATE: November 4, 2020

EXECUTIVE SUMMARY: This resolution establishes the 2020 levy of regular property tax for Metro Parks that will be collected during 2021.

BACKGROUND: Metro Parks Tacoma (MPT) has regular property tax levy authority that totals \$0.75 per \$1,000 of assessed value composed of two separate levies as shown below:

- \$0.50 per \$1,000 of assessed value levy; and
- \$0.25 per \$1,000 of assessed value levy.

MPT's levy rate history over the last ten years shows a period of decreasing levy rates as a result of the imposition of a one percent growth in property tax revenue along with significant growth in assessed property values, followed by the recession and declining property values and the approval of a levy lid lift on April 27, 2010, to restore our levy to the maximum allowable amount of \$.75.

In November 2007, the State Legislature approved new legislation that imposed a one percent annual property tax growth limitation, following voter approval of I-747 in 2001. The legislation limits annual property tax revenue growth to 1%, plus new construction. The impact is that regardless of assessed valuation growth, revenues cannot grow more than the limit.

The passage of a levy lid lift in 2010 and the subsequent decline in assessed valuations in 2012 and 2013 resulted in Metro Parks' property tax revenue to decrease significantly during this time period. However, with six years of increasing assessed valuations since 2014, Metro Parks has now surpassed the previous highest levy in 2020 to \$16,877,899.98 in 2021.

The chart below provides a ten-year history of our assessed value and levy rates.

<u>Collection Year</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>
Assessed Value	\$ 18,016,099,709	\$ 16,335,169,585	\$ 16,935,340,498	\$ 18,254,065,447	\$ 19,407,365,221
Percent Change	-7.36%	-9.33%	3.67%	7.79%	6.32%
Levy Rate	\$ 0.7500	\$ 0.7500	\$ 0.7500	\$ 0.7500	\$ 0.7500
Tax Collection	\$ 13,512,075	\$ 12,251,377	\$ 12,701,505	\$ 13,690,549	\$ 14,555,524

<u>Collection Year</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>
Assessed Value	\$ 21,207,605,958	\$ 23,662,776,999	\$ 27,079,667,861	\$ 30,338,365,452	\$ 33,026,091,089
Percent Change	9.28%	11.58%	14.44%	12.03%	8.89%
Levy Rate	\$ 0.7073	\$ 0.6533	\$ 0.5892	\$ 0.5426	\$ 0.5110
Tax Collection	\$ 14,999,274	\$ 15,459,636	\$ 15,954,897	\$ 16,460,155	\$ 16,877,900

FISCAL IMPACT: Metro Parks Tacoma levies its property tax on an annual basis even though it has adopted a biennial budget. The preliminary levy amount is **\$16,877,899.98** which is an increase of **2.5379 percent** over 2020.

ADDITIONAL INFORMATION: If you have any questions before the Board meeting, please contact Erwin Vidallon, Chief Financial Officer at 253-305-1081.

METROPOLITAN PARK DISTRICT OF TACOMA

RESOLUTION NO. RR51-20

**AUTHORIZING 2020 GENERAL TAX LEVY
OF REGULAR PROPERTY TAX FOR COLLECTION IN 2021**

WHEREAS, the Board of Park Commissioners of the Metropolitan Park District of Tacoma has met and considered its budget for the 2021-2022 biennium; and

WHEREAS, the District's actual levy from the previous year was **\$16,460,155.41**; and

WHEREAS, the population of this district is more than 10,000; and now, therefore be it

RESOLVED by the Board of Park Commissioners of the Metropolitan Park District of Tacoma that an increase in the regular property tax levy is hereby authorized for the levy to be collected in the 2021 tax year.

The dollar amount of the increase from the previous year shall be **\$417,744.57**, which is a percentage increase of **2.5379 percent** from the previous year. This increase is exclusive of additional revenue resulting from new construction, improvements to property, newly constructed wind turbines, any increase in the value of state-assessed property, any annexations that have occurred and refunds made.

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.

President

ATTEST:

Secretary

Clerk





MEMORANDUM

TO: Board of Park Commissioners

THROUGH: Shon Sylvia, Executive Director

FROM: Erwin Vidallon, Chief Financial Officer

SUBJECT: Authorizing Excess Tax Levy for Unlimited Tax General Obligation (UTGO) Bond Redemption

DATE: November 4, 2020

EXECUTIVE SUMMARY: The resolution provides for excess property taxes to be levied for debt service payments on voter-approved unlimited tax general obligation (UTGO) bonds issued for the 2012, 2015 and 2019 refunding bond issues, and for the 2014 series bond issues (2014 A and B, 2016, 2018). Similar to our regular property taxes, the Board must authorize the tax levy in 2020 for collection in 2021.

Unlike regular property taxes where the Board establishes the amount of increase in revenue (up to the statutory maximum of one percent), with excess levies the Board specifies the exact dollar amount to be collected and the Pierce County Assessor-Treasurer's Office calculates the appropriate levy rate to collect the tax. Adoption of this resolution is required by state law to enact the Metro Parks Tacoma excess property tax levy.

BACKGROUND: On June 13, 2012, \$9,995,000 of refunding bonds were issued to refund a portion of bonds issued for PDZA projects in 2003 and the 2005 bonds. The remaining 2003 and 2005 bonds were paid off in December 2013 and 2015, respectively.

Following voter approval in April 2014 of a \$198,000,000 bond issue, \$33,400,000 in UTGO and \$18,040,000 in refunding (2006 issue) bonds were issued following Board approval on October 13, 2014. The remaining 2006 bonds was paid off in December 2016. In 2015, \$14,280,000 in refunding (2005 issue) bonds were issued following Board approval on July 13, 2015. Following Board approval on October 24, 2016, the district issued \$70,000,000 of UTGO bonds and \$6,290,000 of refunding (2008 issue) bonds. And on April 9, 2018, the district issued \$40,020,000 of UTGO. Most recently, on April 22, 2019, the Board approved the refunding of the \$25,000,000 Build America Bonds originally issued in 2010, which generated an estimated savings of \$2 million in debt payments over the remaining life of the bond.

FISCAL IMPACT: We know from our current debt service schedules established at the time of the bond sales the exact principal and interest due each year. Included in the levy is a small reserve in each fund to accommodate non-payment or late-payment of taxes by property owners. Subsequent collection of delinquent taxes provides additional cash on hand which reduces the ensuing year's levy. All taxes collected remain within the bond redemption fund until we are able to make principal and interest payments. In the final years of the debt service associated with each individual issue, we may reduce the levy by any excess cash available in the fund.

The Park Board is authorizing the levy of tax on property in 2020 for collection in 2021 for the following principal and interest payments associated with the referenced bonds:

Issue	Principal & Interest Due in 2021	Total Tax Collection Required in 2021	Assessed Value for Excess Levy for Bonds	Estimated Levy Rate for Bond Debt Service
2012 Refunding UTGO	\$ 1,186,100	\$ 1,197,000	\$32,742,079,022	0.0366
2014 UTGO A	\$ 954,925	\$ 1,010,000	\$32,742,079,022	0.0308
2014 UTGO B	\$ 2,591,500	\$ 2,623,000	\$32,742,079,022	0.0801
2015 Refunding UTGO	\$ 1,864,000	\$ 1,885,000	\$32,742,079,022	0.0576
2016 UTGO	\$ 3,912,250	\$ 3,819,000	\$32,742,079,022	0.1166
2018 UTGO	\$ 2,880,350	\$ 2,469,000	\$32,742,079,022	0.0754
2019 Refunding UTGO	\$ 914,800	\$ -	\$32,742,079,022	-
Total	\$ 14,303,925	\$ 13,003,000		0.3971

The final levy rate will be determined by the Pierce County Assessor-Treasurer's office once the final property values have been established for Metro Parks Tacoma by the end of the year.

ADDITIONAL INFORMATION: For additional information, please contact Erwin Vidallon, Chief Financial Officer at 1-253-305-1081.

METROPOLITAN PARK DISTRICT OF TACOMA

RESOLUTION NO. RR 52-20

**AUTHORIZING EXCESS TAX LEVY
FOR UNLIMITED TAX GENERAL OBLIGATION (UTGO) BOND REDEMPTION**

WHEREAS, the Board of Park Commissioners authorized the issuance of \$9,995,000 of refunding bonds to advance refund portions of a 2003 UTGO bond issue for the Point Defiance Zoo and Aquarium and the 2005 voter approved UTGO bond issues on May 14, 2012; and

WHEREAS, an unlimited tax, general obligation (UTGO) bond issue of \$198,000,000 for the stated purpose of making general improvements to parks and recreation facilities was authorized by voters at the general election held on April 22, 2014; and

WHEREAS, the Board of Park Commissioners authorized the issuance of \$33,400,000 in UTGO bonds on October 13, 2014, and \$18,040,000 to refund UTGO bonds originally issued in 2006; and

WHEREAS, the Board of Park Commissioners authorized the issuance of \$14,280,000 in UTGO bonds on July 13, 2015 to advance refund portions of the UTGO bonds originally issued in 2005; and

WHEREAS, the Board of Park Commissioners authorized the issuance of up to \$80,000,000 in UTGO bonds on October 24, 2016 for new projects and to advance refund portions of the UTGO bonds originally issued in 2008; and

WHEREAS, the Board of Park Commissioners authorized the issuance of up to \$50,000,000 in UTGO bonds on April 9, 2018 for carry-over and new projects; and

WHEREAS, the Board of Park Commissioners authorized the issuance of \$22,970,000 in refunding the Build America Bonds originally issued in 2010 on June 26, 2019; and

WHEREAS, "unlimited annual property taxes and other available monies" were authorized as a means of paying both principal and interest on said bond issues; now, therefore, be it

RESOLVED by the Board of Park Commissioners of the Metropolitan Park District of Tacoma that the amount to be levied for payment of UTGO bond principal and interest due from the 2020 excess property tax levy for collection in 2021 is as follows, based on property values provided by the Pierce County Assessor-Treasurer

2012 UTGO refunding	\$1,197,000
2014 UTGO A	\$1,010,000
2014 UTGO B	\$2,623,000
2015 UTGO refunding	\$1,885,000
2016 UTGO	\$3,819,000
2018 UTGO	\$2,469,000
TOTAL	\$13,003,000

BE IT FURTHER RESOLVED that this resolution be certified to the proper officials of Pierce County for collection in the same manner as other general taxes.

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.

President

ATTEST:

Secretary

Clerk



MEMORANDUM

TO: Board of Park Commissioners

THROUGH: Shon Sylvia, Executive Director

FROM: Hunter George, Interim Chief Administrative Officer

SUBJECT: Amendment of Special Leave Policy

DATE: November 4, 2020

EXECUTIVE SUMMARY: A comprehensive process of reviewing the District’s policies has resulted in a recommendation to amend the Special Leave Policy to give the Executive Director authorization to approve paid leave in circumstances such as closures and emergencies.

BACKGROUND: The Special Leave Policy (514.005) currently authorizes paid leave for circumstances including jury duty, military service, bereavement, and investigations. As part of the District’s efforts to attract, retain, develop and engage high-performing employees, the Human Resources division is recommending changes to this policy.

This policy update authorizes Special Leave in circumstances deemed in the best interest of the District by the Executive Director. Circumstances include pandemics and other emergencies, as well as the planned holiday closure. The Executive Director also would be required to advise the Park Board of this decision in advance, if feasible, or as soon as possible thereafter.

This policy amendment is also endorsed by the Executive Cabinet, and it has been reviewed by legal counsel. The IUOE Local 302 representative appreciated the gesture and had no objections.

The rationale for these changes was described during New Business at the October 26th Board Meeting and again during the November 2nd Committee of the Whole meeting. During the COW the Board signaled its intent to suspend its rules and adopt this amendment on First Reading.

FISCAL IMPACT: It’s not possible to predict future usage. The planned holiday closure will see the usual payroll as everyone would have been paid regardless. Some who might have used accrued vacation leave to take time off during the holidays will be able to save that for future use, so there’s a presumption that some vacation balances will be inflated.

ADDITIONAL INFORMATION: For additional information, please contact Hunter George, Interim Chief Administrative Officer at 253-686-9553 or hunterg@tacomaparks.com.

METROPOLITAN PARK DISTRICT OF TACOMA

RESOLUTION NO. RR53-20

ADOPTION OF DISTRICT POLICY

WHEREAS, the Board of Park Commissioners recognizes the importance of maintaining a current comprehensive policy package that is relevant for decision-making; and

WHEREAS, consistent with 000.001 Policy and Procedures of the Board of Park Commissioners, the Board retains authority to authorize, amend and repeal policies; and

WHEREAS, the policy being brought forward has been thoroughly reviewed by staff and legal counsel, and the union steward offered no objections; and

WHEREAS, this policy will not compromise the quality of service or programs provided to the community, now, therefore be it,

RESOLVED that the Board of Park Commissioners of the Metropolitan Park District of Tacoma amend Policy 514.005 Special Leave Policy attached hereto.

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

SPECIAL LEAVE

Policy No.: 514.005	Resolution No.: RR81-15	Date Approved: 12/14/15	Supersedes the following Resolutions & Policies: R23-94; RR6-10
Date procedures adopted by the Executive Director:		Procedure revision date:	Procedures approved by the Executive Director:

POLICY: (Adopted by the Board of Park Commissioners)

Purpose: To establish a policy regarding special leave for administrative, bereavement, witness, professional development, jury duty, inclement weather, ~~or~~ military leave or other needs identified as being in the best interests of the District.

Metro Parks Tacoma recognizes that paid and non-paid leave for employees provides an enhanced work environment conducive to attracting and retaining a quality, productive work force. Metro Parks Tacoma further recognizes that situations may arise where events outside the workplace may impact the employee's ability to maintain a fully productive work schedule and policy guidelines need to be established to address such matters.

Policy Requirements:

- Section I. **Administrative Leave**
The Executive Director or his/her designee may grant paid administrative leave :
A. When an employee is relieved of his/her duties, pending an investigation of incidents or charges to determine fitness for duty, or to determine if disciplinary action is required.
B. Under such other circumstances or conditions that make it impractical or detrimental for the employee to continue working while the circumstances remain in effect.
- Section II. **Bereavement Leave**
A career full-time employee who suffers a death in his/her immediate family will be allowed paid bereavement leave within six months of the death as follows:
A. A maximum of four (4) days bereavement leave will be granted for each death of an employee's spouse, registered domestic partner, father, mother, stepparent, foster parent, brother, sister, child, stepchildren, foster child. Such leave will be noted on the employee's time card and recorded as regular time.
B. A maximum of one (1) day of bereavement leave for the death of each grandparent or grandchild of the employee or the death of each father, mother, foster parent, brother, sister, child, foster child, grand parent, or grandchild of an employee's spouse or registered domestic partner.
- Section III. **Witness Leave**
Should an employee be required to attend a meeting, administrative hearing, or judicial proceeding on behalf of Metro Parks Tacoma, the employee shall be considered to be in an active pay status with the employee's time recorded as regular pay. Should an employee be subpoenaed to attend an administrative hearing or judicial proceeding not involving Metro Parks Tacoma or, even if involving Metro Parks Tacoma but not at the direction of Metro Parks Tacoma, the employee may utilize vacation leave or comp time.

Should the employee have exhausted vacation leave and any comp time accrual, they shall be granted leave without pay.

Section IV. **Jury Duty**

A career full-time employee who is called for jury service shall be excused from work for the days on which they serve and shall be paid their regular wages, on the condition that the employee provide payroll any fee received for the jury service (not including any parking or mileage fees) along with written documentation of the jury time served. An employee that is excused from attendance at court must report to work if sufficient time remains after such excuse to permit him/her to work at least one half of his/her normal workday.

Section V. **Military Leave**

- A. Every employee who is a member of any organized branch or reserve of the United States military will be granted military leave in accordance with state and federal law. Employees who take military leave will have whatever rights to reinstatement, seniority, vacation, layoffs, and compensation as are provided by applicable law. Employees should notify their supervisor of the need for military leave as soon as the need for leave becomes known.
- B. Employees of Metro Parks Tacoma are granted leave of absence with pay if called for military training or active duty. To receive this pay, the employee must present a copy of his/her written orders to his/her department head. The leave with pay shall be the first twenty-one (21) work days of military leave each October 1 through September 30 and there shall be no greater than a total of twenty-one (21) work days of paid military leave per such annual period, and any time needed in addition to this shall be accounted for as vacation time or other available paid time off, or leave without pay. During the aforementioned twenty-one (21) days, the employee shall receive his/her normal pay from Metro Parks.

Section VI. **Special Leave**

The Executive Director has discretion to provide additional paid leave to employees based on the needs and best interests of the District in circumstances that include but are not limited to closures related to pandemics or other public health emergencies related to the pandemic or other circumstances, as well as other unforeseen events. These decisions shall be reported to the Board of Park Commissioners before being implemented, if feasible, or as soon as possible thereafter.



MEMORANDUM

TO: Board of Park Commissioners

THROUGH: Shon Sylvia, Executive Director

FROM: Debbie Terwilleger, Director Business Administration and Planning Department

SUBJECT: Authorizing the Executive Director to Execute the Transfer Agreement with the Foss Waterway Development Authority for Property Acquisition on Thea Foss Waterway

DATE: November 4, 2020

EXECUTIVE SUMMARY: As early as 2006, Metro Parks Tacoma conducted a series of studies and outreach efforts with partners and community users to determine optimal use for reclaimed industrial sites along the Thea Foss Waterway. Tacoma residents identified access to waterfront recreation sites as a need and, in collaboration with the Foss Waterway Development Authority, three park sites have been identified to be transferred to Metro Parks Tacoma: Melanie Jan La Plant Dressel Park, George Weyerhaeuser Jr. Park, and Waterway Park. This resolution authorizes the Executive Director to negotiate and execute the necessary documents, including a transfer agreement, for the transfer of the identified park sites.

CAPITAL IMPROVEMENT COMMITTEE RECOMMENDATION: This resolution was reviewed by the Capital Improvement Committee at their meeting on October 28, 2020 with a recommendation to forward the action on to the full Board for approval.

BACKGROUND: The Foss Waterway Development Authority (FWDA) was established by the City of Tacoma in 1996 to assist in redeveloping certain real property in and along the Foss Waterway, by acquiring, managing and disposing of real property, securing financing, undertaking or providing for redevelopment and entering into agreements with developers proposing to develop projects along the Waterway. Beginning in 1997, the City and FWDA executed a series of Operating Agreements to guide the FWDA's work, the final extension of which expires December 31, 2020. The FWDA has successfully designated all public access and parks along the waterway, performed some park design and development, and initiated fundraising for parks not yet completed. FWDA currently owns the Melanie Jan LaPlant Dressel Park, Waterway Park, and the southerly portion of George H. Weyerhaeuser Jr. Park.

For over fifteen years, FWDA, Metro Parks, and the City have worked together to plan a system of parks and open space along the Thea Foss Waterway. These efforts assumed that Metro Parks would be the ultimate owner of the park properties along the Foss, as long as the properties had been properly remediated and supported by sustainable long-term maintenance and operations funding. The FWDA was not intended to be a permanent entity, and after more than twenty years

and the substantial completion of the FWDA's mission, the FWDA and the City concur that the time is right to conclude the work of the FWDA and transition the park properties to Metro Parks.

This resolution is to authorize the Executive Director to negotiate and execute the necessary documents, including a transfer agreement, for the transfer of three park sites as detailed in the attached exhibits.

FISCAL IMPACT: The transfer agreement acknowledges that Metro Parks' acceptance of the FWDA Parks will result in an increase in Metro Parks' operations and maintenance costs, and states that the additional costs will be funded by the City through the 2016 Interlocal Agreement Relating to Parks and Facility Operations and Maintenance. Additionally, FWDA has transferred \$500,000 to the Greater Tacoma Community Foundation (the "Foundation") for future operations and maintenance in the transferred parks. Any required funds for this acquisition (closing costs) would be provided from the 2014 UTGO Bond Measure Land Acquisition category, and is currently included in the proposed 2020/2021 Capital Budget.

ADDITIONAL INFORMATION: For additional information, please contact Debbie Terwilleger, Director Business Administration and Planning at (253) 305-1086 or debbiet@tacomaparks.com or Mark Roberts, General Counsel at 253-858-8606.

METROPOLITAN PARK DISTRICT OF TACOMA

RESOLUTION NO. RR54-20

AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE THE TRANSFER AGREEMENT FOR FOSS WATERWAY PARKS

WHEREAS, the Metropolitan Park District of Tacoma (“Metro Parks”) was created in 1907 to own and manage park properties and provide recreational opportunities for the public within the City of Tacoma (“the City”) and certain areas of Pierce County; and

WHEREAS, the Foss Waterway Development Authority (FWDA) was established by the City in 1996 to assist in redeveloping certain real property in and along the Foss Waterway, by acquiring, managing and disposing of real property, securing financing, undertaking or providing for redevelopment and entering into agreements with developers to develop projects along the Waterway; and

WHEREAS, beginning in 1997, the City and FWDA executed a series of Operating Agreements to guide the FWDA's work, the final extension of which expires December 31, 2020; and

WHEREAS, the FWDA has successfully designated all public access and parks along the waterway including , performed some park design and development, and initiated fundraising for parks not yet completed; and

WHEREAS, the FWDA was not intended to be a permanent entity, and after more than twenty years and the substantial completion of the FWDA's mission, the FWDA and the City concur that the time is right to conclude the work of the FWDA and transition the park properties to Metro Parks; and

WHEREAS, the FWDA currently owns the Melanie Jan LaPlant Dressel Park, Waterway Park, and the southerly portion of George H. Weyerhaeuser Jr. Park, which are more particularly depicted and legally described in Exhibit A (the “FWDA Parks”); and

WHEREAS, for over fifteen years, FWDA, Metro Parks, and the City have worked together to plan a system of parks and open space along the Thea Foss Waterway. These efforts assumed that Metro Parks would be the ultimate owner of the park properties along the Foss, as long as the properties had been properly remediated and supported by sustainable long-term maintenance and operations funding; and

WHEREAS, FWDA, the City, and Metro Parks find it mutually beneficial and in the public’s best interest to transfer the FWDA Parks to Metro Parks and then to collaborate on the development of the FWDA Parks and funding the operations and maintenance of the Parks; and

WHEREAS, Chapter 39.33 RCW (Intergovernmental Disposition of Property) permits local government units to transfer or exchange title to real property on such terms and conditions as may be mutually agreed upon by the proper authorities of said local government units; and

WHEREAS, Metro Parks’ costs related to the transfer may be funded from the 2014 UTGO Bond Measure for Land Acquisition; now therefore, be it

RESOLVED by the Board of Park Commissioners of the Metropolitan Park District of Tacoma that the Executive Director, Shon Sylvia, is authorized to negotiate and execute the necessary documents, including a transfer agreement, for the transfer of the FWDA Parks legally described in Exhibit A to Metro Parks, It is

FURTHER RESOLVED by the Board of Park Commissioners that the Metropolitan Park District of Tacoma hereby accepts the FWDA Parks pursuant to the terms and conditions of the transfer agreement.

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

EXHIBIT A
DEPICTION AND LEGAL DESCRIPTION OF FWDA PARKS
MELANIE JAN LAPLANT DRESSEL PARK



Property Name: Melanie Jan LaPlant Dressel Park
Parcel Numbers: 8950001971
Address: 1147 Dock Street
Square Footage: 30,597 SF or .70 acres

Assessor's Legal: Section 04 Township 20 Range 03 Quarter 24 TACOMA TIDELANDS:
TACOMA TIDELANDS S 1/2 L 12, L 13 & 14 & N 1/2 L 15 B 62 SEG G 0662

Site History: Not under the Area Wide Consent Decree. DOE No Further Action Letter applies.
DOE Restrictive Covenants apply; no pile driving in or along shoreline.

WATERWAY PARK



Property Name: Waterway Park
Parcel Numbers: 8950001791 (South Parcel) and 8950001761 (North Parcel)
Address: 2130 & 2110 E. "D" Street
Square Footage: 85,813 SF and 75,000 SF: combined 160,81 SF or 3.69 acres

Assessor's Legal:

8950001791 - Section 04 Township 20 Range 03 Quarter 43 TACOMA TIDELANDS: TACOMA TIDELANDS SE 04 & NE 09 20-03E SEG'D FOR TAX PURPOSES ONLY PER R90962 DESC AS L 13 THRU 23 B 55 TOG/W L 18 THRU 23 B 7119 & TOG/W L 14 THRU 23 B 7120 OF TACOMA LD CO 1ST EXC FOLL DESC PROP: COM SE COR L 23 SD B 7120 TH N ALG E LI SD B 7120 44 FT TH SWLY TO A PT ON S LI L 23 SD B 7120 SD PT 125 FT W OF SE COR L 23 TH E ALG S LI SD L 23 DIST OF 125 FT TO POB EXC THAT POR CYD TO CY OF TACOMA FOR R/W PER ETN 4074655 OUT OF 179-0 2071190020, 003-1, 2071200020, 003-1 SEG I-0656CL 04-16-97 DC05/26/06LW

8950001761 - Section 04 Township 20 Range 03 Quarter 43 TACOMA TIDELANDS: TACOMA TIDELANDS SE 04 & NE 09 20-03E L 3 THRU 12 B 55 EXC THAT POR CYD TO CY OF

TACOMA FOR R/W PER ETN 4074656 OUT OF 176-0, 177-0 & 178-0 SEG I0656CL 04/16/97
DC05/26/06LW

Current Use: All of Parcel 8950001791 and most of parcel 8950001761 is leased to Berg Scaffolding by the FWDA. FWDA may use the area waterward of the fence line for public access and human powered watercraft activities.

Berg Lease: Expires April 23, 2021. Rent \$2,785.38 per month plus leasehold excise tax.

Site History: Not under the Area Wide Consent Decree. A Consent Decree with DOE is in force on parcel 8950001761 which is known as the American Plating Site. Remediation has been completed by the FWDA and a site closure will occur with redevelopment of the property as a park.