



## REGULAR PARK BOARD MEETING AND AGENDA

April 12, 2021

5:30 PM STUDY SESSION

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 the Regular Park Board Meeting via telephone by following the instructions below:

### Telephone Instructions:

**Dial: 253-215-8782**

**Enter Meeting ID: 959 8115 4812 #**

**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/95981154812>

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 April 12, 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 4pm on April 12, 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**

**APRIL 12, 2021  
6:00 P.M.  
REMOTE MEETING**

Via Telephone  
**Dial: 253-215-8782  
Enter Meeting ID: 959 8115 4812#**

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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**

SPRING/ SUMMER OPERATIONS UPDATE - ALAN VARSIK & MARINA BECKER

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

**ROLL CALL**

**SPECIAL PRESENTATIONS**

PARKS EQUITY EMPHASIS TEAM – MARINA BECKER

EMPLOYEE RETIREMENT RECOGNITION- MARINA BECKER

EARTH DAY PROCLAMATION- MARINA BECKER

**PRESIDENT'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."



**STANDING COMMITTEE & COMMISSION REPORTS**

**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 April 12, 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 4pm on April 12, 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 MARCH 22, 2021 REGULAR BOARD MEETING

**CONSENT AGENDA**

- (9-10) **RESOLUTION NO. C28-21:** APPROVAL OF WARRANTS CLAIM FUND FOR MARCH 2021  
(Contact: Erwin Vidallon, Chief Financial Officer)
- (11-12) **RESOLUTION NO. C29-21:** EXTENDING CITIZEN ADVISORY COUNCIL MEMBERS TERMS  
(Contacts: Debbie Terwilleger, Director of Business Administration & Planning)  
Marina Becker, Director of Parks & Recreation)

**REGULAR AGENDA**

**PURCHASING RESOLUTIONS**

*(Requiring one reading for adoption)*

- (13-18) **RESOLUTION NO. P30-21:** AUTHORIZING PURCHASE OF GOODS AND SERVICES FOR METRO PARKS TACOMA
1. PIERCE COUNTY FOR SPECIALIZED RECREATION SERVICES COUNTY WIDE, INCLUDING SERVING CITY OF TACOMA RESIDENTS IN THE AMOUNT OF \$250,000 FOR 2021/22  
(Contact: Marina Becker, Director of Parks & Recreation)
  2. PIERCE CONSERVATION DISTRICT FOR SUPPORT OF A COORDINATED, REGIONAL, COMMUNITY GARDENS, URBAN AGRICULTURE AND LOCAL FOOD ACCESS PROGRAM IN THE AMOUNT OF \$60,000  
(Contact: Marina Becker, Director of Parks & Recreation)

**PUBLIC WORKS PURCHASING RESOLUTIONS**

*(Requiring one reading for adoption)*

- (19-22)        **RESOLUTION NO. PW31-21:** DICKMAN MILL PARK EXPANSION & HEAD SAW CONTRACT AMENDMENT #7 TO ANCHOR QEA  
 (Contacts: Marty Stump, Deputy Director of Planning  
 Debbie Terwilleger, Director of Business Administration & Planning)

**SINGLE READING RESOLUTIONS**

*(Requiring one reading for adoption)*

**SECOND READING RESOLUTIONS**

*(Requiring two readings for adoption)*

**FIRST READINGS:**

*(Requiring two readings for adoption)*

- (23-26)        **RESOLUTION NO. RR32-21:** AUTHORIZATION FOR THE ACQUISITION OF PERSONAL PROPERTY AND EXECUTION OF A FINANCING CONTRACT AND RELATED DOCUMENTATION RELATING TO THE ACQUISITION OF SAID PERSONAL PROPERTY  
 (Contacts: Erwin Vidallon, Chief Financial Officer  
 Alan Varsik, Director of Zoological Environmental Education)

**UNFINISHED BUSINESS**

**NEW BUSINESS**

**BOARD COMMENTS**

**ADJOURNMENT**

**UPCOMING BOARD MEETINGS**

|                |                               |         |                |
|----------------|-------------------------------|---------|----------------|
| April 14, 2021 | Capital Improvement Committee | 5:00 PM | Remote Meeting |
| April 19, 2021 | Committee of the Whole        | 5:30 PM | Remote Meeting |
| April 26, 2021 | Regular Board Meeting         | 6:00 PM | Remote Meeting |
| April 28, 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  
MARCH 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 RETIREMENT RECOGNITION**

Parks Employee, Stan carter was recognized and thanked by the Board and staff on the occasion of his upcoming retirement from MPT. Mr. Carter has been an employee of the District for 39 years.

**PRESIDENTS REPORT None**

**STANDING COMMITTEE AND COUNCIL REPORTS**

Arts & Heritage Advisory Council

Commissioner Smith commented that she attended the committee's last meeting. The meeting agenda consisted of reviewing items for the committee's 2021 work plan.

Join Municipal Action Committee

Commissioners Smith and Baines commented that JMAC met last Friday. The committee discussed the recent survey taken my JMAC members and CEOs that will be used to inform coordinated items and plans for the JMAC to take on.

Business & Responsive Agency Advisory Council

Commissioner Baines commented that the council met on March 9<sup>th</sup>. At that meeting members received a budget presentation from Erwin Vidallon.

Nature & Environment Advisory Council

Commissioner Reid commented that the council received a presentation from Joseph Holbert regarding Red Cedar trees. The council also disused work plans and site visits for 2021.

**EXECUTIVE DIRECTOR’S REPORT**

Executive Director Shon Sylvia commented on the following:

- As we the county moves into Phase 3 the District is knee deep in recruiting, interviewing and hiring for several positions necessary to provide programming, reopen community centers and pools, and to meet the increased demand for park maintenance due to high visitation. The District is planning to reopen centers and indoor pools in April. Staff will bring back additional details at the next Board meeting.
- The Tacoma Pierce County Health Department will be conducting the 2<sup>nd</sup> Dose Vaccination event at STAR Center on Saturday, March 27 for 1,700 vaccinations to the same group that was vaccinated on February 27. This event is not open to the public and is by appointment only through TPCHD.

**COMMUNITY COMMENTS**

Sally Perkins commented that she was pleased with the Board’s conversation at their March 5<sup>th</sup> retreat regarding the need for MPT job criteria more flexible when a person has a criminal record. She stated that practices that are more flexible will increase the pool of candidates from communities of color. Ms. Perkins followed by stating that Metro Parks must play a role in addressing systemic racism as it relates to hiring practices and other practices in the community.

Trevor Kagochi commented on the opportunities that Metro Parks has to support people of color in the Tacoma community. He noted that he is supportive hiring practices reform, shifts in funding to allow for more accessibility for all tax payers to use MPT services, further addressing changes to polies and practices, and increasing work with other government partners to further address systemic racism in Tacoma.

**MINUTES OF THE MARCH 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** None

**PURCHASING RESOLUTIONS****RESOLUTION NO. P26-21: AUTHORIZING PURCHASE OF GOODS AND SERVICES FOR METRO PARKS TACOMA**

1. WASHINGTON STATE DEPARTMENT OF ENTERPRISE SERVICES FOR (4) VEHICLES, TRUCKS IN AN AMOUNT NOT TO EXCEED \$130,000.00
2. JENNINGS EQUIPMENT FOR (2) KUBOTA M6060HD TRACTORS, (1) KUBOTA F2690E (1) KUBOTA RTV X900 IN AN AMOUNT NOT TO EXCEED \$110,000.00
3. USA SEALING, INC. FOR (4) COMMERCIAL TENTS IN AN AMOUNT NOT TO EXCEED \$65,000.00
4. LAMAR ADVERTISING FOR BILLBOARD ADVERTISING IN THE AMOUNT OF \$125,000 (ZEED) FOR 2021

5. MERLINO MEDIA GROUP FOR MEDIA BUYING SERVICES IN THE AMOUNT OF \$680,000 (ZEED) FOR 2021 & \$60,000 (P&R) FOR 2021

Commissioner Pointer moved to adopt the resolution; seconded by Commissioner Smith.

Marina Becker state that items 1 & 2 are for vehicles and equipment. She also commented that item 4 will be for four tents that will be used for outdoor programming.

Commissioner Smith inquired about local vendors for tents. Staff commented that five bids were received but local bids came in at a much higher price.

Alan Varsik commented that item 5 is for billboard advertising. Mr. Varsik stated that Lamar Adverting has the largest inventory of billboards in the South Sound area. In addition, Mr. Varsik commented that item 5 for Merlino Media provides media buying service for MPT. He noted that this is the final year for the second two-year extension of this contract.

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

**PUBLIC WORKS PURCHASING RESOLUTIONS**

**RESOLUTION NO. PW27-21: SEYMOUR CONSERVATORY REHABILITATION BID#: J2021-01 CONTRACT AWARD TO PEASE CONSTRUCTION SERVICES**

Commissioner Pointer moved to adopt the resolution; seconded by Commissioner Smith.

Mary Stump reminded the Board that this project was rebid as result of bids came into high a couple of months ago. Mr. Stump noted this resolution authorizes the contract award to Pease Construction in the amount not to exceed \$2,152,206.00, including Washington State Sales Tax for the base bid and alternate #1.

Kristi Evans that additional funding will need to be secured to address other improvements as identified in the master plan including the facade, down stairs meeting space & entry and dome.

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

**SINGLE READING RESOLUTIONS** None

**SECOND READINGS RESOLUTIONS** None

**FIRST READING RESOLUTIONS** None

**UNFINISHED BUSINESS** None

**NEW BUSINESS** None

**BOARD COMMENTS:**

Commissioner Baines & Reid commented that they would like to find a way to provide more opportunities for local bidders.

Commissioner Smith acknowledged staff that will be presenting at the WRPA conference in April. She requested that their presentations be brought before the board at a future date as well.



**ADJOURN:**

Being no further business, the meeting was adjourned at 6:39p.m.

**APPROVED:**

\_\_\_\_\_

President

\_\_\_\_\_

Clerk

Submitted by: Jennifer Bowman, Board Secretary

**METROPOLITAN PARK DISTRICT OF TACOMA**

**RESOLUTION NO. C28-21**

**APPROVAL OF WARRANTS CLAIM FUND FOR MARCH 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 MARCH 1, 2021 AND ENDING MARCH 31, 2021.

WARRANTS CLAIM FUND

ACCOUNTS PAYABLE CLAIMS FUND:

Warrant Serial Numbers 333818 to 334022 AMOUNT: \$4,560,988.99

PAYROLL CLAIMS FUND:

Warrant Serial Numbers 053342 to 053380 AMOUNT: \$28,380.43

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

TOTAL \$4,589,369.42

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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: Marina Becker, Director of Parks & Recreation  
Debbie Terwilleger, Director of Business Administration & Planning

**SUBJECT: Extending Advisory Council Members Terms**

DATE: April 6, 2021

**EXECUTIVE SUMMARY:** Due to the impacts of Covid-19 our Citizen Advisory Councils were inactive for most of 2020 into early 2021. It is the recommendation of all four advisory councils and respective staff liaisons that the Board of Park Commissioners extend the terms of all current advisory council members by one year to make up for the time lost. This includes those members that had a term expiration in 2020.

**BACKGROUND:** The Board of Park Commissioners adopted RR20-14 to redefine citizen advisory councils roles to be better align with the District's four mission-driven areas. The District maintains these Councils in order to have citizen engagement in Park District functions and to foster a broad range of citizen input and expertise in strategic decision-making and policy-development. Citizen Advisory Councils are important vehicles for the implementation of the District's participation policy and are aligned with best practices in the industry.

The term of office for advisory council members is three years, with a maximum service not to exceed two consecutive terms.

Due to the impact of Covid-19 our Citizen Advisory Councils were inactive for most of 2020 into early 2021. Extending the terms for all advisory council members allows members to make up for the year of inactivity and fully serve their three-year terms.

Citizen Advisory Councils impacted are:

1. Culture & Heritage
2. Active Lifestyles & Community
3. Nature & Environment
4. Business & Responsive Agency

**FISCAL IMPACT:** None

**ADDITIONAL INFORMATION:** For additional information, contact Marina Becker, Parks & Recreation Director at 253.305.1024, Debbie Terwilleger, Business Administration & Planning Director at 253-305-1086, or Sandra Eliason, Chief Marketing & Communications Officer at 253-305-1016.

**METROPOLITAN PARK DISTRICT OF TACOMA**

**RESOLUTION NO. C29-21**

**EXTENDING CITIZEN ADVISORY COUNCIL MEMBERS TERMS**

WHEREAS, Metro Parks Tacoma seeks to provide quality programs and services to all its customers and residents; and

WHEREAS, Metro Parks Tacoma wishes to utilize the input and expertise of a broad base of community members for guidance in the development of its programs and services; and

WHEREAS, the Board of Park Commissioners has established four Citizen Advisory Councils for the purpose of aiding the Board of Park Commissioners by assessing and recommending policy and program decisions that influence mission-led interest areas; and

WHEREAS, the term of office for advisory council members is three years, with a maximum service not to exceed two consecutive terms; and

WHEREAS, Due to the impact of Covid-19 our Citizen Advisory Councils were inactive for most of 2020 into early 2021; and

WHEREAS, Extending the terms for all advisory council members allows members to make up for the year of inactivity and fully serve their three-year terms; now, therefore, be it

RESOLVED by the Board of Park Commissioners of the Metropolitan Park District of Tacoma to extend the terms of all current Citizen Advisory Council members by one year. This includes those members that had a term expiration in 2020.

The foregoing resolution was adopted by the Board of Commissioners of the Metropolitan Park District of Tacoma at a 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  
**SUBJECT: Purchasing Resolution**  
DATE: April 5, 2021

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

Proposed services proposed for purchase and/or acquisition:

| <b><u>Item Number</u></b> | <b><u>Proposed Vendor</u></b> | <b><u>Proposed Purchase</u></b>   | <b><u>Price</u></b> |
|---------------------------|-------------------------------|---|---------------------|
| 1.                        | Pierce County                 | Specialized Recreation Services   | \$250,000.00        |
| 2.                        | Pierce Conservation District  | Coordinated, regional, community gardens, urban agriculture and local food access program | \$60,000.00         |

**ITEM No. 1**

- **VENDOR** Pierce County
- **GOODS OR SERVICE** Pierce County, as the lead agency, will provide Specialized Recreation Services county wide, including serving City of Tacoma residents
- **PRICE** \$250,000.00
- **SOURCE OF FUNDING** 2021/22 Parks and Recreation Operating Budget
- **CONTACT** Marina Becker, Director of Parks and Recreation

**BACKGROUND:** Metro Parks' Specialized Recreation programming has evolved throughout its 66-year history in order to better serve the community. While MPT historically served nearly 600 participants, there remain many others in our community throughout Tacoma and Pierce County who have no access to programs and services. Approximately half of MPT's participants traveled great distances routinely for MPT's programs. This past year exposed the need for the program to evolve, to address gaps and barriers with a sense of urgency. Working in partnership with Pierce County, this MOU provides for greater access and removes barriers by building a network that brings consistency, quality and additional resources throughout the county to better serve individuals closer to their homes. Through this partnership MPT will continue to support programs and experiences at Community Centers, Point Defiance Zoo & Aquarium, swimming pools and other MPT facilities throughout Tacoma. Under the agreement, Pierce County will convene joint program operations advisory meetings; as well as forming and supporting a steering committee of leadership level stakeholders to provide input and guidance in the development of the program. The goal is to provide a broader range of activities with greater accessibility made possible through this partnership.

**FISCAL IMPACT:** This expense is budgeted in the Parks and Recreation Department 2021/22 General Operating Fund.

**ADDITIONAL INFORMATION:** For additional information, please contact Marina Becker, Director of Parks and Recreation at 253.305.1024.

**ITEM NO. 2**

- **VENDOR** Pierce Conservation District
- **GOODS OR SERVICE** Provide support for a coordinated, regional, community gardens, urban agriculture and local food access program to be housed within Pierce Conservation District
- **PRICE** \$60,000.00
- **SOURCE OF FUNDING** 2021/22 Parks and Recreation Operating Budget
- **CONTACT** Marina Becker, Director of Parks and Recreation

**BACKGROUND:** Metro Parks Tacoma has provided community garden opportunities to the community since 1981. MPT has participated in the County-wide Community Garden Program offered through Harvest Pierce County (HPC) since 2014. Harvest Pierce County is a core program of the Pierce Conservation District. HPC shall provide administrative support in the operations of the eight existing gardens in the Metro Parks Tacoma Service Area, including but not limited to plot assignments, governance assistance, garden leadership team development, coordination of resources, opportunities for gardeners, and conflict resolution. They provide outreach to diverse communities and translation services for gardeners with Low English Proficiency (LED). Multiple educational opportunities are provided annually to all gardeners and access to compost and chips delivered for use in the gardens. HPC additionally supports events at

Charlotte's Blueberry Park and the Food Forest in Swan Creek. This relationship has been beneficial for MPT and for the gardeners and other members of the community.

**FISCAL IMPACT:** This expense is budgeted in the Parks and Recreation Department 2021/22 Operating Budget.

**ADDITIONAL INFORMATION:** For additional information, please contact Marina Becker, Director of Parks and Recreation at 253.305.1024.



**METROPOLITAN PARK DISTRICT OF TACOMA**

**PURCHASING RESOLUTION NO. P30-21**

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

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

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

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

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

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

ATTEST:

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Clerk

**Exhibit A  
to  
Purchasing Resolution No. P30-21**

**ITEM NO. 1**

- **VENDOR** Pierce County
- **GOODS OR SERVICE** Pierce County, as the lead agency, will provide Specialized Recreation Services county wide, including serving City of Tacoma residents
- **PRICE** \$250,000.00
- **SOURCE OF FUNDING** 2021/22 Parks and Recreation Operating Budget
- **CONTACT** Marina Becker, Director of Parks and Recreation

**ITEM NO. 2**

- **VENDOR** Pierce Conservation District
- **GOODS OR SERVICE** Provide the support for a coordinated, regional, community gardens, urban agriculture and local food access program to be housed within Pierce Conservation District
- **PRICE** \$60,000.00
- **SOURCE OF FUNDING** 2021/22 Parks and Recreation Operating Budget
- **CONTACT** Marina Becker, Director of Parks and Recreation





**MEMORANDUM**

TO: Board of Park Commissioners

THROUGH: Shon Sylvia, Executive Director

FROM: Debbie Terwilleger, Director of Business Administration and Planning

**SUBJECT: Dickman Mill Park Expansion & Head Saw  
Contract Amendment #7 to Anchor QEA**

DATE: April 5, 2021

**EXECUTIVE SUMMARY:** This resolution authorizes a contract amendment #7 for Anchor QEA to provide extended construction-phase support for the Dickman Mill Expansion and Head Saw Project and supplemental re-design services for the upland plaza required to adjust to unknown obstructions encountered during pile driving, in the amount of \$40,033.00.

**CAPITAL IMPROVEMENT COMMITTEE RECOMMENDATION:** This resolution was reviewed by the Capital Improvement Committee at their meeting on March 24, 2021 with a recommendation to forward the action on to the full Board for approval.

**BACKGROUND:** Metro Parks operates Dickman Mill Park on Ruston Way. This park was once home to the Dickman Mill Lumber Company. Dickman Mill operated on Ruston Way for more than 50 years and was among the region’s busiest lumber mills. The mill’s head saw came to symbolize the lumber-related commercial activity which once dominated the Pacific Northwest. This saw was indispensable for cutting the large trees which covered the area. Dickman mill’s head saw is the only known remaining unaltered head saw in the state. The Dickman mill head saw was manufactured at the Sumner Iron Works in Everett, Washington and installed at the mill in 1923. The saw weighs 15 tons and measures 34 feet high. It was powered by a Westinghouse 350 horsepower 440v, 300 RPM type MR synchronous drive motor. The Dickman Lumber Company head saw is listed on the state and local register of historic places.

When it closed in 1977, Dickman Mill was Tacoma’s last operating waterfront sawmill. Metro Parks purchased the property in 1991 and began clean-up efforts with Department of Ecology. Today’s park amenities were constructed in two phases from 2002 to 2004. Phase I required the removal of contaminated soil and replacement with clean soil that was followed by a design of an “intertidal channel” with native plants while also providing beach access, restrooms, plaza space and kayak launch. Phase II extended the plaza and brought the walkway out to the mill building’s former footprint for viewing and interpretive signage.

The original Scope of Service for Anchor QEA included, but was not limited to providing public process, schematic design, design development, permitting, environmental, construction documents and on- site construction review for 4 months of the proposed improvements.

Actual field conditions encountered during construction necessitated additional construction-phase services on behalf of Anchor QEA, most notably the re-design services for the upland plaza required to adjust to unknown obstructions encountered during pile driving. This re-design specifically accounted for different piling depths and layout and converting to a spread footing foundation in some locations where pile driving was feasible per the original design documents.

|                          |                           |  |
|--------------------------|---------------------------|--|
| Original Design Contract | \$348,758.00              |  |
| Amendment #1             | \$ 9,367.00               | Archaeology Inadvertent Discovery Plan, Pre-construction survey and report                             |
| Amendment #2             | \$ 5,153.00               | Coastal engineering calculations per City of Tacoma  |
| Amendment #3             | \$25,126.00               | Mitigation Beach Habitat Impact Analysis and Sand Lance survey   |
| Amendment #4             | \$ 0.00                   | Time Extension for the Army Corps Permit Delays  |
| Amendment #5             | \$25,447.47               | Additional PM, Permitting and comments review from Army Corps Permit Delays                            |
| Amendment #6             | \$24,293.00               | Special inspections Pile Driving and concrete/steel  |
| <b>Amendment #7</b>      | <b><u>\$40,033.00</u></b> | <b>Construction support extended, upland Plaza redesign from unknown obstructions in pile driving.</b> |
|                          | <b>\$478,177.47</b>       |  |

**FISCAL IMPACT:** Additional scope of services has been negotiated with Anchor QEA in the amount of \$40,033.00 to bring the total contract to \$478,177.47. The funds allocated to this project in the amount of \$2,935,000.00 are from Cambia Health Solutions.

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

**METROPOLITAN PARK DISTRICT OF TACOMA**

**RESOLUTION NO. PW31-21**

**DICKMAN MILL PARK EXPANSION & HEAD SAW  
CONTRACT AMENDMENT #7 TO ANCHOR QEA**

WHEREAS, the Board of Park Commissioners of the Metropolitan Park District of Tacoma desires to make improvements to Dickman Mill Park; and

WHEREAS, on Oct. 9, 2017 the Board of Park Commissioners approved a \$348,758.00 contract with Anchor QEA for Architectural & Engineering Services for the Dickman Mill Expansion & Head Saw, PW85-17; and

WHEREAS, contract amendment #1-6 for Anchor QEA were executed to provide for additional studies, analysis, permitting, sub-consultant fees and scheduled adjustments as required during the final design and permitting phases; and

WHEREAS, contract amendment #7 for Anchor QEA is to provide extended construction-phase support for the project in addition to supplemental re-design services for the upland plaza required to adjust to unknown obstructions encountered during pile driving; and

WHEREAS, funds for the project are provided from the Cambia Health Solutions; Now, therefore, be it

RESOLVED by the Board of Park Commissioners of the Metropolitan Park District of Tacoma to award contract Amendment #7 for added Architectural & Engineering Services to Anchor QEA in the amount of \$40,033.00 for a total contract of \$478,177.47.

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: Erwin Vidallon, Chief Financial & Administrative Officer  
Alan Varsik, Director of Zoological & Environmental Education

**SUBJECT: Authorization For The Acquisition Of Personal Property And Execution Of A Financing Contract**

DATE: April 12, 2021

**EXECUTIVE SUMMARY:** The attached Indebtedness (Loan) Resolution seeks Board approval to enable the Executive Director to enter into the necessary loan agreements and related documentation for the financing of the purchase and acquisition of the following equipment, which was approved for purchase in August of 2019.

Equipment proposed for financing:

- **VENDOR** TDI Production Services
- **GOODS OR SERVICE** Six (6) Deltrain Vision Electric Trams
- **PRICE** \$555,319.00 per tram (including WSST and duties and customs fees); total of \$3,331,914
- **SOURCE OF FUNDING** Combination of ZEED Operating and Reserve Funds and from the state LOCAL program
- **CONTACT** Alan Varsik, (253) 404-3634

**BACKGROUND:** The Deltrain “Vision” tram, from TDI, meets and exceeds all of Northwest Trek’s unique requirements in a new tram and would provide an exceptional Free-Roaming Area experience. This entirely electric-powered vehicle seats up to 57 guests and is equipped with a panoramic roof and wheelchair ramp. The solid doors will provide the necessary protection for our guests and animals while allowing an incredible view through the large retractable windows. The Vision tram is manufactured in Portugal and is currently in use in 20 countries throughout Europe. Parts required for routine maintenance are sourced from companies based in the United States and are readily available and affordable.



Projected delivery schedule:

| Delivery Schedule |             |                    |              |
|-------------------|-------------|--------------------|--------------|
| Trams 1 and 2     |             |                    |              |
| Equipment         | Order Date  | Arrival Eatonville | Commissioned |
| Tram 1            | July-19     | March-21           | March-21     |
| Tram 2            | July-19     | April-21           | April-21     |
| Trams 3 and 4     |             |                    |              |
| Equipment         | Order Date  | Arrival Eatonville | Commissioned |
| Tram 3            | January-20  | May-21             | June-21      |
| Tram 4            | January-20  | June-21            | July-21      |
| Trams 5 and 6     |             |                    |              |
| Equipment         | Order Date  | Arrival Eatonville | Commissioned |
| Tram 5            | February-21 | February-22        | March-22     |
| Tram 6            | February-21 | March-22           | March-22     |

Financing will be processed through the Office of the State Treasurer (OST) LOCAL Program. The program provides municipalities with a cost-effective way to finance equipment and/or real estate projects. The financing is structured as a financing contract (lease) offered through OST. However, local agencies retain ownership of the property throughout the term of the lease. The length of the financing contract is based upon the useful life of the asset. In our case, the Trams are assumed as vehicles, so we will participate in the 5-year term financing.

We will be requesting for the financing in phases based on OST’s funding availability and process. Participants in this program must directly pay for the equipment and be in possession of the equipment prior to applying for the financing. We will process the financing accordingly:

- Trams 1 and 2 – scheduled delivery by April 2021 and financed in June 2021.
- Trams 3 and 4 – scheduled delivery by July 2021 and financed in October 2021.
- Trams 5 and 6 – scheduled delivery by March 2022 and financed in June 2022.

The District received credit approval from OST to finance Trams 1 and 2 for a funding of up to \$1.2 M. Total all-in cost is estimated to be between \$1,234,642 and \$1,262,318, depending on the interest at the time of funding. The District will have to go through credit approvals through OST each time we apply for financing.

**FISCAL IMPACT:** The total cost for six trams including WSST and other fees will be approximately \$3,331,914. The total financing request will be up to \$4,000,000, plus related financing costs.

**ADDITIONAL INFORMATION:** for additional information contact Erwin Vidallon, Chief Financial Officer at 253-305-1081.

**Form of Authorizing Resolution**

Resolution No. RR32-21

Authorization for the acquisition of personal property and execution of a financing contract and related documentation relating to the acquisition of said **PERSONAL PROPERTY**.

WHEREAS, Metropolitan Park District of Tacoma (the "Local Agency") has executed a Notice of Intent to the Office of State Treasurer, in the form of Exhibit A (the "NOI") to the form of Local Agency Financing Contract attached hereto (the "Local Agency Financing Contract"), in relation to the acquisition of and the financing of the acquisition of the Property, as defined below, under the provisions of RCW ch 39.94; and

WHEREAS, it is deemed necessary and advisable by the Board of Commissioners of the Local Agency that the Local Agency acquire the equipment and/or personal property identified in the NOI (the "Property"); and

WHEREAS, it is deemed necessary and advisable by the Board of Commissioners of the Local Agency that the Local Agency enter into the Local Agency Financing Contract with the Office of the State Treasurer in an amount not to exceed \$4,000,000, plus related financing costs, in order to acquire the Property and finance the acquisition of the Property;

WHEREAS, the Local Agency will undertake to acquire the Property on behalf of and as agent of the Washington Finance Officers Association (the "Corporation") pursuant to the terms of the Local Agency Financing Contract, and in accordance with all applicable purchasing statutes and regulations applicable to the Local Agency; and

WHEREAS, the Local Agency desires to appoint the individuals set forth in Exhibit C to the form of Local Agency Financing Contract as the representatives of the Local Agency in connection with the acquisition of the Property and execution of the Local Agency Financing Contract (each an "Authorized Agency Representative");

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the Metropolitan Park District of Tacoma as follows:

**Section 1.** The individuals holding the offices or positions set forth in Exhibit C to the form of Local Agency Financing Contract are each hereby appointed as a representative of the Local Agency in connection with the acquisition of the Property and execution of the Local Agency Financing Contract and all other related documents. A minimum of two (2) Authorized Agency Representatives shall be required to execute any one document in order for it to be considered duly executed on behalf of the Local Agency.

**Section 2.** The form of the Local Agency Financing Contract attached hereto is hereby approved and the Authorized Agency Representatives are hereby authorized and directed to execute and deliver the Local Agency Financing Contract, in an amount not to exceed \$4,000,000, plus related financing costs, and in substantially the form attached hereto with such changes as may be approved by the Authorized Representatives, for the acquisition of the Property and financing of the acquisition of the Property.

**Section 3.** The Local Agency hereby authorizes the acquisition of the Property as agent of the Corporation in accordance with the terms and provisions of the Local Agency Financing Contract.

**Section 4.** The Authorized Representatives are hereby authorized to execute and deliver to the Office of State Treasurer all other documents, agreements and certificates, and to take all other action, which they deem necessary or appropriate in connection with the financing of the Property, including, but not limited to, any amendment to the NOI and agreements relating to initial and ongoing disclosure in connection with the offering of securities related to the financing.

**Section 5.** This resolution shall become effective immediately upon its adoption.

ADOPTED by the Board of Park Commissioners at a regular meeting thereof held this \_\_\_\_ day of \_\_\_\_\_ 2021.

ATTEST:

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Clerk

**Exhibit A**  
to  
**Loan Resolution No. #RR32-21**

**Item No. 1**

- **VENDOR** TDI Production Services
- **GOODS OR SERVICE** Six (6) Deltrain Vision Electric Trams
- **PRICE** \$555,319.00 per tram (including WSST and duties and customs fees); total of \$3,331,914
- **SOURCE OF FUNDING** Combination of ZEED Operating and Reserve Funds and from the state LOCAL program
- **CONTACT** Alan Varsik, (253) 404-3634  
Erwin Vidallon (253) 305-1081

**Estimated Financing Terms:**

Delivery Date: 06/22/2021  
Project Funds: \$1,200,000 (Trams 1 and 2)

All-In Interest Costs **0.95%** **1.71%**

| <b>Payment Date</b> | <b>Debt Service –<br/>Current Interest Rates</b> | <b>Debt Service –<br/>Pessimistic Scenario</b> |
|---------------------|--|--|
| <b>12/01/2021</b>   | \$28,315   | \$28,954                                       |
| <b>06/01/2022</b>   | \$218,578  | \$223,510                                      |
| <b>12/01/2022</b>   | \$21,887   | \$22,381                                       |
| <b>06/01/2023</b>   | \$225,006  | \$230,083                                      |
| <b>12/01/2023</b>   | \$16,809   | \$17,188                                       |
| <b>06/01/2024</b>   | \$230,084  | \$235,275                                      |
| <b>12/01/2024</b>   | \$11,477   | \$11,736                                       |
| <b>06/01/2025</b>   | \$235,415  | \$240,728                                      |
| <b>12/01/2025</b>   | \$5,878  | \$6,011  |
| <b>06/01/2026</b>   | \$241,014  | \$246,452                                      |
| <b>TOTAL</b>        | <b>\$1,234,642</b>                               | <b>\$1,262,318</b>                             |