

**REGULAR PARK BOARD MEETING AND AGENDA
JANUARY 24, 2022
5:30 PM STUDY SESSION
6:00 PM REGULAR MEETING
REMOTE MEETING**



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 20-28.15
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.

Join remotely

Join Zoom Meeting

<https://us06web.zoom.us/j/82739244874>

via telephone :1-253-215-8782

Webinar ID: 827 3924 4874

Community comment is encouraged to be submitted in advance of the meeting in written form. Please submit written comments to the Board by 4pm on January 24, 2022 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 January 24, 2022.

**METROPOLITAN PARK DISTRICT
OF TACOMA**



AGENDA

JANUARY 24, 2022

6:00 P.M.

REMOTE MEETING

Via Telephone: 1-253-215-8782

Enter Meeting ID: 827 3924 4874

Participant ID: no ID needed just press #

Join Zoom Meeting

<https://us06web.zoom.us/j/82739244874>

**MEETINGS ARE RECORDED AND MAY BE HEARD AT THE
PARK DISTRICT OFFICES UPON REQUEST**

COMMISSIONERS

ANDREA SMITH, PRESIDENT

AARON POINTER, CLERK

ERIK HANBERG

TIM REID

ROSIE AYALA

5:30 P.M. **STUDY SESSION** EQUITY ACTION COLLABORATIVE – SANDRA ELIASON

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

ROLL CALL

FLAG SALUTE

SPECIAL PRESENTATIONS

PRESIDENT'S REPORT

STANDING COMMITTEE & COMMISSION REPORTS

EXECUTIVE DIRECTOR'S REPORT

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



REGULAR MEETING

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MINUTES

(5-8) MINUTES OF THE JANUARY 10, 2022 REGULAR BOARD MEETING

CONSENT AGENDA

REGULAR AGENDA

PURCHASING RESOLUTIONS

(Requiring one reading for adoption)

(9-13) **RESOLUTION NO. P4-22:** AUTHORIZING PURCHASE OF GOODS AND SERVICES FOR METRO PARKS TACOMA

1. MCROBERTS SEAFOOD FOR VARIOUS SEAFOOD (ANIMAL FOOD) IN THE AMOUNT OF \$91,783.00
(Contact: Alan Varsik, Director of Zoological & Environmental Education)
2. WASHINGTON CITIES INSURANCE AUTHORITY (WCIA) FOR PROPERTY, LIABILITY AND AUTO INSURANCE IN THE AMOUNT OF \$802,586
(Contact: Debbie Terwilleger, Director of Business Administration & Planning)

PUBLIC WORKS PURCHASING RESOLUTIONS

(Requiring one reading for adoption)

SINGLE READING RESOLUTIONS

(Requiring one reading for adoption)

SECOND READING RESOLUTIONS

(Requiring two readings for adoption)

FIRST READINGS:

(Requiring two readings for adoption)

UNFINISHED BUSINESS

NEW BUSINESS

BOARD COMMENTS

ADJOURNMENT

UPCOMING BOARD MEETINGS

January 26, 2022	Capital Improvement Committee	5:00 PM	Remote Meeting
January 31, 2022	Committee of the Whole	5:30 PM	Remote Meeting
February 14, 2022	Regular Board Meeting	6:00 PM	Remote Meeting
February 16, 2022	Capital Improvement Committee	5:00 PM	Remote Meeting
February 28, 2022	Regular Board Meeting	6:00 PM	Remote Meeting

*Remote meeting details can be found on the Metro Parks Website www.metroparkstacoma.org

*Committee Meetings are subject to change - please check the Metro Parks Website, www.metroparkstacoma.org for the most up to date meeting schedules.





**MINUTES OF REGULAR MEETING
BOARD OF PARK COMMISSIONERS
JANUARY 10, 2022**

PRESENT: Andrea Smith, President
Aaron Pointer, Clerk
Erik Hanberg
Tim Reid
Rosie Ayala

IN THE CHAIR: Andrea Smith

PLACE: Hybrid Remote Meeting

COMMISSIONER SWEARING IN CEREMONY

Commissioner Andrea Smith administered the Oath of Office to Commissioner Rosie Ayala.

REGULAR MEETING

The regular meeting of the Metropolitan Park District Board of Park Commissioners was called to order by Commissioner Hanberg at 6:00 p.m.

FINAL NOMINATIONS & VOTING FOR 2022 BOARD OFFICERS

At the December 13, 2021 Regular Board Meeting, Commissioner Reid nominated Commissioner Smith for the position of Board President, seconded by Commissioner Pointer. Being no additional nominations, the question was called, and Commissioner Smith was unanimously elected to the position of Board President.

At the December 13, 2021 Regular Board Meeting, Commissioner Reid nominated Commissioner Pointer for the position of Board Clerk, seconded by Commissioner Smith. Being no additional nominations, the question was called, and Commissioner Pointer was unanimously elected to the position of Board Clerk.

SPECIAL PRESENTATIONS PARK CHAMPIONS AWARD

The Board formally recognized Shalisa Hayes, Dr. Brian Joseph, Points Northeast Historical Society and First Tee South Puget Sound as the 2022 Parks Champion for outstanding contributions to Tacoma parks and zoos.

Each recipient thanked the Board for the honor.

PRESIDENTS REPORT

President Smith commented that due to COVID Omicron variant Park Board meetings will continue to be held remotely until further notice.

STANDING COMMITTEE AND COUNCIL REPORTS**Nature & Environment Advisory Council**

Commissioner Reid commented that at its December meeting the council received a JEDI update from the District's Chief Equity Officer, Norinda Rosario Yancey. He noted that the council also identified their 2022 work priorities as being: center programming, trails & trees, Green School Yards Program, Owens Beach & Swan Creek.

EXECUTIVE DIRECTOR'S REPORT

Executive Director, Shon Sylvia reported on the following:

- Shon Sylvia officially welcomed new Commissioner Rosie Ayala
- The following new employees were introduced: Mary Murray & Maggie Santangelo
- Staff is requesting a January 18th Board COW meeting

2022 BOARD COMMITTEE ASSIGNMENTS

President Smith made the following committee appointments for 2022:

- Capital Improvement Committee –Commissioner Pointer, Commissioner Reid (Commissioner Smith- Alternate)
- Joint Municipal Action Committee – Commissioner Ayala, Commissioner Smith (Commissioner Reid Alternate)
- Zoo Liaison—Commissioner Reid, Commissioner Pointer (Commissioner Smith Alternate)
- MPT/TPS Coordinating Committee—Commissioner Reid, Commissioner Pointer (Commissioner Smith Alternate)
- MPT/COT Interlocal Policy Committee—Commissioner Pointer, Commissioner Smith (Commissioner Reid Alternate)
- Pierce County Baseball Committee- Commissioner Pointer
- Greater Metro Parks Foundation – Commissioner Smith
- Active Lifestyles and Community Wellness Advisory Council—Commissioner Pointer
- Nature and Environment Advisory Council—Commissioner Ayala
- Arts and Heritage Advisory Council—Commissioner Hanberg (Commissioner Ayala Alternate)
- Business and Responsive Agency Advisory Council—Commissioner Reid

COMMUNITY COMMENTS

Tresa Evans commented that she was appreciative of the Board's remote format as an opportunity to make the meeting accessible to all.

MINUTES OF THE DECEMBER 13, 2021 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. C1-22:** APPROVAL OF WARRANTS CLAIM FUND FOR DECEMBER 2021

Commissioner Pointer moved to adopt the consent agenda as presented; seconded by Commissioner Hanberg and passed on a vote of 5-0.

PURCHASING RESOLUTIONS**RESOLUTION NO. P2-22:** AUTHORIZING PURCHASE OF GOODS AND SERVICES FOR METRO PARKS TACOMA

1. PISCES SEAFOOD FOR VARIOUS SEAFOOD (ANIMAL FOOD) IN THE AMOUNT \$65,742.00
2. LAND O'LAKES PURINA FOR ANIMAL FEED IN THE AMOUNT OF \$130,000

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

Alan Varsik commented that these items are both annual purchased for animal seafood and feed. He commented that NW Trek and the Zoo continue to use vendors who provide sustainable sourced seafood products.

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

PUBLIC WORKS PURCHASING RESOLUTIONS**RESOLUTION NO. PW3-22:** PDZA SOUTH PACIFIC AQUARIUM EXHIBIT REPAIRS & IMPROVEMENTS AMENDMENT NO. 2 TO SCHEMATA WORKSHOP

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

Debbie Terwilleger commented that this item was discussed at the December 15th CIC meeting. Ms. Terwilleger commented that Metro Parks continues to advance the design of the South Pacific Aquarium's main exhibit improvements. Based upon 35% Schematic Design, funding decisions were required to align scope and budget and to preserve key goals for the project. As a result, additional funds are now required for design and engineering of the shell & core of the New Coral Tank Exhibit.

Commissioner Hanberg inquired about the current status of the aquarium and its inhabitants. Alan Varsik commented that the tank is just about to be drained and all residents of the tank have been moved out.

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 None

BOARD COMMENTS

Commissioner Ayala expressed appreciation to District staff and Board for the warm welcome.

Board members welcomed Commissioner Ayala.

ADJOURN

Being no further business, the meeting was adjourned at 6:32 p.m.

President

Clerk

Submitted by: Jennifer Bowman, Board Secretary



MEMORANDUM

TO: Board of Park Commissioners

THROUGH: Shon Sylvia, Executive Director

FROM: Alan Varsik, Director of Zoological & Environmental Education
Debbie Terwilleger, Director of Business Administration & Planning

SUBJECT: Purchasing Resolution

DATE: January 18, 2022

EXECUTIVE SUMMARY: The attached Purchasing Resolution seeks Board approval to enable the Executive Director to enter into the necessary agreements for the purchase and acquisition of the goods and services detailed in Exhibit A to the Resolution and in the supporting information below.

Proposed goods and services proposed for purchase and/or acquisition:

ITEM NO. 1

- **VENDOR** McRoberts Seafood
- **GOODS OR SERVICE** Various Seafood (animal food)
- **PRICE** \$91,783.00 Base bid including WSST
- **SOURCE OF FUNDING** 2022 PDZA Zoological Operating Budget
- **CONTACT** Alan Varsik (253) 404-3634

BACKGROUND: As noted during the January 10, 2022 Park Board meeting, Point Defiance Zoo & Aquarium supports a variety of fish-eating species in the Rocky Shores exhibit area, Pacific Seas Aquarium and Wild Wonders Theater. The species exhibited are fed a variety of raw and blanched fresh and frozen seafood totaling over 81,679 pounds annually.

The Board passed resolution P2-22 approving a purchase from Pisces Seafood, staff were informed when we placed the order that they could no longer supply the herring that we needed. Staff pivoted and fortunately one of the other bidders (McRoberts) can provide us the herring we need, however, the average price per pound increased by \$1.79/pound.

We are recommending the purchase 35,049 lbs. of seafood (26,682 lbs. of herring) for animal consumption from McRoberts Seafood for a total of \$91,783.00 including Washington State Sales Tax.

FISCAL IMPACT: Funds will come from department operating budgets.

ADDITIONAL INFORMATION: for additional information please contact Alan Varsik, Director of Zoological & Environmental Education at 253-404-3634.

ITEM NO. 2

- **VENDOR** Washington Cities Insurance Authority (WCIA)
- **GOODS OR SERVICE** Property, Liability and Auto Insurance
- **PRICE** \$802,586
- **SOURCE OF FUNDING** Department Operating Funds
- **CONTACT** Debbie Terwilleger (253) 305-1086

BACKGROUND: Insurance is considered a sole source service by the State and is exempt from bid requirements per statute. As a member owned pool, the coverage and services are provided per the terms of an Interlocal Agreement. The District has the ability to opt out on an annual basis.

One significant advantage of being a WCIA member is the cost savings realized through eliminating broker's commissions, which the District previously paid approximately \$25,000 annually. WCIA determines its rate structure based upon claims experience from prior year, property valuation changes and the need to maintain adequate reserves and pay excess coverage premiums. Listed below are the last 5 years of premiums, including 2022.

2018	\$615,787
2019	\$688,762
2020	\$827,607
2021	\$871,842
2022	\$802,586

Annually, WCIA hires an independent actuary to determine the amount of money needed for the ensuing year's operational needs, which includes claim costs, insurance cost and other operational costs. As a result of the Actuary's recommend guidance, the WCIA full board approved to adopt an overall increase of 19.4% for 2022. Although there is an anticipated increase, individual member rates may vary based on claim losses from the previous year. For Metro Parks Tacoma, our Auto Physical Damage, Equipment Breakdown, Crime/Fidelity, and Property have increased as expected. However, our liability premium decreased about \$139,000 due to lower claims experience in 2021, so our overall total assessment decreased by about \$69,000 compared to last year as noted above.

While a rate increase of this size will be a financial concern for many members, comparable rate increases provided to WCIA by outside insurance carriers from the last three years include a 40% increase in 2019; a 62% increase in 2020; and an 80% rate increase for 2021. WCIA continues to

ensure that premiums to insurance pool members remain competitive and maintains the value as a participating member.

Additional property coverage benefits that we realize through WCIA includes lower cost facilities/assets such as picnic shelters and older restrooms, as well as our zoological animals; animals were not covered by the old insurance program. WCIA also provides coverage for crimes such as computer fraud, data breach, forgery and theft that were not provided by our old coverage. Employment practices and public officials liability coverage limits are also significantly higher with WCIA.

WCIA provides free services such as training on many relevant topics, pre-defense legal reviews, a contracts and agreements database, and annual and/or on-demand risk audits. Several of the trainings are required annually in order to remain a member, which are typically attended by the primary and/or alternate delegates. The pre-defense counseling and legal assistance services are provided by WCIA to help members address potential personnel, land use and other legal issues, at no additional cost to members.

Insurance coverage is essential to managing the risks to the District so that we can continue to provide accessible, safe and attractive parks and facilities and recreational experiences; and allows the District to create an innovative, efficient and effective organization.

FISCAL IMPACT: Funds for insurance coverage are provided for in the 2021-2022 biennial budget under the various operating units.

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

METROPOLITAN PARK DISTRICT OF TACOMA

PURCHASING RESOLUTION NO. P4-22

**AUTHORIZING PURCHASE OF
GOODS AND SERVICES FOR METRO PARKS TACOMA**

WHEREAS, the Board of Park Commissioners have established policies governing the purchase of goods and services for Metro Parks Tacoma through the adoption of Resolution No. RR21-15, Authorizing Amendment of the Purchasing Policy for the Metropolitan Park District of Tacoma; and

WHEREAS, the Board of Park Commissioners through the adoption of Resolution No. R51-02, Adopting Board Policies and Procedures, authorized the use of a Purchasing Resolution for consolidation of all purchases seeking approval by the Board of Park Commissioners; and

WHEREAS, Metro Parks staff recommends the Board of Park Commissioners authorize the purchase of goods and services detailed below; now, therefore, be it

RESOLVED by the Board of Park Commissioners of the Metropolitan Park District of Tacoma to authorize the Executive Director to enter into the necessary agreements to purchase or acquire the following goods and services as detailed in Exhibit A to this resolution.

The foregoing resolution was adopted by the Board of Park Commissioners of the Metropolitan Park District of Tacoma at a meeting held on _____, 2022.

ATTEST:

President

Secretary

Clerk

**Exhibit A
to
Purchasing Resolution No. P4-22**

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