

Proposed Agenda & Meeting Materials
August 26, 2020 - 5:00 PM
Capital Improvement Committee Meeting (CIC)
Telephonic 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), 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 Capital Improvement Committee Meeting (CIC) online by following the instructions below: (either by online link or by phone)

Topic: Metro Parks Tacoma Capital Improvement Committee (CIC) Meeting

Time: August 26, 2020 05:00 PM Pacific Time (US and Canada)

Join Zoom Meeting Online by clicking the link below:

<https://zoom.us/j/95041531173?pwd=ZUsvRmRLOUpNTWdZdGFxM085Zz09>

Or Dial:	(253) 215-8782
Enter Meeting ID:	950 4153 1173
Password:	039699
Participant ID:	No ID needed, just press #

Order of Presentation: In general, each agenda item will include a short staff presentation, followed by board discussion. Public Comment is not taken at this committee meeting.



**BOARD OF PARK COMMISSIONERS
CAPITAL IMPROVEMENT COMMITTEE
AGENDA**

**August 26, 2020
5:00 PM**

MINUTES FROM August 12, 2020

PROJECT STATUS REPORT

DISCUSSION ITEMS

- **CIP Development Update**

ACTION ITEMS

FUTURE AGENDA TOPICS

ADJOURNMENT



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

**August 12, 2020
5:00 PM
MINUTES**

Attendees: Commissioner Pointer, Commissioner Baines

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

Acceptance of Minutes: Minutes from the July 29, 2020 meeting were approved as written.

Project Update

- Commissioner Pointer asked about the new playground at Eastside Community Center. Kristi reported the curb and walkway work is completed. We are waiting on the trash cans and tables that are set to arriving in September. The climbing rock won't be ready until November and MPT will decide if it will be installed in spring or winter.

Discussion item

Asia Pacific Cultural Center lease extension

- Debbie explained that prior to COVID 19 the center had very ambitious expansion plans. After hiring a consultant and COVID19 they have decided to scale back their plans and just focus on improving the existing center, with donations and grants the primarily funding source. It was noted that grants they are apply for require longer site control. Because of this Metro Parks is working with them on extending their lease term to 15 years.
- She added that typically lease extensions aren't presented to the Board, but she wanted the commissioners to be informed. It was noted that the extended lease will include an "out clauses with appropriate notice" for both parties.
- Both commissioners encouraged continued work on the lease extension, noting the good work the center does in the community.

Action Items

MPT Headquarters Facility Improvements – Contract Award Pioneer Human Services

- Roger reported on the Metro Parks Headquarters Facility improvements project that will include replacement of carpet, interior painting, replacement of failed window glazing, replacement of failed doors, building entry vestibule improvements and renovations to the board room. Bids were opened today and of the 8 submitted, Pioneer Human Services was the lowest bid, coming in at \$358,249.18. Reference checks still need to take place. He reported they support the reintegration of prison individuals back into the workforce.

- Debbie added that this work at Headquarters is long overdue, highlighting interior changes that utilize the space more efficiently, leveling the board room for more flexibility, and bringing online an existing key card system for security services and staff. The work will have low impact, taking advantage of the building being closed due to COVID19.
- Commissioner Pointer asked if the back area be raised to make it level. Debbie reported no, the front area will be raised approximately 12 inches.
- Commissioner Baines asked about the dollar difference in the presented draft resolution. Roger explained the project's earlier scope was higher because it included more items. It has since been decided this isn't the best use of funds and excess dollars will be reassigned to different projects.
- Commissioner Baines suggested including a play area for children in the lobby. Marty stated we are doing fundamental items right now, but will continue conversations with the consultant on future items, including a possible Kids Zone in Headquarters' lobby.
- Debbie added that the Metro Park's Return to Work committee is researching modifications to interior space and desk configurations, noting the success of staff working from home.
- This item was accepted for moving forward to the full Board with a recommendation of approval.

56th Street Sidewalk Project with the City of Tacoma Streets Initiative Package #33 for Interlocal Cooperation Agreement

- Kristi introduced this resolution that authorizes the appropriation of up to \$80,800 of 14Bond funds for the construction of a sidewalk from First Creek Middle School (Pipeline Trail) to the Swan Creek 56th street entrance. It would also authorize Metro Park' Executive Director to enter into an Interlocal Cooperative Agreement with the City of Tacoma.
- It was noted this is a major entrance into Swan Creek Park and will included the demolition, excavation, construction of concrete sidewalk with curb and gutter of 700' long and 10' wide, landscaping, and signage, from the Pipeline Trail to the 56th street entry of Swan Creek.
- The City has agreed to manage and administer this Project, including providing public notifications, design and engineering, permitting, bidding, and construction, and providing for equitable allocation of costs to Metro Parks. We will agreed to reimburse the City for these costs.
- This project provides a critical bicycle and pedestrian connection between Eastside Community Center and the 56th entrance to Swan Creek Park. Kristi showed a graphic of the area, noting it is currently gravel and not in the best condition because of the recent renovation work. Pedestrian safety will be enhanced. The new walkway would provide the public a safer way of getting from the Eastside Community Center to Swan Creek Park. She added it is great opportunity to cost participate with the City since it dovetails nicely with their pavement and ADA crosswalk at the 56th Street intersection. They will manage the design and construction, allowing Metro Parks the chance to review the engineering design.
- Debbie added that this is an example of local agencies working together to save money and help provide safer routes to parks.
- The project is in design now and set to go out to bid in September. Constructions will take place during the winter months – October through December of this year. It was delay due to COVID19.
- Commissioner Pointer asked if local residents will be notified of this work. Kristi report yes, the City will distribute notices prior to the start of work.
- This item was accepted for moving forward to the full Board with a recommendation of approval.

Additional Discussion Items

- Commissioner Baines suggested that Metro Parks create a policy that supports using minority vendors for construction projects. Debbie reported that Metro Parks is having active conversation on this and that tomorrow's JMAC agenda includes a discussion on how the community can band together and priorities anti-racism and create more work opportunities for minorities.
- Commissioner Pointer ask about the future plans are for the Portland Avenue Community Center building. Debbie reported the center's master plan has been postponed due to COVID19. It will be initiated sometime this year and will re look at what the community center can be used for. She noted that staff won't need to be sequenced there during the Headquarters' Facility Improvement project because of the closure of HQ. Currently free lunches are temporarily being distributed out of the community center, with other parties also showing interest. Once the master plan is started we will review options for the building. Debbie will present more information at a future CIC meeting.

Meeting Adjourned