



REGULAR PARK BOARD MEETING AND AGENDA

March 8, 2021

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 20-28.2 (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 the Study Session Regular Park Board Meeting via telephone by following the instructions below:

Telephone Instructions:

Dial: 253-215-8782

Enter Meeting ID: 922 6134 8975 #

Participant ID: no ID needed just press #

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

Join Zoom Meeting

<https://zoom.us/j/92261348975>

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 March 8, 2021 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 March 8, 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

**MARCH 8, 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

5:30 P.M. **STUDY SESSION** PARK IMPACT FEE UPDATE

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

ROLL CALL

SPECIAL PRESENTATIONS

POINT DEFIANCE ZOO SOCIETY ANNUAL REPORT

GREATER METRO PARKS FOUNDATION ANNUAL REPORT

PRESIDENT'S REPORT

STANDING COMMITTEE & COMMISSION REPORTS

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



EXECUTIVE DIRECTOR’S REPORT

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 4pm on March 8, 2021 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 March 8, 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

- (5-10) MINUTES OF THE FEBRUARY 22, 2021 REGULAR BOARD MEETING

CONSENT AGENDA

- (11-12) **RESOLUTION NO. C20-21:** APPROVAL OF WARRANTS CLAIM FUND FOR FEBRUARY 2021
(Contact: Erwin Vidallon, Chief Financial Officer)
- (13-14) **RESOLUTION NO. C21-21:** ACCEPTING DONATIONS FROM THE ZOO SOCIETY FOR THE BENEFIT OF POINT DEFIANCE ZOO & AQUARIUM
(Contact: Alan Varsik, Director of Zoological & Environmental Education)
- (15-18) **RESOLUTION NO. C22-21:** ACCEPTING \$403,246.57 IN CONTRIBUTIONS FROM THE GREATER METRO PARKS FOUNDATION FOR MULTIPLE METRO PARKS PROJECTS AND PROGRAMS
(Contact: Marina Becker, Director of Parks & Recreation)
- (19-20) **RESOLUTION NO. C23-21:** ACCEPTING & APPROPRIATING \$18,977.50 IN FUNDS FROM THE W.W. SEYMOUR BOTANICAL CONSERVATORY FOUNDATION
(Contact: Marina Becker, Director of Parks & Recreation)

REGULAR AGENDA

PURCHASING RESOLUTIONS

(Requiring one reading for adoption)

PUBLIC WORKS PURCHASING RESOLUTIONS

(Requiring one reading for adoption)

SINGLE READING RESOLUTIONS

(Requiring one reading for adoption)

(21-24) **RESOLUTION NO. R24-21:** AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER AN INTERLOCAL AGREEMENT WITH THE ENVIRONMENTAL PROTECTION AGENCY FOR THEIR REMEDIATION PROJECT ON THE DUNE PENINSULA SHORELINE

(Contacts: Marty Stump, Deputy Director of Planning
Debbie Terwilleger, Director of Business Administration & Planning)

(25-28) **RESOLUTION NO. R25-21:** PERFORMANCE REVIEW AND UPDATING THE 2021 COMPENSATION LEVEL FOR THE EXECUTIVE DIRECTOR

(Contact: President Hanberg)

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

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

*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
FEBRUARY 22, 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 EMPLOYEE RETIREE RECOGNITION

Board Members and staff recognized retiring parks staff member Tom Balaban. Mr. Balaban is retiring after 35 years. Mr. Balaban was introduced and spoke fondly of his memories with the District.

PRESIDENTS REPORT

President Hanberg commented positively on the recent on-line Zoo Volunteer recognition event.

STANDING COMMITTEE AND COUNCIL REPORTS

Greater Metro Parks Foundation

Commissioner Smith commented that she attended the most recent meeting where Teri Moore was named the new Executive Director of the foundation.

Nature & Environment Advisory Council

Commissioner Reid commented he attend the council's February 9th meeting. The council discussed the Owen Beach project, & Norpoint warming center. The council is planning a future site visit to Ruston Way to look at the erosion impacts to parks in that area.

Joint Municipal Action Committee

Commissioner Baines noted that at that meeting the committee was briefed on the collaborative project they are working as well as CEO quarterly updates. The committee's next meeting in March 12th.

EXECUTIVE DIRECTOR'S REPORT

Executive Director Shon Sylvia commented on the following:

- The CIC scheduled for February 24th is canceled

- In follow up to Commissioner Pointer’s question at the last CIC meeting about vaccine sites at MPT facilities: TPCHD plans to host a vaccination clinic on February 27th (1st vaccine) and March 27th (2nd vaccine) at the STAR Center.
- Staff will be preparing centers in March planning to reopen for limited operations sometime in April in compliance with all COVID restrictions and safety protocols

COMMUNITY COMMENTS

Written comments were received by Sally Perkins in support of R19-21.

MINUTES OF THE FEBRUARY 8, 2021 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. C15-21: PDZA MECHANICAL UPGRADES FINAL ACCEPTANCE OF TMEC, LLC. CONTRACT #2019181Z/ BID NO. J2019-17

RESOLUTION NO. C16-21: PDZA FILTRATION IMPROVEMENTS FINAL ACCEPTANCE OF GENERAL MECHANICAL, INC. CONTRACT #2019187Z/ BID NO. J2019-18

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. 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
2. SEATTLE’S FINEST SECURITY & TRAFFIC CONTROL CONTRACT AMENDMENT #1 FOR SCOPE B SECURITY SERVICES IN THE AMOUNT OF \$500,000

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

Marina Becker commented on item 1 for Tournesol noting that this purchase enhances the improvements already performed/planned for a number of parks by replacing all of the picnic tables and benches with 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.

Ms. Becker noted that Tournesol Siteworks is the manufacturer of and sole source for the MPT standard site furnishings. Metro Parks desires uniformity in the 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.

Board members requested a future update on the work performed by the Park Equity emphasis team.

Related to item 2, Marina Becker commented that a request for bids was advertised on October 16, 2020 and October 23, 2020 and the District 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. 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.

Staff further commented that 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.

Staff commented that security will not be armed in MPT parks and facilities.

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. 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

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

Debbie Terwillegger commented that in order to make planned park improvements, two easements are 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. A site map was then reviewed with the Board.

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

RESOLUTION NO. R19-21: RENAMING OF FRANKLIN PARK TO SENATOR ROSA FRANKLIN PARK

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

Shon Sylvia commented that this resolution is being brought forward in response to a Board request to consider renaming Franklin Park in honor of Senator Rosa Franklin. Mr. Sylvia commented on the ways Senator Franklin supported the District during the building of the STAR Center.

Commissioner Baines commented on the efforts of Senator Franklin related to racial equity in the Tacoma community. He noted she was the first African American to serve in the WA State Senate. Commissioner Baines further commented on the Senator’s work in the areas of affordable housing, healthcare reform, education & environmental equity.

Commissioner Pointer commented that he is honored to be naming a park after a black female that has contributed so much to the local community. He also commented that he is honored to be renaming the park during Black History Month.

Commissioner Reid commented that Senator Franklin is very deserving of this honor.

Commissioner Smith commented on her fondness for Franklin Park as she grew up visiting that park with her family.

Commissioner Hanberg commented that this park is in his neighborhood and that he excited about the renaming and the story of Senator Franklin.

Senator Franklin was then introduced and thanked the Board and the District for the honor of the park naming. She spoke of her long-time support of parks in Tacoma.

Janet Primomo spoke in support of the park renaming. Ms. Primomo commented on how she has inspired by Senator Franklin’s work for health communities. She noted that there is biography of Senator Franklin available through the state legislature.

Trevor Kagochi spoke in support of this resolution and noted his appreciation for the work of Senator Franklin. He noted that being able to visit a local park that honors a local hero is something he is grateful for.

Rosa Franklin, granddaughter of Senator Rosa Franklin noted that her grandmother has inspired her, and she is proud to be following in her footsteps. She stated she is looking forward to coming to visit the park this summer.

Tamiko Nimura stated she had the privilege of writing Senator Franklin’s Biography. Ms. Nimura stated that she is so happy for this opportunity to honor the Senator.

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

SECOND READINGS RESOLUTIONS

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

This resolution was moved and seconded at the February 8, 2021 Regular Board Meeting.

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

FIRST READING RESOLUTIONS None

UNFINISHED BUSINESS None

NEW BUSINESS None

BOARD COMMENTS:

President Hanberg commented on all the usage the parks got during the snow fall last weekend.

EXECUTIVE SESSION:

In accordance with RCW 42.30.110 the Board recessed into executive session for approximately 30 minutes to discuss a personnel matter.

ADJOURN:

Being no further business, the meeting was adjourned at 7:20p.m.

APPROVED:

President

Clerk

Submitted by: Jennifer Bowman, Board Secretary



METROPOLITAN PARK DISTRICT OF TACOMA

RESOLUTION NO. C20-21

APPROVAL OF WARRANTS CLAIM FUND FOR FEBRUARY 2021

WHEREAS, the Board of Park Commissioners approved, appropriated and adopted the 2021-2022 Biennial Budget in Resolution No. RR56-20, dated December 14, 2020 to meet public expenses, bond retirement, interest and operational expenses for the biennium ending December 31, 2022; 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 _____, 2021.

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 FEBRUARY 1, 2021 AND ENDING FEBRUARY 28, 2021.

WARRANTS CLAIM FUND

ACCOUNTS PAYABLE CLAIMS FUND:

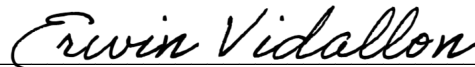
Warrant Serial Numbers 333666 to 333817 AMOUNT: \$4,501,832.95

PAYROLL CLAIMS FUND:

Warrant Serial Numbers 053305 to 053341 AMOUNT: \$28,647.80

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

TOTAL \$4,530,480.75



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: Alan Varsik, Director of Zoological & Environmental Education

SUBJECT: Accepting donations from the Zoo Society for the benefit of Point Defiance Zoo & Aquarium

DATE: March 2, 2021

EXECUTIVE SUMMARY: Staff recommends accepting donations received from the Zoo Society for the benefit of Point Defiance Zoo & Aquarium’s program and capital needs.

BACKGROUND: The Zoo Society has had a long-term relationship with the Metropolitan Park District of Tacoma and provides support toward the capital, programming and conservation mission of Point Defiance Zoo & Aquarium.

Donations were received for the period of January 1, 2020 thru December 31, 2020:

Animal Care/Equipment	\$ 332,500
Part-time Staff Support	242,372
Pacific Rim Aquarium	196,000
Education	100,000
Zoo Programing Support	67,527
Conservation/Dr. Holly Reed Fund	55,631
Wildlife Champions/ MACP	<u>17,500</u>
	\$ 1,011,530

FISCAL IMPACT: During the period January 1, 2020 thru December 31, 2020, donations total \$1,011,530.00.

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

METROPOLITAN PARK DISTRICT OF TACOMA

RESOLUTION NO. C21- 21

**ACCEPTING DONATIONS FROM THE ZOO SOCIETY
FOR THE BENEFIT OF
POINT DEFIANCE ZOO & AQUARIUM**

WHEREAS, both Metro Parks Tacoma and the Zoo Society wish to protect and enhance Point Defiance Zoo & Aquarium for the benefit of the residents of Tacoma and Pierce County; and

WHEREAS, the Zoo Society is committed to providing on-going support of the capital, conservation and program needs of Point Defiance Zoo & Aquarium; and

WHEREAS, the Zoo Society, over the period of January 1, 2020 thru December 31, 2020, provided support for the capital, conservation and program needs of Point Defiance Zoo & Aquarium totaling \$1,011,530 for the following:

Donations were received:

Animal Care/Equipment	\$ 332,500
Part-time Staff Support	242,372
Pacific Rim Aquarium	196,000
Education	100,000
Zoo Programing Support	67,527
Conservation/Dr. Holly Reed Fund	55,631
Wildlife Champions/ MACP	<u>17,500</u>
	\$ 1,011,530

Now, therefore, be it

RESOLVED by the Board of Park Commissioners of the Metropolitan Park District of Tacoma to accept donations from the Zoo Society in the amount of \$ \$ 1,011,530.00 for the benefit of Point Defiance Zoo & Aquarium.

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

President

ATTEST:

Secretary

Clerk



MEMORANDUM

TO: Board of Park Commissioners

THROUGH: Shon Sylvia, Executive Director

FROM: Marina Becker, Director of Parks & Recreation

SUBJECT: Accepting 2020 Year-End Funds from Greater Metro Parks Foundation for various programs and projects

DATE: March 2, 2021

EXECUTIVE SUMMARY: A resolution is requested to accept funds from the Greater Metro Parks Foundation, the second of two 2020 fund distributions. This particular 2020 fund distribution is to support the following Metro Parks Tacoma programs and projects:

Parks & Recreation Department

Scholarships-Recreation	\$ 7,181.69
Lane Talmadge Scholarships	\$ 900.50
Summer Meal Program	\$ 6,382.89
Memorials	\$ 7,669.62
Rec Special Events	\$ 325.00
Resource Development-Sponsorship	\$ 3,500.00
McKinney Vento Day Camps	\$ 65,000.00
Eastside Community Center Lease & Operation	\$ 210,565.65
To be applied to 2021	
Eastside Community Center Programming	\$ 4,927.86
Account Adjustment for July 2020	
Eastside Community Center Programming	\$ 89,997.36

MPT Unrestricted

Covid Response	<u>\$ 6,796.00</u>
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\$ 403,246.57

BACKGROUND: The Greater Metro Parks Foundation is a private, nonprofit organization that has been serving the Tacoma area since 1991. The mission of the Greater Metro Parks Foundation is “Inviting you to build a healthier, more vibrant community by investing in people and parks”. The Greater Metro Parks Foundation is comprised of a group of community board volunteers that are guided by professional resource development staff and an Executive Director, who are all committed to improving parks and recreation in our community.

Metro Parks Tacoma staff members from Parks and Recreation play an active role in raising funds with the Greater Metro Parks Foundation to benefit Metro Parks Tacoma. Support from MPT program and project staff is vital to the success of private philanthropy.

The Greater Metro Parks Foundation distributes funds to Metro Parks Tacoma semiannually after completion of the specifically earmarked programs.

FISCAL IMPACT: Metro Parks Tacoma will accept \$403,246.57.

ADDITIONAL INFORMATION: For additional information, please contact Marina Becker, Parks and Recreation Department Director at 253-305-1024.

METROPOLITAN PARK DISTRICT OF TACOMA

RESOLUTION NO. C22-21

**ACCEPTING \$403,246.57 IN CONTRIBUTIONS FROM
THE GREATER METRO PARKS FOUNDATION
FOR MULTIPLE METRO PARKS PROJECTS AND PROGRAMS**

WHEREAS, the Greater Metro Parks Foundation was established to promote financial support for Metro Park’s programs, services and projects conducted by Metro Parks; and

WHEREAS, the Greater Metro Parks Foundation desires to provide Metro Parks Tacoma with a 2020 year-end disbursement of \$ 403,246.57 in contributed funds for the following programs and projects:

Parks & Recreation Department

Scholarships-Recreation	\$ 7,181.69
Lane Talmadge Scholarships	\$ 900.50
Summer Meal Program	\$ 6,382.89
Memorials	\$ 7,669.62
Rec Special Events	\$ 325.00
Resource Development-Sponsorship	\$ 3,500.00
McKinney Vento Day Camps	\$ 65,000.00
Eastside Community Center Lease & Operation	\$ 210,565.65
To be applied to 2021	
Eastside Community Center Programming	\$ 4,927.86
Account Adjustment for July 2020	
Eastside Community Center Programming	\$ 89,997.36

MPT Unrestricted

Covid Response	<u>\$ 6,796.00</u>
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\$ 403,246.57

Now, therefore, be it

RESOLVED by the Board of Park Commissioners that the Metropolitan Park District of Tacoma accepts the cash contributions of \$ 403,246.57 from the Greater Metro Parks Foundation.

The forgoing 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





MEMORANDUM

TO: Board of Park Commissioners

THROUGH: Shon Sylvia, Executive Director

FROM: Marina Becker, Director of Parks & Recreation

SUBJECT: Accepting 2020 Membership Revenue Share and Annual Fundraising Commitment from W.W. Seymour Botanical Conservatory Foundation

DATE: March 2, 2021

EXECUTIVE SUMMARY: A resolution is requested to accept and appropriate funds from W.W. Seymour Botanical Conservatory Foundation. This 2020 fund distribution is made in accordance with the Memo of Understanding that Metro Parks Tacoma has with the W.W. Seymour Conservatory Foundation regarding a revenue split for Conservatory Foundation memberships and an annual fundraising commitment towards Conservatory operating expenses.

Memberships	\$ 977.50
Annual commitment for Operating Expenses (as per MOU)	\$ 1,000.00
Program Support	<u>\$ 17,000.00</u>
	\$ 18,977.50

BACKGROUND: The W.W. Seymour Botanical Conservatory Foundation is a private, nonprofit organization that has been serving the Seymour Botanical Conservatory since 1996. The WWSCF board supports the horticultural and educational vision of the Conservatory, ensuring that future generations will continue to enjoy the unparalleled oasis for discovery, enjoyment and appreciation that the Seymour Botanical Conservatory offers. WWSCF maintains the “Friends of the Conservatory” memberships, fundraises for special Conservatory projects and programs, and encourages interest and investment in the Conservatory and its offerings through events, grants and individual donations. WWSCF consists of a group of community volunteers, guided by MPT professional staff, who are committed to improving parks and recreation and horticultural opportunities in our community.

FISCAL IMPACT: Metro Parks Tacoma will accept \$18,977.50 from the W.W. Seymour Botanical Conservatory Foundation.

ADDITIONAL INFORMATION: For additional information, please contact Marina Becker, Parks & Recreation Department Director at 253-305-1024.

METROPOLITAN PARK DISTRICT OF TACOMA

RESOLUTION NO. C23-21

**ACCEPTING & APPROPRIATING \$18,977.50 IN FUNDS FROM
THE W.W. SEYMOUR BOTANICAL CONSERVATORY FOUNDATION**

WHEREAS, the W.W. Seymour Botanical Conservatory Foundation was established to promote financial support for the Metro Parks W.W. Seymour Botanical Conservatory and its programs, services and projects; and

WHEREAS, the W.W. Seymour Botanical Conservatory Foundation desires to provide Metro Parks Tacoma with a 2020 disbursement of \$18,977.50 in contributed funds for the following:

Memberships	\$ 977.50
Annual commitment for Operating Expenses (as per MOU)	\$ 1,000.00
Program Support	\$ 17,000.00

Now, therefore, be it

RESOLVED by the Board of Park Commissioners that the Metropolitan Park District of Tacoma accepts and appropriates the cash contributions of \$18,977.50 from the W.W. Seymour Botanical Conservatory Foundation.

The forgoing 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



MEMORANDUM

TO: Board of Park Commissioners

THROUGH: Shon Sylvia, Executive Director

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

SUBJECT: **Authorizing the Executive Director to enter into an Interlocal Agreement with the Environmental Protection Agency for their remediation project on the Dune Peninsula shoreline**

DATE: March 3, 2021

EXECUTIVE SUMMARY: This resolution authorizes the Executive Director to enter into an Interlocal Agreement with the EPA for additional environmental remediation that is needed along the Dune Peninsula shoreline on MPT property. There are no expenses to be paid by Metro Parks Tacoma for this project.

BACKGROUND: The Environmental Protection Agency received funding in 2003 from Asarco for the environmental remediation of the land along Ruston Way, which included the Dune Peninsula. The EPA reimbursed Metro Parks for the capping and armoring during the Waterfront Phase I project.

The February 28, 2001 6.8 Nisqually earthquake damaged a portion of the armoring around the peninsula and the habitat basin that was previously created by the EPA. EPA is now seeking to repair those areas with the U.S. Army Corps of Engineers as the lead agency for the construction.

Staff is requesting that the Board of Park Commissioners approve the Executive Director to enter an Interlocal Agreement with the EPA to provide construction access across MPT property for this remediation project on the peninsula, as shown on the attached map.

FISCAL IMPACT: There are to be no costs to Metro Parks for EPA's work being conducted on the peninsula.

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



Tacoma, WA
ASARCO Slag Peninsula
 Right-of-Entry (ROE)

EXHIBIT:
"A"

- Easement #. 13475
- Easement #. 2677
- Outfall Repair Area
- ASARCO Cap Repair Locations
- Habitat Basin
- Metro Parks Parcel
- Breakwater Line
- Roads



ASARCO Project Site
 Tacoma, WA

U.S. ARMY ENGINEER DISTRICT SEATTLE
 CORPS OF ENGINEERS
 SEATTLE, WASHINGTON

Project No: 121103
 Date: 05/11/11
 Scale: SEE 30-60-76

Prepared by: REAL GATOR DIVISION
 TECHNICAL RESOURCES
 CIVIL/ETL

Tacoma, WA
ASARCO Slag Peninsula
 Right-of-Entry (ROE)

EXHIBIT:
A



METROPOLITAN PARK DISTRICT OF TACOMA

RESOLUTION NO. R24-21

AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER AN INTERLOCAL AGREEMENT WITH THE ENVIRONMENTAL PROTECTION AGENCY FOR THEIR REMEDIATION PROJECT ON THE DUNE PENINSULA SHORELINE

WHEREAS, the EPA received funding from the Asarco lawsuit and desires to complete additional environmental remediation on the Dune Peninsula shoreline; and

WHEREAS, Metro Parks Tacoma has developed a constructive working relationship with the EPA during the Waterfront Phase I project; and

WHEREAS, it is the desire of Metro Parks to work with the EPA at no cost, for the additional remediation of the Dune Peninsula shoreline; Now, therefore be it

RESOLVED, that the Board of Park Commissioners of the Metropolitan Park District of Tacoma to authorize the Executive Director to enter an interlocal agreement required for the access required to perform the additional remediation needed on the peninsula.

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: Erik Hanberg, President Board of Park Commissioners

FROM: Mark Roberts, Metro Parks Tacoma Legal Counsel

SUBJECT: **Performance Review & Adjusting the Compensation Level for the Executive Director**

DATE: March 3, 2021

EXECUTIVE SUMMARY: Executive Director Shon Sylvia has not received an increase in his compensation since 2018. This resolution would increase the Executive Director's salary to \$220,000.00 inclusive of the COLA, add the one-week of vacation, and increase his deferred compensation and catch-up contributions collectively by \$2,000.00. This increase does not bring Executive Director Sylvia's compensation to the same level as it would have been if he had accepted the increases previously authorized by the Park Board.

BACKGROUND: Mr. Sylvia has served in various capacities at Metro Parks for almost 25 years. In 2016 Mr. Sylvia served as the Interim Executive Director and in January 2017, the Board of Park Commissioners retained Mr. Sylvia as the District's permanent Executive Director.

Mr. Sylvia's Employment Agreement provided his salary to the mid-point of the pay range at \$205,867.00 for like employees. In 2019 and after Executive Director Sylvia's 2018 performance review, the Park Board approved a 4% salary increase in addition to the COLA and increased his vacation time by one week. Mr. Sylvia did not implement any of these increases.

In 2020, the Board and Mr. Sylvia were confronted with the pandemic and became focused on the impact of COVID-19 on the District. Consequently, Mr. Sylvia's 2019 performance review was not conducted.

The Board recently conducted Mr. Sylvia's 2020 performance review and collectively scored him as a High Performer. Based on Mr. Sylvia's performance, the Board of Park Commissioners determined that a compensation adjustment is warranted. The Board of Park Commissioners acknowledged that Mr. Sylvia has continued to show outstanding leadership, direction, and vision to Metro Parks' staff and the community, particularly in the face of the pandemic. The following are a few examples of his successful accomplishments in 2020:

- Identified \$1.2M of expenditures that were reimbursed via CARES funding and overcame a potential \$19M shortfall without depleting reserves.
- Revised the organizational structure for the future, consolidating and streamlining functions and reducing operating costs without jeopardizing the integrity of Metro Parks.
- Recalibrated the park system by adjusting program delivery and level of service to meet equity criteria while managing public expectations.

- Created a \$115M comprehensive 2021-22 biennium operating and capital budget reflecting a projected \$10M reduction from 2019-2020.
- Launched First Responder Camps to meet a critical need for emergency and medical responders when the Governor's emergency Stay Home orders put a halt to at school learning; retained operations of outdoor attractions; provided innovative opportunities to engage customers such as Wild Drive at Northwest Trek.
- Served individuals experiencing homelessness and food insecurity through a variety of programs including:
 - McKinney Vento Camps in partnership with Tacoma Public Schools and funded by the philanthropic community
 - City of Tacoma and their contractor Valeo operated a Clean Air Center at Eastside Community Center in September due to wildfires
 - Eastside and Norpoint were uses Warming Centers and hygiene centers as temperatures fell and shelters were required to operate at a fraction of their normal capacity
 - Partnered w/TPCHD to distribute free winter coats to McKinney Vento youth program participants
 - Portland Avenue transformed into a food bank to support local residents of the eastside
- Upgraded Technology and completed the IT Strategic Plan.
- Established COVID-19 Safety Protocols and a temporary COVID-19 Safety Officer Role.
- Secured more than \$1,620,000 in operating funds and in-kind services from corporations and foundations. Transitioned resource development activities to foundations for better operational and funding alignment.
- Performed preventive and major maintenance during state mandated closures at many Metro Parks' facilities.

Executive Director Sylvia's most significant contribution is his overall leadership of an organization that consistently provides a comprehensive, efficient and quality system and program of parks, recreation and zoological facilities and services for the community and the region. The Board considers Executive Director Shon Sylvia a significant and valued asset to this community and to the continued success of Metro Parks Tacoma.

The Park Board has proposed a 5% increase in Executive Director Shon Sylvia's 2021 salary, which with the COLA would increase his base compensation to \$222,645.16. Mr. Sylvia has asked that \$2,000 be allocated to his existing deferred compensation plan and the total then rounded down to a base compensation of \$220,000.00. The Board has also proposed an additional week of vacation as a performance-based increase in total compensation.

FISCAL IMPACT: In addition to the employee cost of living increase, this resolution will increase the Executive Director's salary by approximately 4% beginning March 1, 2021 and an additional one-week of vacation time all as a performance-based increase in total compensation. The proposed increase to the Executive Director's annual compensation will be supported through the existing 2021-2022 bi-annual budget.

ADDITIONAL INFORMATION: If you have any questions prior to the board meeting, please contact Mark Roberts at 253-858-8606.

METROPOLITAN PARK DISTRICT OF TACOMA

RESOLUTION NO. R25-21

PERFORMANCE REVIEW AND UPDATING THE 2021 COMPENSATION LEVEL FOR THE EXECUTIVE DIRECTOR

WHEREAS, the Board of Park Commissioners reviewed the performance of Executive Director Shon Sylvia for calendar year 2020; and

WHEREAS, in March, 2020 when the Governor issued Stay Home Orders due to COVID-19, Metro Parks was required to close all of its facilities, programs, events and rentals and Executive Director Sylvia took swift action to offset the considerable lost revenue; and

WHEREAS, under the Executive Director's leadership, Metro Parks successfully developed and implemented a difficult expenditure savings plan in response to the pandemic and the impact it has had on operations and revenue generation by identifying \$1.2M of expenditures that were reimbursed via CARES funding and overcoming a potential \$19M shortfall without depleting the District's reserves; and

WHEREAS, under the Executive Director's leadership, Metro Parks created a comprehensive 2021-22 biennium operating and capital budget while prioritizing, engaging, and amplifying the voices of underrepresented communities who have historically gone unheard in our budget process; and

WHEREAS, the District adopted a \$115M biennial budget, reflecting a projected \$10M reduction from the 2019-2020 biennial budget; and

WHEREAS, under the Executive Director's leadership, Metro Parks revised its organizational structure for the future, consolidating and streamlining functions and reducing operating costs without jeopardizing the integrity of the agency, recalibrating the park system by adjusting program delivery and level of service to meet equity criteria while managing public expectations; and

WHEREAS, Metro Parks has maintained strong collaborative relationships with the Tacoma Public School District and the City of Tacoma, and has leveraged inter-local agreements to the mutual benefit of the District, its partners and the community-at-large; and

WHEREAS, Metro Parks continues to demonstrate innovation and advancement by partnering with other governmental entities, community stakeholders and nonprofits to promote community and economic development; and

WHEREAS, Executive Director Sylvia has been consistently ranked as a High Performer from the Board of Park Commissioners on his annual reviews; and

WHEREAS, Executive Director Sylvia and the organization continues to provide outstanding day to day service to the citizens and users of the District despite he many challenges; and

WHEREAS, although the Park Board in 2019 authorized an increase in Executive Director Sylvia's compensation, he did not accept nor implement that increase nor the cost of living adjustments provided to the non-represented staff; and

WHEREAS, Shon Sylvia's performance as Executive Director warrants recognition and an increase in compensation for his outstanding performance and achievement for 2020 and scope of responsibility as the Chief Executive Officer of Metro Parks; now, therefore, be it

RESOLVED by the Board of Park Commissioners of the Metropolitan Park District of Tacoma to amend the Executive Director's Employment Agreement to provide an increase to the Executive Director's salary to \$220,000.00 inclusive of the COLA, and increase his deferred compensation and catch-up contributions collectively by \$2,000.00 and an additional one-week of vacation time effective March 1, 2021. It is

FURTHER RESOLVED by the Board of Park Commissioners of the Metropolitan Park District of Tacoma that the Board President is authorized to negotiate and sign an amendment to the Executive Director's Employment Agreement reflecting the changes above.

The foregoing resolution was adopted by the Board of Commissioners of the Metropolitan Park District of Tacoma at a regular meeting held on March 8, 2021.

ATTEST:

President

Secretary

Clerk