

**METROPOLITAN PARK DISTRICT
OF TACOMA**



AGENDA

March 25, 2024

6:00 P.M.

Metro Parks Headquarters

4702 S 19th St.

Tacoma, WA 98405

Join Remotely

Via Telephone: 1-253-215-8782

Enter Meeting ID: 870 8969 6034

Participant ID: no ID needed just press #

Join Zoom Meeting

<https://metroparkstacoma-org.zoom.us/j/87089696034>

MEETINGS ARE RECORDED
AND MAY BE HEARD UPON REQUEST

COMMISSIONERS

ANDREA SMITH, PRESIDENT

TIM REID, CLERK

AARON POINTER

ROSIE AYALA

MATTHEW MAUER

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

LAND ACKNOWLEDGEMENT

ROLL CALL

FLAG SALUTE

SPECIAL PRESENTATIONS

EMPLOYEE RETIREMENT RECOGNITION

PRESIDENT'S REPORT

STANDING COMMITTEE & COMMISSION REPORTS

EXECUTIVE DIRECTOR'S REPORT

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



REGULAR MEETING

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 4 p.m. on March 25, 2024 by e-mailing them to alyssa.wilke@tacomaparks.com Comments will be compiled and sent to Board members in advance of the meeting. Comments may also be left on voicemail at 253-404-3643 by 4 p.m. on March 25, 2024. Verbal comments will also be allowed during the meeting both in-person and remotely. 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 11, 2024 REGULAR BOARD MEETING

CONSENT AGENDA

(9-10) **RESOLUTION NO. C16-24:** ACCEPTING AND APPROPRIATING \$325,000 FROM THE POINT DEFIANCE ZOO SOCIETY FOR THE POINT DEFIANCE ZOO & AQUARIUM PENGUIN EXHIBIT PROJECT
(Contract: Debbie Russell, Director of Business Administration & Planning)

REGULAR AGENDA

PURCHASING RESOLUTIONS

(Requiring one reading for adoption)

PUBLIC WORKS PURCHASING RESOLUTIONS

(Requiring one reading for adoption)

(11-15) **RESOLUTION NO. PW17-24:** NORTHWEST TREK ANIMAL OPERATIONS AREA IMPROVEMENTS CONSTRUCTION CONTRACT AWARD TO KASSEL & ASSOCIATES, INC
(Contract: Debbie Russell, Director of Business Administration & Planning)

SINGLE READING RESOLUTION

(Requiring one reading for adoption)

FIRST READINGS:

(Requiring two readings for adoption)

SECOND READING RESOLUTIONS

(Requiring two readings for adoption)

UNFINISHED BUSINESS

NEW BUSINESS

POLICY 100.003 DISTRICT PURCHASING POLICY

BOARD COMMENTS

ADJOURNMENT

UPCOMING BOARD MEETINGS

March 27, 2024	Capital Improvement Committee	5:00 PM	District Headquarters
April 8, 2024	Regular Park Board Meeting	6:00 PM	District Headquarters
April 10, 2024	Capital Improvement Committee	5:00 PM	District Headquarters
April 15, 2024	Committee of the Whole	5:30 PM	District Headquarters
April 22, 2024	Regular Park Board Meeting	6:00 PM	Center at Norpoint

*Remote Option 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
MARCH 11, 2024**

PRESENT: Andrea Smith, President
Tim Reid, Clerk
Aaron Pointer
Rosie Ayala
Matthew Mauer

IN THE CHAIR: Andrea Smith

PLACE: MPT Headquarters, 4702 S. 19th St. Tacoma, WA

STUDY SESSION ADA TRANSITION PLAN

Erich Sachs began the presentation by reminding the Board of the project background which started with contracting with Bureau Veritas in September 2022, assessment work and public surveys in 2023 and development of a draft plan in late 2023. Mr. Sachs spoke of the multiple opportunities for public comment and community outreach that occurred during plan development. Sample physical access regulated exterior and interior areas were then discussed. Mr. Sachs commented that through the assessment work 4,519 barriers have been identified; noting an estimated cost of \$10.9M needed to address those barriers. The Board was then informed about the criteria for barrier removal including things such as DOJ priority levels, risk& safety, location and community preference. Staff then shared a phased summary of barrier removal and the estimated cost for each of the phases. Mr. Sachs spoke about the opportunities for removal of some barriers through capital planning and through operational budgets and workplans. Board discussion ensued about the opportunities with partners agencies such as the City of Tacoma to address these barriers as well through some improvement work they are completing.

REGULAR MEETING

The regular meeting of the Metropolitan Park District Board of Park Commissioners was called to order at 6:00 p.m. Commissioner Smith read a land acknowledgement.

SPECIAL PRESENTATIONS None

PRESIDENTS REPORT

President Smith commented that she attended the Co-Create to Recreate at the Center at Norpoint on February 29th. She noted the community in that neighborhood has voted on several project ideas.

The next Co-Create event is scheduled for Tuesday, March 13th at the STAR Center.

STANDING COMMITTEE AND COUNCIL REPORTS

Joint Municipal Action Committee

Commissioner Ayala commented that the council met on March 8th. Discussion items at the meeting included a presentation from the Birth to 25 Advisory Board.

Zoo Liaison Committee

Commissioner Reid commented that the committee met earlier today. The meeting agenda included and introduction of new staff , attendance& budget report out and an update on the Zoo's partnership with SAMI.

EXECUTIVE DIRECTOR'S REPORT

Executive Director, Shon Sylvia commented on the following:

- Hunter George was introduced and gave a legislative update noting the following:
 - Legislative Session adjourned last Thursday
 - Capital Budget request approved for \$400,000 to support a design study that will show options for replacing the original part of People's Community Center.
 - Capital Budget request approved for \$200,000 to support a feasibility study regarding programs and siting of a new community center serving southeast Tacoma.
 - A capital budget request for \$400,000 to support the design of a new beaver and salmon habitat exhibit at Northwest Trek did not make it into the final budget, staff is making plans to invite legislators to visit Trek this summer.
 - Senate Bill 5444 prohibits the "open carry" of guns and other weapons in accredited zoos and aquariums has passed, if the governor signs it, staff expects that gun rights groups will file an injunction in court to block it.
- The District's CAPRA site visit is scheduled for March 26th. This site visit is virtual and will provide the accreditation team with a chance to meet with District staff and President Smith to gain additional insight and detail related to district accreditation standards, evidence and documentation.
- The District has confirmation that the Mariners will contribute \$10K for the baseball field upgrade at Jane Clark Park
- Northwest Youth Corps new division has received a 12 million dollar grant, resulting in two crews of 19-24 year old young adults to restore urban forestry in low-equity index areas in the District. They have been working at Swan Creek and Blueberry Park so far and will likely play a large role in the restoration of the Probst property. Staff is working with their director to set up a presentation for an upcoming study session.
- The Mayor's State of the City address will be held at 6:30 pm on March 28 at Silas High School.
- The following new employees were introduced: Jasmine Williams, Meagan Zacher, Bailey Bassin, Lacey Zenon, Casey Genthner.

COMMUNITY COMMENTS

Curt Mehlhaff commented that the Board has been remiss in recognizing Women's History Month during its regular Board meetings.

President Smith noted that the District has taken opportunities using social media and has posted about women who have played a role in the history of parks and recreation.

MINUTES OF THE FEBRUARY 26, 2024 REGULAR BOARD MEETING

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

CONSENT AGENDA

RESOLUTION NO. C14-24: APPROVAL OF WARRANTS CLAIM FUND FOR FEBRUARY 2024

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

PURCHASING RESOLUTIONS

RESOLUTION NO. P15-24: AUTHORIZING PURCHASE OF GOODS AND SERVICES FOR METRO PARKS TACOMA

1. MERLINO MEDIA GROUP FOR MEDIA BUYING SERVICE IN THE AMOUNT OF \$965,000
2. LANDSCAPE STRUCTURES, INC. FOR 2 PLAY STRUCTURES, RUBBER TILE AND ENGINEERED WOOD IN THE AMOUNT OF \$141,862.52

Commissioner Pointer moved to adopt the resolution; seconded by commissioner Ayala.

Alan Varsik commented that item #1 is an annual purchase. He commented that Merlino advises District staff on overall paid media strategies and negotiates advertising rates, placements and value-added promotions to help achieve District revenue goals. Merlino's broad range of clients, collective purchasing power, and negotiating expertise enable the agency to secure significantly lower advertising rates, better advertising placement and higher added value than if District staff purchased the media directly.

Debbie Russell commented that item # 2 is for the purchase only of the Ferry Park project's play equipment for ages 2-5 and 5-12. Staff noted that Landscape Structures has supplied many items for various parks such as SERA play structure, the toddler play at Gas Station Park and the recent playground synthetic turf fall material. Staff commented that a construction bid for installation of this play equipment and new fall surfacing will be issued at a later date.

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 None

SECOND READINGS RESOLUTIONS None

FIRST READING RESOLUTIONS None

NEW BUSINESS None

UNFINISHED BUSINESS None

BOARD COMMENTS

Commissioner Mauer commented that he attended the Co-Create at Norpoint and noticed that there is a lack of knowledge amongst the public about the governance of the District and how to interact with the Commissioners. Commissioner Mauer also suggest the District take a look at how remote public comments are handled during regular Park Board meetings.

ADJOURN

Being no further business, the meeting was adjourned at 6:38pm.

President

Clerk

Submitted by: Jennifer Bowman, Board Secretary



MEMORANDUM

TO: Board of Park Commissioners

THROUGH: Shon Sylvia, Executive Director

FROM: Debbie Russell, Director of Business, Administration and Planning

SUBJECT: **Accepting and Appropriating Funds from the Point Defiance Zoo Society for the PDZA Penguin Exhibit Project at the Point Defiance Zoo & Aquarium.**

DATE: March 20, 2024

EXECUTIVE SUMMARY: This resolution accepts and appropriates \$325,000 to support the planning and design phase for a new penguin exhibit at the Point Defiance Zoo & Aquarium in alignment with the Capital Facilities Plan completed in 2023.

CAPITAL IMPROVEMENT COMMITTEE RECOMMENDATION: This resolution was reviewed by the Capital Improvement Committee at their meeting on March 13, 2024, and accepted for forwarding on to the full Board with a recommendation for approval.

BACKGROUND: The Point Defiance Zoo & Aquarium would like to advertise for design services for a new penguin exhibit which would include:

- Demolition of the roughly 60-year-old North Pacific Aquarium
- New restroom facilities for visitors
- State of the art penguin exhibit with both above and below water viewing opportunities
- Off exhibit animal care facilities

This project is the first step in replacing facilities as identified in the 2023 PDZA Capital Facilities Plan. The existing penguin exhibit was built in the 1980's with the intent that it be a "temporary" exhibit and as such, is nearing end of useful life.

FISCAL IMPACT: The total estimated costs for planning, design, and construction of the PDZA Penguin Exhibit at Point Defiance Zoo & Aquarium is not fully known at this time. The Point Defiance Zoo Society will provide Metro Parks Tacoma Three Hundred and Twenty-Five Thousand DOLLARS (\$325,000.00) at this time, to be used for design services allowing for additional fund-raising opportunities in the future for subsequent phases of the project. This resolution accepts and appropriates this funding.

ADDITIONAL INFORMATION: For additional information, please contact Debbie Russell, Director of Business, Administration and Planning at 253-305-1086 or debbie.russell@tacomaparks.com

METROPOLITAN PARK DISTRICT OF TACOMA

RESOLUTION NO. C16-24

ACCEPTING AND APPROPRIATING \$325,000 FROM THE POINT DEFIANCE ZOO SOCIETY FOR THE POINT DEFIANCE ZOO & AQUARIUM PENGUIN EXHIBIT PROJECT

WHEREAS, Metro Parks Tacoma (MPT) manages over 2,700 acres of land and operates numerous parks, attractions, and recreation programs on behalf of the citizens of the city; and

WHEREAS, the Point Defiance Zoo & Aquarium offers opportunities to connect people with nature and inspire visitors throughout the region; and

WHEREAS, the Point Defiance Zoo & Aquarium will be able to continue providing high quality care for the animals in its collection through the completion of this project; and

WHEREAS, the replacement of the Penguin Exhibit at Point Defiance Zoo & Aquarium was identified as a high priority project in the 2023 PDZA Capital Facilities Plan; and

WHEREAS, the Point Defiance Zoo Society continues to show its support for the Point Defiance Zoo’s mission and vision; Now, therefore, be it

RESOLVED by the Board of Park Commissioners of the Metropolitan Park District of Tacoma that the Board of Park Commissioners accept and appropriate \$325,000 from the Point Defiance Zoo Society for design services related to a new Penguin Exhibit; and be it

The foregoing resolution was adopted by the Board of Park Commissioners of the Metropolitan Park District of Tacoma at a regular meeting held on _____ 2024.

President

ATTEST:

Secretary

Clerk



MEMORANDUM

TO: Board of Park Commissioners

THROUGH: Shon Sylvia, Executive Director

FROM: Debbie Russell, Director of Business, Administration and Planning

**SUBJECT: Northwest Trek Animal Operations Area Improvements
Construction Contract Award to Kassel & Associates, Inc**

DATE: March 20, 2024

EXECUTIVE SUMMARY: This resolution authorizes a Construction Contract award to Kassel & Associates, Inc at Northwest Trek’s Animal Operations Area in the amount of \$2,021,470 (including Washington State Sales Tax).

CAPITAL IMPROVEMENT COMMITTEE RECOMMENDATION: This resolution was reviewed by the Capital Improvement Committee at their meeting on March 13, 2024, and accepted for forwarding on to the full Board with a recommendation for approval.

BACKGROUND: The Animal Operations Area Improvements project at Northwest Trek Wildlife Park includes the demolition of the existing haybarn structure, and construction of a new commissary facility with a walk-in freezer/cooler to support food preparations for animals located throughout the park, a new haybarn, well house, and pumps.

This resolution authorizes a construction contract with Kassel & Associates for all work bid under this project.

Kassel & Associates is headquartered in Redmond, WA and have not performed any previous work with Metro Parks Tacoma. Kassel & Associates, Inc. is not a certified MWBE Contractor through the Office of Women & Minority Owned Business Enterprise (OMWBE) but have communicated an intent to utilize one or more MWBE registered sub-contractors for this project.

“Other Projects Costs” noted in the funding table below include indirect expenses related to project implementation such as permitting, advertisement, printing, copying, etc.

FISCAL IMPACT: A construction contract is being recommended for award to Kassel & Associates, Inc in the amount of \$2,021,470 (includes 8.1% sales tax). The total funds allocated to this project, in the amount of \$2,021,470, are from a combination of Northwest Trek Operating Budget and donated funds from the Northwest Trek Foundation budget.

Current Project Funding Plan

NW Trek Operating Funds	\$2,542,250
Donated Funds: NW Trek Foundation	\$305,000
Art Funds used in project	-\$19,814
Total	\$2,827,436

Project Budget

Planning and Design	\$334,421
Construction (including tax)	\$2,021,470
Other Project Costs	\$154,759
Construction and Design Contingency	\$336,600
1% for Art	-\$19,814
Total	\$2,827,436

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

METROPOLITAN PARK DISTRICT OF TACOMA

RESOLUTION NO. PW17-24

**NORTHWEST TREK ANIMAL OPERATIONS AREA IMPROVEMENTS
CONSTRUCTION CONTRACT AWARD TO KASSEL & ASSOCIATES, INC.**

WHEREAS, the Board of Park Commissioners of the Metropolitan Park District of Tacoma desires to make improvements to the Northwest Trek Wildlife Park’s Animal Operations Area; and

WHEREAS, it was determined that construction services for the Northwest Trek Wildlife Park’s Animal Operations Area were needed, resulting in the project being issued for competitive bidding; and

WHEREAS, Kassel & Associates, Inc. was selected as the lowest responsive bidder from a review of seven (7) bids that were obtained on March 4, 2024 through a Formal Bidding process in response to Metro Parks’ public solicitation; and

WHEREAS, funds for the project are provided from a combination of the Metro Parks Tacoma Northwest Trek Wildlife Park Operating Budget and the Northwest Trek Foundation; Now, therefore, be it

RESOLVED by the Board of Park Commissioners of the Metropolitan Park District of Tacoma that the Executive Director is authorized to execute a contract with Kassel & Associates, Inc. for the Northwest Trek Wildlife Park Animal Operations Area Improvements Project in the amount of \$2,021,470 (including Washington State Sales Tax).

The foregoing resolution was adopted by the Board of Commissioners of the Metropolitan Park District of Tacoma at a regular meeting held on _____, 2024.

ATTEST:

President

Secretary

Clerk



ZEED

Northwest Trek Commissary, Hay Barn and Pump House

Base Bid and Alternates Estimate Range: \$1,600,000 - \$2,000,000

BIDS RECEIVED

PROJECT #:J2024-01

BIDS OPENED: 03/05/2024 @ 2:00 PM

BIDDER NAME:	Pease Construction, Inc.	Nisqually Construction Services, LLC	Kassel & Associates, Inc.	Lincoln Construction Inc.	Christensen, Inc. GC	Jody Miller Construction
Address	3815 100th St SW #3A	12820 Yelm Highway SE	7126 180th Avenue NE #C103	11803 101st Ave. E., Suite	2840 Crites Street SW #100	P.O. Box 44628
City, State Zip	Lakewood, WA 98499	Olympia, WA 98513	Redmond, WA 98052	Puyallup, WA 98373	Tumwater, WA 98512	Tacoma, WA 98448
Contact	Jordan Pease	Terry Mazzie	Matt Vernon	Jeff Tiegs	Colin Christensen	Josh Miller
Telephone	253-584-6606	253-722-5928	425-828-0236	253-847-6414	360-709-0330	253-537-6116
Fax	253-581-7855	253-295-7080		253-847-6806	360-709-0220	253-536-1074
Email	jordan@peaseinc.com	Estimating@nisquallyconstruction.com	mvernon@kasselandassociates.com	jeff.tiegs@lincolnrw.com	projadmin@cinccac.com	Josh@jodymillerconstruction.com

BID COMPLIANCE:

Contractor Name:	Pease Construction, Inc.	Nisqually Construction Services, LLC	Kassel & Associates, Inc.	Lincoln Construction Inc.	Christensen, Inc. GC	Jody Miller Construction
Bidder's Proposal:	X	X	X	X	X	X
Cert of Compliance w/wage Pymt:	X	X	X	X	X	X
Non-Collusion Affidavit:	X	X	X	X	X	X
Subcontractors Listing Form - (HVAC, Plumbing & Electrical (Due 2pm 10/4):	X	X	X	X	X	X
Subcontractors Listing Form - (Structural Steel & Rebar (Due 1pm 10/6):	X		X	X	X	X
Bid Bond/Money Order:	X	X	X	X	X	X
MWBE Utilization Form:	X	X	X	X	X	X
Receipt of Addendum #07:	X	X	X	X	X	X

BID AMOUNTS:	\$ 1,975,000.00	\$ 1,999,950.00	\$ 1,797,000.00	\$ 1,889,541.00	\$ 1,993,000.00	\$ 2,817,000.00
WSST 8.1% <small>(All Alternate bid amounts listed below do not include Tax)</small>	\$ 159,975.00	\$ 161,995.95	\$ 145,557.00	\$ 153,052.82	\$ 161,433.00	\$ 228,177.00
Base Bid Amount with Tax:	\$ 2,134,975.00	\$ 2,161,945.95	\$ 1,942,557.00	\$ 2,042,593.82	\$ 2,154,433.00	\$ 3,045,177.00

Additive Alternate #01:	\$ 68,160.00	\$ 66,379.00	\$ 73,000.00	\$ 108,000.00	\$ 85,000.00	\$ 100,000.00
Additive Alternate #02:						
Additive Alternate #03:						

BIDS OPENED & READ BY: Sheryl Russell

BIDS VERIFIED BY: Kimberley Shelton

SIGNED BY:

SIGNED BY:

Bids received.



ZEED

Northwest Trek Commissary, Hay Barn and Pump House

PROJECT #:J2024-01

Base Bid and Alternates Estimate Range: \$1,600,000 - \$2,000,000

BIDS RECEIVED

BIDS OPENED: 03/05/2024 @ 2:00 PM

BIDDER NAME:	Lake Tapps Construction				
Address	P.O. Box 1390				
City, State Zip	Orting, WA 98360-1390				
Contact	Darrel Heen				
Telephone	360-893-1110				
Fax					
Email	darrel@laketappsconstruction.com				

BID COMPLIANCE:

Contractor Name:	Lake Tapps Construction				
Bidder's Proposal:	X				
Cert of Compliance w/wage Pymt:	X				
Non-Collusion Affidavit:	X				
Subcontractors Listing Form - (HVAC, Plumbing & Electrical (Due 2pm 10/4):	X				
Subcontractors Listing Form - (Structural Steel & Rebar (Due 1pm 10/6):	X				
Bid Bond/Money Order:	X				
MWBE Utilization Form:	X				
Receipt of Addendum #07:	X				

BID AMOUNTS:	\$	1,849,000.00	\$	-	\$	-	\$	-	\$
WSST 8.1% <small>(All Alternate bid amounts listed below do not include Tax)</small>	\$	149,769.00	\$	-	\$	-	\$	-	\$
Base Bid Amount with Tax:	\$	1,998,769.00	\$	-	\$	-	\$	-	\$
Additive Alternate #01:	\$	69,800.00	\$	-	\$	-	\$	-	\$
Additive Alternate #02:									
Additive Alternate #03:									

BIDS OPENED & READ BY:

Sheryl Russell

BIDS VERIFIED BY:

Kimberley Shelton

SIGNED BY:

SIGNED BY:

Bids received.