

**REGULAR PARK BOARD MEETING AND AGENDA  
FEBRUARY 22, 2021  
6:00 PM REGULAR MEETING  
REMOTE MEETING**



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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, 20-28.11,20-28.12, 20-28.13, 20-28.14, 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.

You can listen to Regular Park Board Meeting via telephone by following the instructions below:

**Telephone Instructions:**

**Dial: 253-215-8782**

**Enter Meeting ID: 971 8734 2917#**

**Participant ID: no ID needed just press #**

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

**Join Zoom Meeting**

**<https://zoom.us/j/97187342917>**

Community comment is encouraged to be submitted in advance of the meeting in written form. Please submit written comments to the Board by 5pm on February 22, 2021 by e-mailing them to Jennifer Bowman at [jenniferb@tacomaparks.com](mailto: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 5pm on February 22, 2021. 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.

**METROPOLITAN PARK DISTRICT  
OF TACOMA**



**AGENDA**

**FEBRUARY 22, 2021  
6:00 P.M.  
REMOTE MEETING**

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

**COMMISSIONERS**

**ERIK HANBERG, PRESIDENT**

**ANDREA SMITH, CLERK**

**AARON POINTER**

**JESSIE BAINES, JR.**

**TIM REID**

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

**ROLL CALL**

**SPECIAL PRESENTATIONS EMPLOYEE RETIREE RECOGNITION**

**PRESIDENT'S REPORT**

**STANDING COMMITTEE & COMMISSION REPORTS**

**EXECUTIVE DIRECTOR'S REPORT**

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



**REGULAR MEETING****COMMUNITY COMMENTS**

Community comment is encouraged to be submitted in advance of the meeting in written form. Please submit written comments to the Board by 5pm on February 22, 2021 by e-mailing them to Jennifer Bowman at [jenniferb@tacomaparks.com](mailto: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 5pm on February 22, 2021. 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.

**MINUTES**

- (5-8) MINUTES OF THE FEBRUARY 8, 2021 REGULAR BOARD MEETING

**CONSENT AGENDA**

- (9-12) **RESOLUTION NO. C15-21:** PDZA MECHANICAL UPGRADES FINAL ACCEPTANCE OF TMEC, LLC. CONTRACT #2019181Z/ BID NO. J2019-17  
(Contacts: Marty Stump, Deputy Director of Planning  
Debbie Terwilleger, Director of Business Administration & Planning)
- (13-16) **RESOLUTION NO. C16-21:** PDZA FILTRATION IMPROVEMENTS FINAL ACCEPTANCE OF GENERAL MECHANICAL, INC.  
CONTRACT #2019187Z/ BID NO. J2019-18  
(Contacts: Marty Stump, Deputy Director of Planning  
Debbie Terwilleger, Director of Business Administration & Planning)

**REGULAR AGENDA****PURCHASING RESOLUTIONS**

*(Requiring one reading for adoption)*

- (17-22) **RESOLUTION NO. P17-21:** AUTHORIZING PURCHASE OF GOODS AND SERVICES FOR METRO PARKS TACOMA
1. TOURNESOL SITEWORKS FOR SITE FURNISHINGS IN AN AMOUNT NOT TO EXCEED \$83,000  
(Contact: Marina Becker, Director of Parks & Recreation)
  2. SEATTLE'S FINEST SECURITY & TRAFFIC CONTROL CONTRACT AMENDMENT #1 FOR SCOPE B SECURITY SERVICES IN THE AMOUNT OF \$500,000  
(Contact: Marina Becker, Director of Parks & Recreation)

**PUBLIC WORKS PURCHASING RESOLUTIONS**

*(Requiring one reading for adoption)*

**SINGLE READING RESOLUTIONS**

*(Requiring one reading for adoption)*

(23-30)      **RESOLUTION NO. R18-21**: APPROVING TWO EASEMENTS FROM CITY OF TACOMA AT MELANIE LA PLANT DRESSSEL PARK FOR THE ABILITY TO INSTALL, CONSTRUCT, OPERATE, INSPECT, MAINTAIN, REMOVE, REPAIR OR REPLACE EASEMENT IMPROVEMENTS  
(Contacts: Marty Stump, Deputy Director of Planning  
Debbie Terwilleger, Director of Business Administration & Planning)

(31-34)      **RESOLUTION NO. R19-21**: RENAMING OF FRANKLIN PARK TO SENATOR ROSA FRANKLIN PARK  
(Contact: Shon Sylvia, Executive Director)

**SECOND READING RESOLUTIONS**

*(Requiring two readings for adoption)*

(35-40)      **RESOLUTION NO. RR14-21**: ADOPTING REVISED DISTRICT FAMILIES FIRST CORONA VIRUS RESPONSE ACT POLICY  
(Contacts: Erwin Vidallon, Chief Financial Officer  
Debbie Terwilleger, Director of Business Administration & Planning)

**FIRST READINGS:**

*(Requiring two readings for adoption)*

**UNFINISHED BUSINESS**

**NEW BUSINESS**

**BOARD COMMENTS**

**EXECUTIVE SESSION**      PERSONNEL MATTER

**ADJOURNMENT**

**UPCOMING BOARD MEETINGS**

February 24, 2021	Capital Improvement Committee	5:00 PM	Remote Meeting
March 5, 2021	Annual Retreat	8:30 AM	Remote Meeting
March 8, 2021	Regular Park Board Meeting	6:00 PM	Remote Meeting
March 10, 2021	Capital Improvement Committee	5:00 PM	Remote Meeting
March 15, 2021	Committee of the Whole	5:30 PM	Remote Meeting
March 22, 2021	Regular Board Meeting	6:00 PM	Remote Meeting
March 24, 2021	Capital Improvement Committee	5:00 PM	Remote Meeting

\*Remote meeting details can be found on the Metro Parks Website [www.metroparkstacoma.org](http://www.metroparkstacoma.org)

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





**MINUTES OF REGULAR MEETING  
BOARD OF PARK COMMISSIONERS  
FEBRUARY 8, 2021**

**PRESENT:**

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

**IN THE CHAIR:** Erik Hanberg

**PLACE:** Remote call in meeting

**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.

**SPECIAL PRESENTATIONS** None

**PRESIDENTS REPORT**

President Hanberg read a proclamation into the record proclaiming February 2021 as Black History Month and proclaiming Juneteenth as a Metro Parks Holiday. The proclamation states that Metro Parks Tacoma will observe June 19 each year as part of our commitment to anti-racism, racial and social justice, encouraging a day of reflection, recognition, acknowledgment, and healing.

**STANDING COMMITTEE AND COUNCIL REPORTS** None

**EXECUTIVE DIRECTOR'S REPORT** None

**COMMUNITY COMMENTS** None

**MINUTES OF THE JANUARY 25, 2020 REGULAR BOARD MEETING**

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

**CONSENT AGENDA**

**RESOLUTION NO. C9-21:** APPROVAL OF WARRANTS CLAIM FUND FOR JANUARY 2021

**RESOLUTION NO. C10-21:** FIRST CREEK COMMUNITY SPACE FINAL ACCEPTANCE FOR CONSTRUCTION OF CLIMBING BOULDERS BY TRUST FOR PUBLIC LAND (TPL)

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

**PURCHASING RESOLUTIONS**

**RESOLUTION NO. P11-21:** AUTHORIZING PURCHASE OF GOODS AND SERVICES FOR METRO PARKS TACOMA

1. ASSOCIATED PETROLEUM PRODUCTS INC. FOR BULK FUEL (RESALE & OPERATING) IN AN AMOUNT NOT TO EXCEED \$200,000
2. PETRO CARD FOR FUEL, UNLEADED & DIESEL IN AN AMOUNT NOT TO EXCEED \$100,000
3. VOYAGER FLEET SYSTEMS INC. FOR FUEL, UNLEADED & DIESEL IN AN AMOUNT NOT TO EXCEED \$80,000
4. BERK CONSULTING CONTRACT AMENDMENT# 2 FOR SHARED SERVICES, ANALYSIS, RECOMMENDATIONS AND IMPLEMENTATION IN AN AMOUNT NOT TO EXCEED \$90,000

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

Marina Becker commented that items 1-3 are needed for fuel purchases around the District for both operating and retail sales. She commented that having a variety of sources and locations minimizes drive times around the city when refueling is required.

President Hanberg commented that he interested in updating District policy that reflects that electric fleet purchases are preferred.

Pete Mayer commented that item 4 for Berk Consulting is for authorizing the Executive Director to execute a contract amendment #2 with BERK Consulting in an amount not to exceed \$ 90,000 for additional professional services related to data collection and analysis of potential shared services between the City of Tacoma and Metro Parks and to provide recommendations and implementation of prioritized services and properties to be transferred.

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

**PUBLIC WORKS PURCHASING RESOLUTIONS** None

**SINGLE READING RESOLUTIONS**

**RESOLUTION NO. R13-21:** ADOPTING AN INTER-LOCAL AGREEMENT BY AND BETWEEN THE METROPOLITAN PARK DISTRICT OF TACOMA AND PORT OF TACOMA

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

Mr. Mayer commented that this ILA will allow for the Port of Tacoma to reimburse the Park District for a contract with a third party to assist in the joint work being done in concert with the JMAC to address the following

- Facilitating discussions on how to use the COVID-19 pandemic as a catalyst to identify and prioritize collaborative opportunities;
- Developing a “common language” and expectations between policy-makers and staff to enable JMAC to work more effectively and efficiently; and
- Developing a process that illustrates how multiple public jurisdictions can better serve the same community by better integrating projects and initiatives for greater collective impact and increased sustainability.

The Port of Tacoma Board will consider this action at their February 18<sup>th</sup> Board Meeting. Commissioner Smith stated that JMAC meets this Friday and will begin work on this project.

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

**SECOND READINGS RESOLUTIONS** None

**FIRST READING RESOLUTIONS** None

**RESOLUTION NO. RR14-21: ADOPTING REVISED DISTRICT FAMILIES FIRST CORONA VIRUS RESPONSE ACT POLICY**

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

Erwin Vidallon commented that this resolution will update the District’s Families First Coronavirus Response Act Policy. Staff noted this policy is administered in accordance with the FFCRA statute, regulations and evolving federal guidance. Mr. Vidallon indicated that even though the Emergency Paid Sick Leave (EPSL) officially ended when the Cares Act legislation ended December 31, 2020, organizations were given the opportunity to extend the use of the EPSL should they choose.

The proposed changes to the policy include:

1. Extending the employer-paid benefits in alignment with the national and/or state of emergency. The policy will continue to allow staff to use any remaining days of EPSL for reasons related to COVID-19, including if the employee is experiencing symptoms, to care for eligible individuals who is in isolation or quarantine, and to care for a child.
2. The proposed changes to the policy will also allow the use of the EPSL leave if employees experience adverse reactions to the vaccination.

Board members were reminded that full-time employees are eligible for up to 80 hours of EPSL, and part-time employees are entitled to EPSL equal to the number of hours they typically work during a two-week period. Any EPSL leave is available in addition to accrued leave already earned.

Being no additional comments, this resolution was moved to second reading on February 22<sup>nd</sup>.



**UNFINISHED BUSINESS** None

**NEW BUSINESS** None

**BOARD COMMENTS:**

Commissioner Pointer commented positively on the rock-climbing project at the Eastside/ First Creek site.

Commissioner Baines thanked staff and the Board for the proclamation read earlier in the meeting.

**ADJOURN:**

Being no further business, the meeting was adjourned at 6:30p.m.

**APPROVED:**

\_\_\_\_\_

President

\_\_\_\_\_

Clerk

Submitted by: Jennifer Bowman, Board Secretary

**MEMORANDUM**



TO: Board of Park Commissioners

THROUGH: Shon Sylvia, Executive Director

FROM: Marty Stump, Deputy Director of Planning  
Debbie Terwilleger, Director of Business Administration & Planning

SUBJECT: **PDZA Mechanical Upgrades – Final Acceptance of TMEC, LLC  
Contract#2019181Z/Bid J2019-17**

DATE: February 17, 2020

**EXECUTIVE SUMMARY:** This resolution authorizes final acceptance of TMEC, LLC Contract#2019181Z/Bid J2019-17.

**BACKGROUND:** A Scope Definition for PDZA Mechanical Upgrades was approved by the Capital Projects Group on 03/9/2018 and amendments on 10/18/2019 and 07/17/2020 with a total project budget of \$820,838.00 programmed for the PDZA Mechanical Upgrades Project. The PDZA Mechanical Upgrades project installed new boilers located in the Elephant Barn and the South Pacific Aquarium, assessed existing HVAC systems located in the Wild Wonders Outdoor Theatre, and completed upgrades based upon that assessment.

The bid opening was held on October 7, 2019. Six (6) bids were received and five (5) considered responsive.

TMEC, LLC submitted the low Base Bid in the amount of \$389,900.00 (not including WSST). Reference checks by staff confirmed that TMEC, LLC was a responsible contractor and performed quality work.

Staff recommended award of the Base Bid for a total amount of \$429,669.80 (including Washington State Sales Tax).

**FISCAL IMPACT:** The funds for this project were from 14UTGO PDZA, North Pacific Aquarium & Exhibits, Miscellaneous Capital Improvements.

**Funding:**

14UTGO PDZA, North Pacific Aquarium & Exhibits, Miscellaneous Capital Improvements	\$828,388.00
F349 TMEC, LLC ATP Fee	\$741.00
<u>1% for Art</u>	<u>-\$8,291.00</u>
<b>Total</b>	<b>\$820,838.00</b>

**Budget:**

Planning & Design Services	\$72,686.50
Construction (includes tax)	\$683,402.43
Other costs	\$11,879.24
<u>Contingency</u>	<u>\$52,869.83</u>
<b>Total</b>	<b>\$820,838.00</b>

**ADDITIONAL INFORMATION:** For additional information, please contact Debbie Terwilleger, Director of Business Administration & Planning at 253-305-1086, or Marty Stump, Deputy Director of Planning at 253-305-1078.

**METROPOLITAN PARK DISTRICT OF TACOMA**

**RESOLUTION NO. C15-21**

**PDZA MECHANICAL UPGRADES FINAL ACCEPTANCE OF TMEC, LLC.  
CONTRACT #2019181Z/ BID NO. J2019-17**

WHEREAS, the Board of Park Commissioners of the Metropolitan Park District of Tacoma desired to make upgrades to PDZA Mechanical systems; and;

WHEREAS, funds for the project consisted of 2014 Park Bond, North Pacific Aquarium & Exhibits, Miscellaneous Capital Improvements fund; and

WHEREAS; six (6) bids (Bid#: J2019-17) were received with five (5) being considered responsive; and

WHEREAS, the low Base Bid was submitted by TMEC, LLC, in the amount of \$389,900.00, was reviewed by contract compliance and considered a responsive bid; and

WHEREAS, at the meeting on October 28<sup>th</sup>, 2019 the Board of Park Commissioners approved the Board Resolution #PW65-19 Awarding the contract to TMEC, LLC for Mechanical Upgrades; and

WHEREAS, TMEC, LLC has completed the Mechanical Upgrades as specified and the work has been inspected and approved by staff; Now, therefore, be it

RESOLVED by the Board of Park Commissioners of the Metropolitan Park District of Tacoma to accept the TMEC, LLC Contract#2019181Z/Bid#J2019-17.

The foregoing resolution was adopted by the Board of Commissioners of the Metropolitan Park District of Tacoma at a regular meeting held on \_\_\_\_\_, 2021.

ATTEST:

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Clerk





## **MEMORANDUM**

TO: Board of Park Commissioners

THROUGH: Shon Sylvia, Executive Director

FROM: Marty Stump, Deputy Director of Planning  
Debbie Terwilleger, Director of Business Administration & Planning

SUBJECT: **PDZA Filtration Improvements – Final Acceptance of General Mechanical, Inc. Contract#2019187Z/Bid J2019-18**

DATE: February 17, 2020

**EXECUTIVE SUMMARY:** This resolution authorizes final acceptance of General Mechanical, Inc. Contract#2019187Z/Bid J2019-18.

**BACKGROUND:** A Scope Definition for PDZA Filtration Improvements was approved by the Capital Projects Group on 12/02/2016 and amendment on 11/1/2019 with a total project budget of \$1,060,506.00 programmed for the PDZA Filtration Improvements Project. This project involved the Life Support Filtration improvements for the Aquarium, Polar Bear, and Rocky Shores. The work included under this contract was originally encompassed in the Seawater Supply Project but was broken out into a separate project. The following were specific improvements defined in the Final Scope of this Filtration Improvements project:

- **Rocky Shores (Excluding Polar Bear Exhibit):** Address the upgrade and improvement needs as identified in a 2013 report prepared by TJP Engineers, including but not limited to the Sand Filters, Vertical Pumps, FRP Pumps, Butterfly Valves in Filtration Piping, Butterfly Valves in Seawater Intake Piping, Stark Valves, Electric Valve Actuators, Check Valves, Deaeration Towers, Foam Fractionators, Pressure Sensors, Chillers, Air Compressors, HVAC System, Electrical Service Board, and Automated LSS Control Systems.
- **Phasing:** All work required phasing as necessary and other provisions in order to ensure that life support and filtration systems remain online throughout.

The work of the contract consisted of the installation of new foam fractionators provided as “owner furnished, contractor installed”; the fabrication and installation of an access platform, and; all associated concrete, plumbing, and electrical work indicated in the contract plans and specifications.

The bid opening was held on October 3, 2019. Three (3) bid proposals were received; all were considered responsive. General Mechanical, Inc. submitted the low Base Bid in the amount of \$587,855.00 (not including WSST). Reference checks by staff confirmed that General Mechanical, Inc. is a responsible contractor and performs quality work.

The project was inspected by staff and was completed as specified. The final contract amount was \$651,912.34 including sales tax.

**FISCAL IMPACT:** The funds for this project are from 2014 UTGO PDZA, North Pacific Aquarium & Exhibits, Seawater Systems, 2014 UTGO PDZA, North Pacific Aquarium & Exhibits, Rocky Shores Exhibit, 2014 UTGO PDZA, Miscellaneous Capital Improvements the 2014 UTGO Bond Funds, PDZA Seawater Systems, Rocky Shores Exhibit and Misc. Capital Improvements.

**Funding:**

2014 UTGO Bond PDZA – Seawater Systems	\$795,889.00
2014 UTGO Bond PDZA – Rocky Shores Exhibit	\$134,645.00
2014 UTGO Bond PDZA – Misc Capital Improvements	\$136,000.00

<u>1% To District Art Fund</u>	(\$6,028.00)
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<b>Total</b>	<b><u>\$1,060,506.00</u></b>
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**Budget:**

Planning & Design Services	\$32,596.97
Construction (includes tax)	\$741,669.00
Capitalized Equipment	\$260,201.06
Other costs	\$2,025.34
<u>Contingency</u>	<u>\$24,013.63</u>
<b>Total</b>	<b>\$1,060,506.00</b>

**ADDITIONAL INFORMATION:** For additional information, please contact Debbie Terwilleger, Director of Business Administration & Planning at 253-305-1086 or Marty Stump, Deputy Director of Planning at 253-305-1078.

**METROPOLITAN PARK DISTRICT OF TACOMA**

**RESOLUTION NO. C16-21**

**PDZA FILTRATION IMPROVEMENTS FINAL ACCEPTANCE OF  
GENERAL MECHANICAL, INC.  
CONTRACT #2019187Z/ BID NO. J2019-18**

WHEREAS, the Board of Park Commissioners of the Metropolitan Park District of Tacoma desired to improve the Filtration Systems in use at the Point Defiance Zoo & Aquarium; and

WHEREAS, funds for the project were provided by 2014 UTGO PDZA, North Pacific Aquarium & Exhibits, Seawater Systems, Rocky Shores Exhibit, and Miscellaneous Capital Improvements; and

WHEREAS, three (3) bids (Bid# J2019-18) were received with all three (3) being considered responsive; and

WHEREAS, the low base bid submitted by General Mechanical, Inc., in the amount of \$587,855 (not including WSST), was reviewed by contract compliance and considered a responsive bid; and

WHEREAS, at the meeting on November 25, 2019 the Board of Park Commissioners approved the Board Resolution #PW74-19 Awarding the contract to General Mechanical, Inc. for improvements to the Filtration systems; and

WHEREAS, General Mechanical, Inc. has completed the Filtration Improvements as specified and the work has been inspected and approved by staff; Now, therefore, be it

RESOLVED by the Board of Park Commissioners of the Metropolitan Park District of Tacoma to accept the General Mechanical, Inc. Contract#2019187Z/Bid#J2019-18.

The foregoing resolution was adopted by the Board of Commissioners of the Metropolitan Park District of Tacoma at a regular meeting held on \_\_\_\_\_, 2021.

ATTEST:

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Clerk







**MEMORANDUM**

TO: Board of Park Commissioners

THROUGH: Shon Sylvia, Executive Director

FROM: Marina Becker, Director of Parks and Recreation Department

SUBJECT: Purchasing Resolution

DATE: February 16, 2021

**EXECUTIVE SUMMARY:** This resolution authorizes 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 for purchase and/or acquisition:

<u>Item Number</u>	<u>Proposed Vendor</u>	<u>Proposed Purchase</u>	<u>Price (Without Sales Tax)</u>
1.	Tournesol Siteworks	Site Furnishings	Not to exceed \$83,000.00
2.	Seattle’s Finest Security & Traffic Control	Contract Amendment # 1 for Scope B Security Services	\$ 500,000 for total contract amount not to exceed \$774,486.00

Item No. 1

<b>VENDOR</b>	Tournesol Siteworks
<b>GOODS OR SERVICES</b>	MPT Standard site furnishing production and delivery
<b>PRICE</b>	Not to exceed \$83,000.00 including Washington State Sales Tax
<b>SOURCE OF FUNDING</b>	2021 Parks and Recreation Department Operating Funds
<b>CONTACT</b>	Marina Becker (253) 305-1024

**BACKGROUND:** The Equity Emphasis Team project identified the need for site furnishing upgrades to several of Metro Parks Tacoma’s community and neighborhood parks. The existing site furniture and garbage can receptacles are at the end of their life cycle. This purchase

enhances the improvements already performed/planned for these spaces by replacing all of the picnic tables and benches with our MPT standard steel surface mount furniture including new recycled plastic slats. This site furniture will be placed at the following parks; Cloverdale, Sawyer, Wapato Hills, Oakland/Madrona and Ryan's.

Tournesol Siteworks is the manufacturer of and sole source for the MPT standard site furnishings. Metro Parks desires uniformity in our parks for efficiency in maintenance and repairs and to enhance appearance. These products are unique to Tournesol, there are no other manufacturers of these site furnishings that meet the MPT standard.

**FISCAL IMPACT:** Funds are budgeted in the 2021 department operating budgets.

**ADDITIONAL INFORMATION:** For additional information, please contact Marina Becker at (253) 305-1024.

Item No.2

<b>VENDOR</b>	Seattle's Finest Security & Traffic Control
<b>GOODS OR SERVICES</b>	Security Services
<b>PRICE</b>	Amendment # 1 - \$500,000.00 for 2021 & 2022
<b>SOURCE OF FUNDING</b>	Parks and Recreation Department Operating Funds
<b>CONTACT</b>	Marina Becker- (253)305-1024

**BACKGROUND:** A request for bids was advertised on October 16, 2020 and October 23, 2020 and we received four proposals. A panel comprised of staff from Parks & Recreation and ZEED independently reviewed the proposals and ranked all four that were received. The proposals contained two scopes of service, Scope A for PDZA and Scope B for Parks & Recreation. On November 24, 2020 two companies were interviewed; Seattle's Finest and Allied Universal Security. Seattle's Finest was ranked as number one by reviewers based on their experience in similar facilities of size and type, their pricing, electronic monitoring technology, and the resumes of their key employees.

Seattle's Finest has served the northwest since 2002 and provides traffic control, armed and unarmed uniform security for construction sites, retail locations, parking garages, hospitals, and sporting events. Currently they have slightly over seven hundred officers working more than one thousand jobs per month.

This amendment # 1 is for Scope B which covers the security needs for the Parks and Recreation Department. Service encompasses security officers patrolling and securing parks and facilities district wide including guard services as needed.

**FISCAL IMPACT:** Funds are budgeted in the 2021-2022 department operating budgets.

February 2021	Original Contract - ZEED Scope A	\$274,486.00 for 2021 & 2022
February 2021	Amendment # 1 – Parks & Recreation Scope B	\$500,000.00 for 2021 & 2022

**ADDITIONAL INFORMATION:** for additional information, please contact Marina Becker at 253-305-1024.

**METROPOLITAN PARK DISTRICT OF TACOMA**

**PURCHASING RESOLUTION NO. P15-21**

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

WHEREAS, the Board of Park Commissioners have established polices governing the purchase of good and services for Metro Parks Tacoma through the adoption of Resolution No. RR21-15, Authorizing Amendment of Purchasing Policy for Metropolitan Parks 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 Commissioners of the Metropolitan Park District of Tacoma at a regular meeting held on \_\_\_\_\_, 2021.

ATTEST:

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Clerk

**Exhibit A**  
**to**  
**PURCHASING RESOLUTION NO. P15-21**

Item No. 1

<b>VENDOR</b>	Tournesol Siteworks
<b>GOODS OR SERVICES</b>	MPT Standard site furnishing production and delivery
<b>PRICE</b>	Not to exceed \$83,000.00 including Washington State Sales Tax
<b>SOURCE OF FUNDING</b>	2021 Parks and Recreation Department Operating Funds
<b>CONTACT</b>	Marina Becker- (253)305-1024

Item No. 2

<b>VENDOR</b>	Seattle's Finest Security & Traffic Control
<b>GOODS OR SERVICES</b>	Security Services
<b>PRICE</b>	Amendment # 1 - \$500,000.00 for 2021 & 2022
<b>SOURCE OF FUNDING</b>	2021 & 2022 Parks and Recreation Department Operating Funds
<b>CONTACT</b>	Marina Becker- (253)305-1024





**MEMORANDUM**

TO: Board of Park Commissioners

THROUGH: Shon Sylvia, Executive Director

FROM: Mary Stump, Deputy Director of Planning  
Debbie Terwilleger, Director of Business Administration and Planning

**SUBJECT: Approving Two Easements from City of Tacoma at Melanie La Plant Dressel Park for the Ability to Install, Construct, Operate, Inspect, Maintain, Remove, Repair or Replace Easement Improvements**

DATE: February 16, 2021

**EXECUTIVE SUMMARY:** Approval of a resolution is requested granting an easement to Metro Parks Tacoma from the City of Tacoma and authorizing the Executive Director to negotiate and sign said easement.

**CAPITAL IMPROVEMENT COMMITTEE RECOMMENDATION:** This resolution was reviewed by the Capital Improvement Committee at their meeting on February 10, 2021 and through follow up correspondence, with a recommendation to forward the action on to the full Board for approval.

**BACKGROUND:** In 2020 Metro Parks acquired property on the Thea Foss Waterway for the development of Melaine La Plant Dressel Park. In order to make planned park improvements, two easements were needed to be requested from the City of Tacoma on property abutting the north property boundary of Melanie La Plant Dressel Park. This request is to provide a non-exclusive perpetual easement to install, construct, operate, inspect, maintain, remove, repair, and replace park and sewer system improvements (Easement Improvements). This work should minimally impact the site and the City will provide routine operation and maintenance on the sewer under the terms of this agreement.

The Easement Area is as described within City of Tacoma Easement No. 4526

**FISCAL IMPACT:** There is no dollar value attached to the granting of this easement.

**ADDITIONAL INFORMATION:** For additional information, please contact Debbie Terwilleger, Director of Business Administration and Planning at (253) 305-1086 or Marty Stump, Deputy Director of Planning at (253)-305-1078.



**METROPOLITAN PARK DISTRICT OF TACOMA**

**RESOLUTION NO. R18-21**

**APPROVING TWO EASEMENTS FROM CITY OF TACOMA AT  
MELANIE LA PLANT DRESSEL PARK FOR THE ABILITY TO INSTALL,  
CONSTRUCT, OPERATE, INSPECT, MAINTAIN, REMOVE, REPAIR OR  
REPLACE EASEMENT IMPROVEMENTS**

WHEREAS, the Board of Park Commissioners of the Metropolitan Park District of Tacoma desires to construct improvements to Melanie La Plant Dressel Park; and

WHEREAS, in order to complete said improvements Metro Parks Tacoma requires additional park space and the construction of a sewer line (Easement Improvements) on City of Tacoma property adjacent to the park property; and

WHEREAS; the proposed easement permits the Metro Parks to install, construct, operate, inspect, maintain, remove, repair and replace the Easement Improvements; Now, therefore, be it

RESOLVED by the Board of Park Commissioners of the Metropolitan Park District of Tacoma to approve the granting of park and utility easements described within City of Tacoma Easement No. 4526 and as shown on EXHIBITS 'A' and 'B', and that the Executive Director be authorized to negotiate and sign said easement on behalf of the Board.

The foregoing resolution was adopted by the Board of Park Commissioners of the Metropolitan Park District of Tacoma at a regular meeting held on \_\_\_\_\_2021.

\_\_\_\_\_

President

ATTEST:

\_\_\_\_\_

Secretary

\_\_\_\_\_

Clerk

## **EXHIBIT “A”**

### **City of Tacoma Property**

THE SOUTH HALF OF LOT 12, ALL OF LOTS 13 AND 14, AND THE NORTH HALF OF LOT 15, BLOCK 62, ACCORDING TO THE OFFICIAL MAP OF TACOMA TIDELANDS, FILED IN THE OFFICE OF THE COMMISSIONER OF PUBLIC LANDS AT OLYMPIA, WASHINGTON SEPTEMBER 3, 1895.

ALL SITUATE IN THE SOUTHEAST QUARTER OF THE NORTHWEST QUARTER OF SECTION 04, TOWNSHIP 20 NORTH, RANGE 03 EAST OF THE W.M., WITHIN THE CITY OF TACOMA, COUNTY OF PIERCE, STATE OF WASHINGTON.

## EXHIBIT "A-1"

### EASEMENT LEGAL DESCRIPTION

#### PARK EASEMENT DESCRIPTION



THE SOUTH 20 FEET OF THE NORTH HALF OF LOT 12 IN BLOCK 62, ACCORDING TO THE OFFICIAL MAP OF THE TACOMA TIDE LANDS, FILED IN THE OFFICE OF THE COMMISSIONER OF PUBLIC LANDS AT OLYMPIA, WASHINGTON, 3 SEPTEMBER 1895.

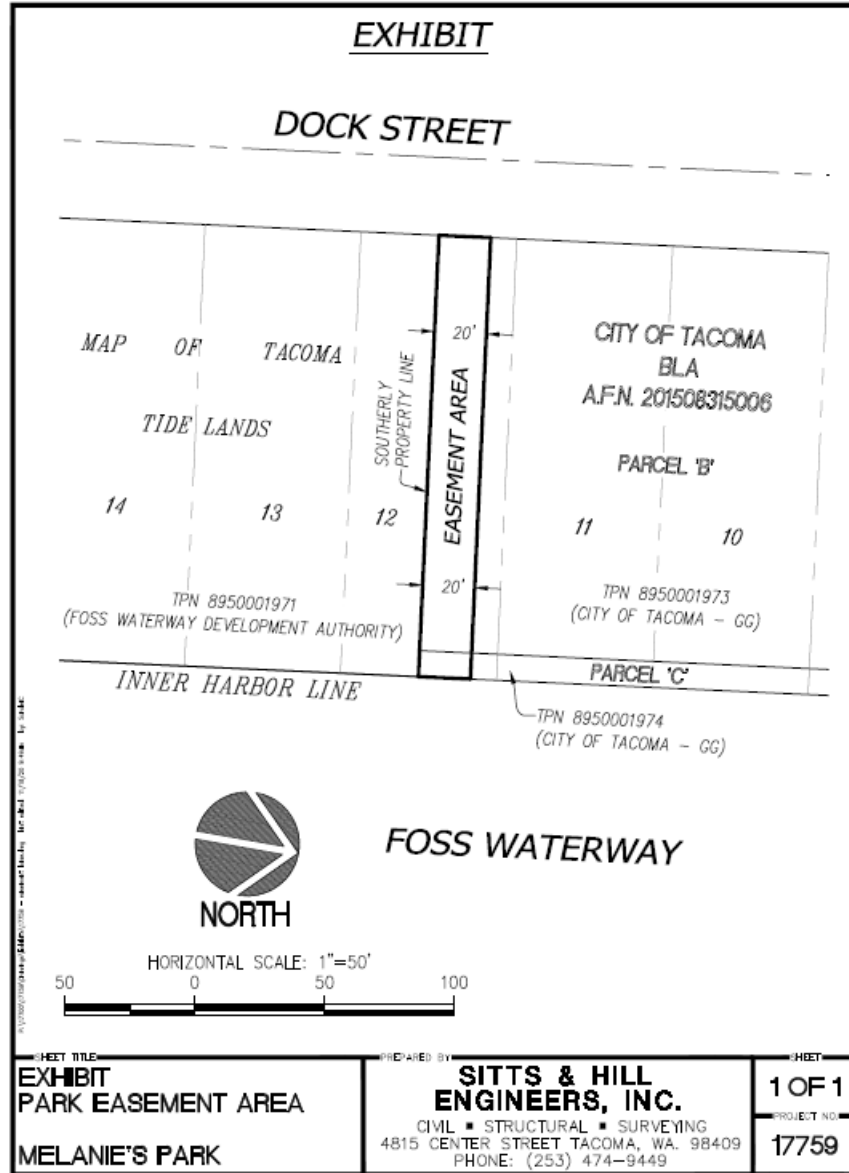


MICHAEL A. MCEVILLY, P.L.S.  
WASHINGTON STATE REGISTRATION NO. 44639

SITTS & HILL ENGINEERS, INC.  
4815 CENTER STREET  
TACOMA, WASHINGTON 98409  
TELEPHONE: (253) 474-9449

# EXHIBIT "A-2"

## EASEMENT AREA DEPICTION Park Easement



# EXHIBIT "B-1"

## EASEMENT LEGAL DESCRIPTION

### SEWER EASEMENT DESCRIPTION



THE SOUTH 13.08 FEET OF THE WEST 12.50 FEET OF LOT 11 AND THAT PORTION OF THE WEST 12.50 FEET OF LOT 12 LYING NORTH OF THE SOUTH 20 FEET OF THE NORTH HALF THEREOF, ALL IN BLOCK 62, ACCORDING TO THE OFFICIAL MAP OF THE TACOMA TIDE LANDS, FILED IN THE OFFICE OF THE COMMISSIONER OF PUBLIC LANDS AT OLYMPIA, WASHINGTON, 3 SEPTEMBER 1895.

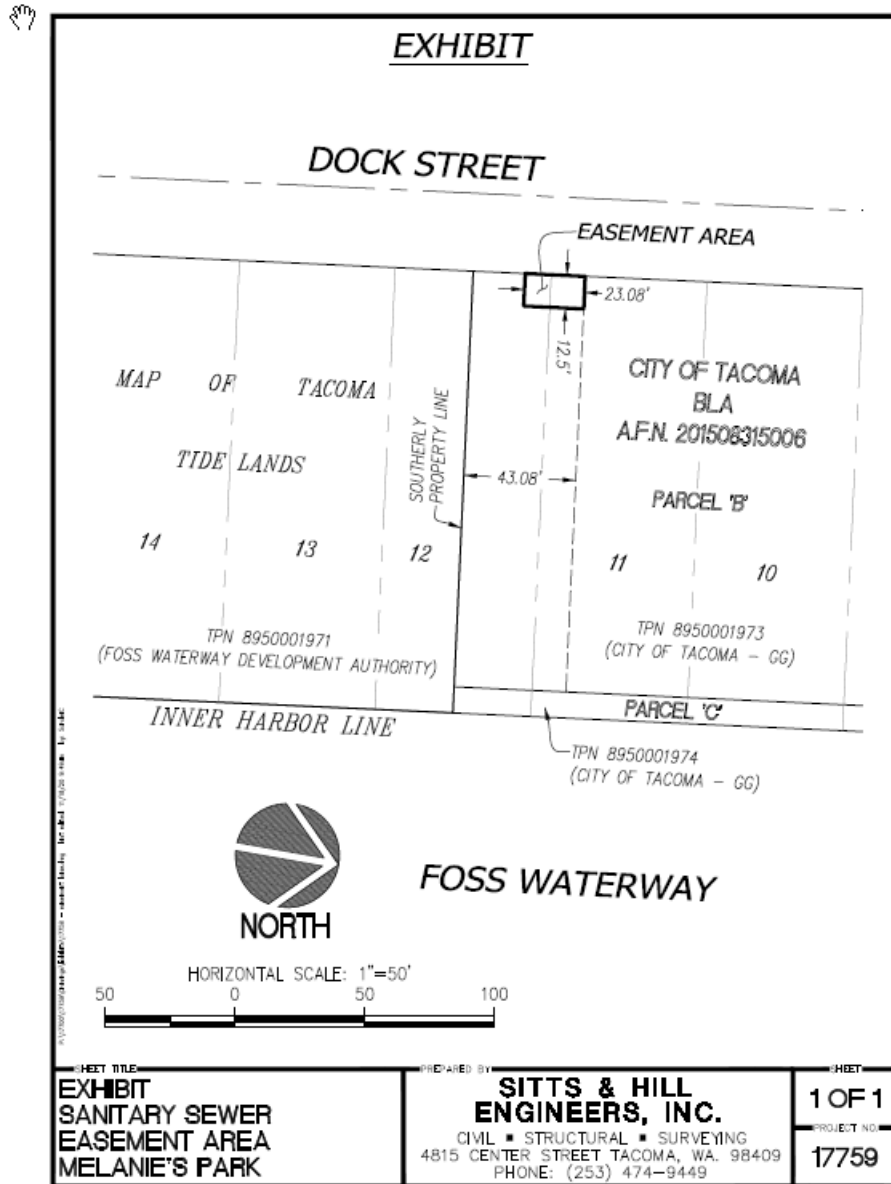


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# EXHIBIT "B-2"

## EASEMENT AREA DEPICTION Sewer Easement







## **MEMORANDUM**

TO: Board of Park Commissioners

FROM: Shon Sylvia, Executive Director

**SUBJECT: Renaming Franklin Park as Senator Rosa Franklin Park**

DATE: February 17, 2021

**EXECUTIVE SUMMARY:** In recognition of the lack of public spaces named for people of color and in celebration of the inspiring achievements of one of this city’s residents and former government official, the Park Board has determined to rename Franklin Park in honor of Senator Rosa Franklin. Senator Franklin was a major supporter of the park district and was the first African American woman elected to the Washington State Senate. She was a tireless advocate for healthcare and social justice in Tacoma and is worthy of this level of recognition.

**BACKGROUND:** In 1937 the West End Playground Association donated a substantial plot of land to Metro Parks Tacoma for “perpetual public park and playground”. Extending from Lawrence Street to Puget Sound Ave and from South 12<sup>th</sup> to South 16<sup>th</sup> Street, this new community feature was named Franklin Park due to its proximity to Franklin Elementary School. The land had been considered for a park as early as 1909 but it wasn’t until the 1930s that it was developed into a formal recreation site. Today, Franklin Park encompasses more than 20 acres and hosts multiple playfields, playground, picnic shelter and restrooms, and a sprayground in addition to a community garden

Board members have discussed the potential of renaming Franklin Park for Senator Rosa Franklin and in recognition of Black History Month wish to honor this local resident who has made a significant impact on Tacoma through her advocacy in the State legislature.

The Metro Parks policy governing the naming and renaming of parks, recreation areas, facilities and features enumerates specific guidelines for appropriate park names. One of the criteria is:

“Consideration may be given to an outstanding individual who has given a substantial and lasting contribution to Metro Parks Tacoma, the City of Tacoma, or the State of Washington.”

Senator Franklin is without question an outstanding individual, a person who forged a path for herself through adversity and built connections to forward the causes of social justice, healthcare, and racial equity in Tacoma and throughout Washington State.

Senator Rosa Gourdine Franklin has made her home in Tacoma since the 1950s, moving here after her husband was stationed at Fort Lewis. Senator Franklin turned to politics after a 42 year career as a nurse where she cared for everyone from wounded veterans to disabled children, newborns, and women from all walks of life. She put her dedication to community health to work on the political scene beginning in



1990 when she served in the House of Representatives on behalf of Tacoma's 29th District. In January 1993 she was appointed to the Senate, filling the remainder of late Senator A.L. "Slim" Rasmussen's term, and was elected to that seat in November 1993. She was not only the first African American woman (and only the fourth African American of either gender) to serve in the Senate, but secured her legacy as the first African American woman to be elected to that position, serving until her retirement in 2012.

Senator Franklin was also the first African American to be selected for the post of Washington State Senate President Pro Tempore, responsible for presiding over the chamber in the absence of the Lieutenant Governor and wielding the gavel to direct proceedings. She was the first African American woman to hold that position in any of the 50 states.

During her time in the Senate, Rosa Franklin supported funding multiple programs and capital projects for the park district. She advocated for safe and healthy communities in Tacoma, working on bills to promote education, affordable housing, trauma care, law enforcement reform, and environmental equity. Her legacy as a breaker of barriers, a builder of bridges, and a dedicated public servant live on in the hearts of her Senate colleagues as well as in the community organizations and charitable groups she continues to support.

Franklin Park, located in central Tacoma, was named for the nearby Franklin Elementary School, founded in 1889 as Franklin School, named for the famous statesman and inventor Benjamin Franklin. It is fitting to rename this park in honor of Senator Rosa Franklin due to her groundbreaking role as the first African American woman in the state Senate and as an advocate for healthy communities, including adequate education and housing. Like Benjamin Franklin, she challenged the conventions of her day and pushed those around her to broaden their minds and expand their sense of what was possible.

Rosa Franklin's work with children in the Hilltop area during her time as a nurse illustrates her dedication to the youth of this part of town even before she formally entered public service. That commitment is reflected in the important role this park serves as a place for youth sports, a sprayground for children of all ages, and in the hosting of family celebrations that are the cornerstone of any neighborhood gathering space.

**FISCAL IMPACT:** The park sign will be replaced, additional interpretive signage highlighting Senator Franklin will be created and Communications staff will facilitate updates to Metro Parks' website and official inventory listing.

**ADDITIONAL INFORMATION:** For additional information, please contact Debbie Terwilleger, Director of Business, Administration, and Planning; [debbiet@tacomaparks.com](mailto:debbiet@tacomaparks.com).

**METROPOLITAN PARK DISTRICT OF TACOMA**  
**RESOLUTION NO. R19-21**  
**RENAMING OF FRANKLIN PARK TO SENATOR ROSA FRANKLIN PARK**

WHEREAS, "the Social Pillar of Sustainability from the Metropolitan Park District of Tacoma's Strategic Master Plan calls for Metro Parks Tacoma (MPT) to "inspire our community and achieve equity in our parks, programs, service delivery, decision-making, and community engagement"; and

WHEREAS, the Park Board of Commissioners desire to expand MPT's commitment to social equity and carry forward the work outlined in the Anti-Racism Resolution (Resolution No. R32-20); and

WHEREAS, the Board of Park Commissioners has a policy governing the naming and renaming of parks, recreation areas, facilities and features enumerates specific guidelines for appropriate park names; and

WHEREAS, one of the criteria is that "consideration may be given to an outstanding individual who has given a substantial and lasting contribution to Metro Parks Tacoma, the City of Tacoma, or the State of Washington; and

WHEREAS, persons of color have provided significant contributions to the City of Tacoma that have not been adequately recognized to date; and

WHEREAS, Senator Rosa Franklin, a longtime Tacoma resident, was the first African American woman in the Washington State Senate and advocated for healthcare, affordable housing, environmental equity, and social justice in Tacoma and across the state; now therefore, be it

RESOLVED that in support of black history month, the Board of Park Commissioners of the Metropolitan Park District of Tacoma approves the official renaming of Franklin Park to Senator Rosa Franklin Park.

The foregoing resolution was adopted by the Board of Commissioners of the Metropolitan Park District of Tacoma at a regular meeting held on \_\_\_\_\_, 2021.

ATTEST: President\_\_\_\_\_

Secretary\_\_\_\_\_ Clerk\_\_\_\_\_





**MEMORANDUM**

TO: Board of Park Commissioners

THROUGH: Shon Sylvia, Executive Director

FROM: Erwin Vidallon, Chief Financial Officer  
Debbie Terwilleger, Director of Business Administration & Planning

**SUBJECT: Families First Coronavirus Response Act (FFCRA) Policy (552.008)**

DATE: February 8, 2021

**EXECUTIVE SUMMARY:** The Families First Coronavirus Response Act, approved by Congress and the President in spring 2020 as the impacts of the pandemic grew, provides temporary protected leave and employer-paid leave benefits for absences arising from the COVID-19 outbreak. The District adopted a policy that implemented the federal standards, but the policy had an end date of December 31, 2020. MPT's Organizational Development and Human Resources (ODHR) team recommends extending of this policy in alignment with the national and/or state of emergency, which is endorsed by MPT's Executive Cabinet.

**BACKGROUND:** This policy is administered in accordance with the FFCRA statute, regulations and evolving federal guidance. Even though the Emergency Paid Sick Leave (EPSL) officially ended when the Cares Act legislation ended December 31, 2020, organizations were given the opportunity to extend the use of the EPSL should they choose.

The proposed changes to the policy include:

1. Extending the employer-paid benefits in alignment with the national and/or state of emergency. The policy will continue to allow staff to use any remaining days of EPSL for reasons related to COVID-19, including if the employee is experiencing symptoms, to care for eligible individuals who is in isolation or quarantine, and to care for a child.
2. The proposed changes to the policy will also allow the use of the EPSL leave if employees experience adverse reactions to the vaccination.

Full-time employees are eligible for up to 80 hours of EPSL, and part-time employees are entitled to EPSL equal to the number of hours they typically work during a two-week period. Any EPSL leave is available in addition to accrued leave already earned.

**FISCAL IMPACT:** This employer-paid leave was mandated by the federal government and applies to nearly every employee. MPT is strongly recommending continuing to make the EPSL leave available to all staff in alignment with the national and/or state of emergency. However, it is impossible to predict

how many employees will need to use either of these leave options, or for how long. Each MPT Department will cover the cost of its respective employees utilizing this leave, just as they do with other forms of leave, including sick leave.

**ADDITIONAL INFORMATION:** Should you have questions or require additional information please contact Erwin Vidallon, Chief Financial Officer at 360-970-9482 or [erwinv@tacomaparks.com](mailto:erwinv@tacomaparks.com).

**METROPOLITAN PARK DISTRICT OF TACOMA**  
**RESOLUTION NO. RR14-21**  
**ADOPTING REVISED DISTRICT FAMILIES FIRST**  
**CORONAVIRUS RESPONSE ACT POLICY**

WHEREAS, the Board of Park Commissioners recognizes the importance of aligning district policy with Federal and State laws and regulations; 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 United States Congress and President approved the Families First Coronavirus Response Act (FFCRA) to provide temporary protected leave and paid leave benefits for certain absences beginning April 1, 2020; and

WHEREAS, while Metro Parks Tacoma already provides paid sick leave to employees, the FFCRA expands eligibility and benefits in response to the COVID-19 pandemic; and

WHEREAS, the policy being brought forward has been thoroughly reviewed by staff, legal counsel, and the union steward in order to provide clear direction for application; 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 update Policy 552.008 Families First Coronavirus Response Act 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

**FAMILIES FIRST CORONAVIRUS RESPONSE ACT POLICY**

<b>Policy No.:</b> 552.008	<b>Resolution No.:</b> RR40-20	<b>Date Approved:</b> 10/12/20		<b>Supersedes the following Resolutions &amp; Policies:</b>
<b>Date procedures adopted by the Executive Director:</b>			<b>Procedure revision date:</b>	<b>Procedures approved by the Executive Director:</b>

**POLICY:** (Adopted by the Board of Park Commissioners)

**Purpose:** This policy provides temporary protected leave and paid leave benefits for certain absences arising from the COVID-19 outbreak in accordance with the federal Families First Coronavirus Response Act (FFCRA). The benefits available under this policy are available beginning on April 1, 2020. This policy will be administered in accordance with the FFCRA statute, regulations, and federal guidance. The FFCRA provides for two categories of leave. The first expands existing FMLA coverage to provide up to 12 weeks of partially-paid Public Health Emergency Leave (“PHEL/FMLA”) for eligible employees forced to miss work due to closure of their child’s school or the unavailability of the child’s childcare provider for reasons related to COVID-19. The second provides up to 10 days of Emergency Paid Sick Leave (“EPSL”) for various reasons related to the COVID-19 outbreak. Details regarding each category of leave are provided in the sections below.

**Policy Requirements:**  
Section I.

**Public Health Emergency Leave (PHEL/FMLA)**

- A. **Eligibility.** Employees who have worked for Metro Parks Tacoma for at least 30 calendar days are eligible for PHEL/FMLA leave. An employee need not meet the eligibility requirements for regular FMLA (12 months of employment and 1250 hours worked in the prior year) to be eligible for PHEL/FMLA.
- B. **Leave Entitlement.** An eligible employee may take up to 12 weeks of protected leave if the employee is unable to work, or telework, based on a need to care for the employee’s child under age 18 because the child’s school or place of care has been closed, or the child’s child care provider is unavailable due to a public health emergency. A public health emergency means an emergency with respect to COVID-19 declared by a federal, state, or local authority. Per federal regulations, this leave is not available if another suitable individual is available to provide care. PHEL/FMLA may be taken intermittently only if approved by Metro Parks Tacoma. PHEL/FMLA is part of an employee’s regular FMLA leave entitlement. Accordingly, if an employee has already used FMLA for other purposes during the FMLA leave year, the amount of available PHEL/FMLA will be reduced by the amount of FMLA leave already taken. PHEL/FMLA leave will be available through December 31, 2020.
- C. **Partial Pay Entitlement.** The first 10 days of PHEL/FMLA will be unpaid, although employees may elect to use accrued leave or Emergency Sick Leave during this period. For leave beyond the first 10 days, Metro Parks Tacoma will pay two-thirds of the employee’s regular pay. Pay is calculated based on the number of hours an employee would otherwise have been scheduled to work. For employees with variable hours, hours will be determined based on the average number of hours scheduled over the six-month period preceding the leave (including paid leave hours) or on a reasonable expectation at the time of hire as to the hours per day the employee would normally be scheduled to work. Employees may elect to supplement the PHEL/FMLA paid benefit with their accrued leave.
- D. **Notification and Verification.**
  - 1. Employees who need to take PHEL/FMLA leave should notify Human Resources as soon as practicable after the need for leave arises. Under the law, an employee seeking PHEL/FMLA leave must provide the following:
    - a) the employee’s name;
    - b) the date(s) for which leave is requested;
    - c) qualifying reasons for the leave;

- d) the name of the child(ren) being cared for and ages; (if over age 14, a statement that special circumstances exist to require the employee to provide care)
  - e) the name of the school(s) or childcare provider(s) that has/have closed or become unavailable; and
  - f) a representation that no other suitable person will be caring for the child while PHEL-FMLA leave is being used.
- E. This policy will be administered consistent with Metro Parks Tacoma's existing Family and Medical Leave (FMLA) policy, except as modified by the FFCRA.

Section II

**Emergency Paid Sick Leave**

- A. **Eligibility.** All employees of Metro Parks Tacoma are eligible for up to 80 hours of Emergency Paid Sick Leave (EPSL). EPSL may be fully paid or partially paid, depending on the reason for taking leave (as follows).
- B. **Covered Reasons for Using EPSL:** Employees are entitled to use EPSL when they are unable to work, or telework, for any of the following reasons:
1. The employee is subject to a federal, state, or local quarantine or isolation order related to COVID-19. This includes a shelter-in-place or stay-at-home order issued by federal, state or local government if the order precludes the employee from working; an employee who is able to telework or who is not covered by the order (e.g., those performing essential services as defined by the applicable order) would not be eligible to take leave for this reason.
  2. The employee has been advised by a health care provider or Metro Parks Tacoma to self-quarantine due to concerns related to COVID-19.
  3. The employee is experiencing symptoms of COVID-19 and is seeking a medical diagnosis or is experiencing adverse reactions to the vaccination.
  4. To care for an individual who is self-isolating for one of the reasons described in (1) or (2) above. The individual needing care must be the employee's immediate family member, a person who regularly resides in the employee's home, or a similar person with whom the employee has a relationship that creates an expectation that the employee would care for the person if he or she were quarantined or self-quarantined.
  5. To care for the employee's child under age 18 due to closure of the child's school or unavailability of the child's childcare provider due to COVID-19 precautions. A "child" is defined the same as under the FMLA; *i.e.*, a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis who is either under 18 years of age or is 18 years of age or older and "incapable of self-care because of a mental or physical disability" at the time leave is to commence.
  6. The employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services in consultation with the Secretary of the Treasury and the Secretary of Labor.
- C. **Paid Leave Entitlement.** Full-time employees are entitled to up to 80 hours of EPSL Leave. Part-time employees are entitled to EPSL equal to number of hours they typically work over a two-week period. For employees with variable hours, hours will be determined based on the average number of hours scheduled over the six-month period preceding the leave (including paid leave hours) or on a reasonable expectation at the time of hire as to the hours per day the employee would normally be scheduled to work. Any EPSL Leave available under this policy is in addition to accrued leave to which an employee was already entitled under existing Metro Parks Tacoma policies or labor agreements.
- D. **Reduced Benefit for Certain Leaves; Cap on Sick Leave Amount.** Where EPSL is taken for reasons (1), (2), or (3) above (which cover leave due to the employee's own health or quarantine), the paid sick leave benefit is equal to the employee's regular rate of pay for the missed work time, provided that EPSL is capped at \$511 per day and \$5,110 in the aggregate when leave is taken for these reasons. Where leave is taken for reasons (4), (5), or (6) above (to care for another, to care for a child due to a school closure or unavailability of childcare, or where the employee is experiencing a substantially similar condition), the paid sick leave benefit is two-thirds of the employee's regular rate of pay, provided that EPSL is capped at \$200 per day and \$2,000 in the aggregate when leave is taken for one of these reasons. When utilizing the leave for reasons (4), (5), or (6) employees may elect to supplement the EPSL paid benefit with their accrued leave.
- E. **Use of Paid Sick Leave; Sequencing with Other Leave; Intermittent Use.** Employees may access EPSL for a covered reason before exhausting other accrued leaves. If an absence is covered



by this Emergency Paid Sick Leave policy and the PHEL/FMLA policy above, the employee may elect to use EPSL during the first 10 days of PHEL/FMLA in order to remain in paid status. If an employee is using EPSL intermittently due to a closure of a child's school or unavailability of the childcare provider, the employee may take leave intermittently only with the Metro Parks Tacoma's approval. An employee may also use EPSL intermittently with Metro Parks Tacoma's approval if unable to telework his/her normal schedule of hours due to a qualifying reason (for example, if an employee can telework in the morning, but needs to care for a child in the afternoon due to a school closure). Per federal regulations, where an employee is not teleworking, intermittent use of EPSL is not permitted when leave is taken for reasons (1), (2), (3), (4), or (6) above. In such cases, Emergency Sick Leave must be taken in full-day increments and once leave is initiated for one of these reasons, the employee must continue to use EPSL until either (i) the full amount of EPSL has been used; or (ii) the employee no longer has a qualifying reason for taking EPSL. The Department of Labor has explained that this requirement is imposed because if an employee is actually or possibly sick with COVID-19, or is caring for someone who is sick or possibly sick with COVID-19, the intent of the law is to provide paid leave to prevent the spread of the virus.

- F. **Carryover; Termination of Benefit.** The EPSL benefit will be in alignment with and expire based off of the national and/or state of emergency expires on December 31, 2020; any unused EPSL will not be carried over to the next calendar year or merged into other leave banks. Additionally, the entitlement to EPSL ceases beginning with the employee's next scheduled work shift immediately following the termination of the need for paid sick leave. However, to the extent an employee subsequently needed additional time off for another covered reason prior to December 31, 2020, the employee could use any remaining EPSL.
- G. **Notification.** An employee who needs to take EPSL should notify their supervisor as soon as practicable. After the first workday (or portion thereof) that an employee takes EPSL, the employee must follow the notice requirements required for use of regular sick leave
- H. **Verification.** An employee requesting EPSL must: specify the qualifying reason for requesting leave; state that the employee is unable to work or telework, for that specified reason; and provide the date(s) for which leave is requested. Depending on the type of leave taken, the employee must provide the following additional information to substantiate the leave request:
  - 1. Where leave is taken due to the recommendation of a health care provider to self-quarantine, the name of the health care provider making the recommendation; or
  - 2. Where leave is taken due to a school closure or unavailability of a childcare provider: (1) the name of the child(ren) being cared for; (2) the name of the school(s) or childcare provider(s) that has/have closed or become unavailable; and (3) a representation that no other suitable person will be caring for the child while EPSL is being used.