

REGULAR PARK BOARD MEETING AND AGENDA
June 14, 2021
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 Regular Park Board Meeting via telephone by following the instructions below:

Telephone Instructions:

Dial: 253-215-8782

Enter Meeting ID: 959 0917 0748 #

Participant ID: no ID needed just press #

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

<https://zoom.us/j/95909170748>

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 June 14, 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 June 14, 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

**JUNE 14, 2021
6:00 P.M.
REMOTE MEETING**

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

COMMISSIONERS

**ERIK HANBERG, PRESIDENT
ANDREA SMITH, CLERK
AARON POINTER
JESSIE BAINES, JR.
TIM REID**

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

ROLL CALL

SPECIAL PRESENTATIONS

EMPLOYEE RETIREMENT RECOGNITION

DISTRICT ENGAGEMENT & OUTREACH TEAM

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

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MINUTES

(5-8) MINUTES OF THE MAY 24, 2021 REGULAR BOARD MEETING

CONSENT AGENDA

(9-10) **RESOLUTION NO. C43-21**: APPROVAL OF WARRANTS CLAIM FUND FOR MAY 2021
(Contact: Erwin Vidallon, Chief Financial Officer)

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)

SECOND READING RESOLUTIONS

(Requiring two readings for adoption)

FIRST READINGS:

(Requiring two readings for adoption)

(11-17) **RESOLUTION NO. RR44-21**: AMENDING DISTRICT POLICIES
(Contact: Hunter George, Interim Chief Administrative Officer)

UNFINISHED BUSINESS

NEW BUSINESS DAWSON PARK INTERGOVERNMENTAL TRANSFER

BOARD COMMENTS

EXECUTIVE SESSION POTENTIAL LITIGATION

ADJOURNMENT

UPCOMING BOARD MEETINGS

June 16 , 2021	Capital Improvement Committee	5:00 PM	Remote Meeting
June 21, 2021	Committee of the Whole	5:30 PM	Remote Meeting
June 28, 2021	Regular Board Meeting	6:00 PM	Remote Meeting
June 30, 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
MAY 24, 2021**

PRESENT:

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

IN THE CHAIR: Erik Hanberg

PLACE: Remote call in meeting

SPECIAL PRESENTATIONS

DISTRICT AUGMENTED REALITY EDUCATIONAL EXPERIENCES

Michele Cardinaux, supervisor at the Tacoma Nature Center was in attendance to share information about the Agents of Discovery augmented reality program that allows for the community to use technology to teach them about the world around them. Ms. Cardinaux explained that the goal is to integrate gaming & education and use AR to provide educators with a platform that encourages learners to engage, interact, move and play.

She noted that augmented reality is an interactive experience of a real-world environment where the objects that reside in the real world are enhanced by computer-generated perceptual information. The Board was informed that Agents of Discovery is an educational mobile gaming platform that uses augmented reality, geofencing and image recognition to get players active. It empowers educators and managers of public spaces to link location to learning and create engaging, fun and safe learning environments on-site or at-home. The platform is being used by federal agencies, state parks, museums, county parks and municipalities across the country. Staff commented that there are even missions in other countries like Canada and Australia.

Ms. Cardinaux noted that the Tacoma Nature Center has been using the platform for about 4 years and it has now been expanded to include 3 additional parks in the District. She continued by discussing the other ways that Agents of Discovery could be used to provide virtual tours, special event engagement and play at home. This program is budgeted to continue through 2022.

President Hanberg commented that he has used the program with his family and really likes this project.

Board members recognized Ms. Cardinaux for sharing this presentation in depth at the WRPA conference in April.

PRESIDENTS REPORT None

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

Commissioner Reid commented that the council met on May 11th. At the meeting staff gave an overview of the community center pricing model being implemented. Planning staff also gave an update on the Dickman Mill project.

Joint Municipal Action Committee

Commissioner Smith stated that JMAC met on May 14th. She noted the committee continued conversation around leadership roles as it relates JEDI, Healthy & Safety, and Community Wealth Building.

Cultural & Heritage Advisory Council

Commissioner Smith reported that the council met on May 19th. The council received an update on the current public are projects. The council is planning to hold its next meeting on site at Dickman Mill.

Business & Responsive Agency Advisory Council

Commissioner Baines commented that the council met on May 11th. At that meeting the council received an update on the community center pricing model.

EXECUTIVE DIRECTOR'S REPORT

Executive Director, Shon Sylvia commented on the following:

- On May 20, the Portland Avenue Community Center Fire remediation was declared an emergency. Executive Director Sylvia commented that an email notice was sent to the Board prior to the meeting indicating the contract for fire remediation was awarded to ServiceMaster in the amount of \$ 62,773.66
- The Tacoma Historic Preservation Commission will hold The Historic Preservation Awards presentation virtually at 6:00 pm on May 28, 2021 via Zoom. Fort Nisqually Events Coordinator, Elizabeth Rudrud, will receive the 2021 Award for Innovation in Preservation and Outreach, for her outstanding efforts in transitioning the Fort Nisqually Living History Museum's education and outreach program from in-person to virtual platforming with the Fort From Home program. Also Fort Nisqually will receive the 2021 Award for Broadening Horizons in Preservation for the 2021 virtual event, "Puget Sound Treaty War Panel."
- The following new aquatics employees were introduced: Stephanie Rendina, Monica Jadwin, Rachel Rendina & Brian Vaughn
- The project to install a salmon rearing pen at the Point Defiance Marina has received its permit Mr. Sylvia reminded the Board that the pen is a collaborative project between Metro Parks, the Science and Math Institute, the Puyallup Tribe and the Washington Department of Fish and Wildlife. Shortly, this pen will be installed and receive 56,000 chinook salmon which will be grown and released to the wild, this will have an immediate impact on food availability for orca and our local fishermen. SAMI students are already engaged in this unique educational experience.

COMMUNITY COMMENTS None**MINUTES OF THE MAY 10, 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. C40-21: APPOINTING MEMBER TO THE ACTIVE LIFESTYLES & COMMUNITY WELLNESS ADVISORY COUNCIL

RESOLUTION NO. C41-21: APPOINTING MEMBER TO THE NATURE & ENVIRONMENT ADVISORY COUNCIL

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. P42-21: AUTHORIZING PURCHASE OF GOODS AND SERVICES FOR METRO PARKS TACOMA

1. JAYRAY FOR BRAND DEVELOPMENT AND CREATIVE DESIGN ESTIMATED AT \$90,000

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

Sandra Eliason commented that this resolution will allow for collaborative communication and marketing campaign for the Whole Child Partnership.

Commissioner Baines stated he is excited about seeing the next phase of this partnership. Commissioner Smith expressed that she is pleased staff is using a local firm for this work.

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

PUBLIC WORKS PURCHASING RESOLUTIONS None

SECOND READINGS RESOLUTIONS None

FIRST READING RESOLUTIONS None

UNFINISHED BUSINESS None

NEW BUSINESS None

BOARD COMMENTS:

President Hanberg recognized and thanked newly appointed advisory council members.

Commissioner Reid expressed a need to get a tenant for or repurpose the Portland Avenue Community Center.

Commissioner Baines requested that keep an extra eye on maintenance as the summer approaches and parks are getting more use.

ADJOURN:

Being no further business, the meeting was adjourned at 6:37pm

APPROVED:

President

Clerk

Submitted by: Jennifer Bowman, Board Secretary

METROPOLITAN PARK DISTRICT OF TACOMA

RESOLUTION NO. C43-21

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

WARRANTS CLAIM FUND

ACCOUNTS PAYABLE CLAIMS FUND:


Warrant Serial Numbers 334210 to 334395 AMOUNT: \$6,104,900.78

PAYROLL CLAIMS FUND:

Warrant Serial Numbers 053439 to 053528 AMOUNT: \$47,636.08

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

TOTAL \$6,152,536.86



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: Hunter George, Interim Chief Administrative Officer

SUBJECT: Amendment of Holiday Accrual and Overtime Policies

DATE: June 7, 2021

EXECUTIVE SUMMARY: Staff proposes to amend the Holiday Accrual and Use policy to add June 19th to the list of recognized holidays, and to amend the Break and Meal Periods Policy to expand overtime eligibility to part-time and seasonal staff who work on the day of a holiday.

BACKGROUND: The Park Board proclaimed February as Black History Month that included a stated intention of recognizing June 19 as an MPT-recognized holiday. June 19 has incredible significance in American history, as that was the day in 1865 when Union soldiers landed in Galveston, Texas with the news that the Civil War had ended and enslaved people were free (2½ years after President Lincoln signed the Emancipation Proclamation). It is often called Juneteenth, Freedom Day, Jubilee Day and Emancipation Day.

The state's biennial budget for 2021-23 will make June 19 a holiday for state employees, beginning in 2022. Many Washington cities follow the state's list of holidays, so they will adopt it next year as well. MPT staff are proud that Metro Parks is among the first to implement the new holiday.

Under current policy, part-time and seasonal employees receive regular wages when they work on a holiday because overtime has been reserved for time when the work week exceeds 40 hours. As staff discussed adding the Juneteenth holiday, they also recognized a need to update the overtime policy. Most of our customer-facing facilities are open on holidays, and we want to make sure that part-time and seasonal employees are appropriately compensated when working on the day of a holiday.

The Holiday Accrual and Use Policy (514.004) currently authorizes 12 paid holidays. This policy update adds June 19 to the list, and it increases the amount of paid time off by a corresponding 8 hours (from 96 hours a year to 104).

MPT follows overtime laws, but the District does not have a specific policy regarding overtime. After analyzing various MPT policies, we developed this recommendation to expand the Breaks and Meal Periods Policy (502.003) to include conditions for paying overtime wages. The amended policy states that part-time and seasonal employees will receive overtime pay for any hours worked on an MPT-designated holiday. It also defines the work week and notes that employees may be eligible for other

instances of overtime pay, such as those circumstances governed by the Collective Bargaining Agreement. As a result, the policy's title would be expanded to say Breaks, Meal Periods and Overtime. The overtime policy would take effect with the June 19 holiday and thereafter.

These policy amendments are endorsed by the Executive Cabinet and have been reviewed by legal counsel. The IUOE Local 302 representative appreciated the gesture and had no objections.

As stated above, many public entities are waiting another year to implement this new paid holiday. We had to move quickly in order to implement it this year, and therefore we have not been able to follow the usual protocol of introducing policy changes under New Business and discussing during a Committee of the Whole. We would appreciate the Park Board's understanding of the truncated schedule.

FISCAL IMPACT: In 2021, we estimate the cost of adding Juneteenth as a paid holiday to be \$17,417 in wages and benefits, which is based on a calculation of 389.5 staff hours worked that day. For the matter of paying overtime wages on holidays, we estimate an annualized expense of \$91,833, which is prorated to \$57,395 this year since three holidays have already passed. This overtime calculation used the 2019 Veterans Day payroll and an average part-time wage of \$17.50 as the basis. Thus the total impact of both policy changes in 2021 is estimated to be \$74,812. In both cases, Department Directors will absorb these expenses within their existing budgets.

ADDITIONAL INFORMATION: For additional information, please contact Hunter George, Interim Chief Administrative Officer, at 253-686-9553 or hunterg@tacomaparks.com.

METROPOLITAN PARK DISTRICT OF TACOMA
RESOLUTION NO. RR45-21
AMENDING DISTRICT POLICIES

WHEREAS, the Board of Park Commissioners recognizes the importance of maintaining a current comprehensive policy package that is relevant for decision-making; and

WHEREAS, consistent with 000.001 Policy and Procedures of the Board of Park Commissioners, the Board retains authority to authorize, amend and repeal policies; and

WHEREAS, the policies being brought forward have been thoroughly reviewed by staff and legal counsel, and the union steward offered no objections; and

WHEREAS, these policies will enhance District operations without compromising the quality of service or programs provided to the community, now, therefore be it,

RESOLVED that the Board of Park Commissioners of the Metropolitan Park District of Tacoma amend Policy 514.004 Holiday Accrual and Use, and Policy 502.003 Breaks, Meal Periods and Overtime attached hereto.

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

ATTEST:

President

Secretary

Clerk

HOLIDAY USE AND ACCRUAL

Policy No.: 514.004	Resolution No.: RR51-14	Date Approved: 7/14/14	Supersedes the following Resolutions & Policies: R23-94; R100-98; RR51-14
Date procedures adopted by the Executive Director:		Procedure revision date:	Procedures approved by the Executive Director:

POLICY: (Adopted by the Board of Park Commissioners)

Purpose: To establish a policy regarding use and accrual of holidays for career employees.

Policy Requirements:

Section I. Metro Parks Tacoma recognizes that certain days of the year are celebrated as holidays. Metro Parks Tacoma further recognizes that holidays serve as a time to afford employees paid time off to celebrate or reflect on such events with family and friends.

Section II. Metro Parks Tacoma recognizes as paid holidays the following:

- New Year's Day January 1
- Martin Luther King Day 3rd Monday in January
- President's Day 3rd Monday in February
- Memorial Day Last Monday in May
- ~~Juneteenth~~ June 19
- Independence Day July 4
- Labor Day 1st Monday in September
- Veteran's Day November 11
- Thanksgiving Day 4th Thursday in November
- Day after Thanksgiving
- Christmas Day December 25
- Floating Holiday (2)

Section III. The floating holidays will be taken at the employee's option, subject to approval by his/her supervisor.

Section IV. To be eligible for a floating holiday, an employee must have successfully completed their new-hire probationary period. Should an employee's new-hire probationary period overlap with the year end, the employee will only be eligible for the floating holidays that accrue during the year in which they successfully complete their new hire probation.

Section V. In general, when a holiday falls on a Sunday (or 7th day of an employee's workweek), the following Monday (or 1st day of the employee's work schedule) will be observed as the holiday. When a holiday falls on a Saturday (or 6th day of an employee's workweek), the previous Friday (or 5th day of the employee's work schedule) will be observed as the holiday. Upon mutual agreement between employees and their supervisors, an alternate day off may be taken during the year following accrual of the holiday.

Section VI. A career full-time employee will receive a ~~96104~~ hour (~~132~~ days * 8 hrs./day = ~~10496~~ hrs.) holiday accrual bank each January 1. It is recognized by the employee and Metro Parks Tacoma that the holiday accrual bank allows for ease of accounting and that a

holiday formally accrues to the employee on the date of the holiday noted above. A holiday may be not be advanced to the employee. Career part-time employees shall receive pro-rated holiday accrual in accordance with the percentage of full-time employment listed in the fiscal year budget. Any holiday hours not used by December 31st of each year shall be forfeited. It is the individual employee's responsibility to manage his/her holiday bank to avoid forfeiting any hours. Under no circumstance will unused holiday hours be paid out directly to the employee or rolled over into the next year.

- Section VII. Should an employee be required to work on a holiday, they shall be compensated at the following:
- A. Non-exempt employees shall receive one and one-half (1.50) times their regular rate of pay or, at the employee's option, an equivalent amount of comp time for the hours worked. Should a full-time employee work less than eight (8) hours on the holiday, holiday time in an amount necessary to total eight (8) hours will be added to the employee's time card.
 - B. If an employee is required to work on a holiday which is normally their day off, the employee will be assigned an alternate day (or portion thereof).

- Section VIII. If a holiday occurs during an employee's vacation, the employee shall utilize the holiday in lieu of vacation for the day.

- Section X. Under Washington state law all employees of Metro Parks Tacoma are entitled to up to two unpaid holidays per calendar year for "a reason of faith or conscience or an organized activity conducted under the auspices of a religious denomination, church, or religious holiday."
- A. A partial day off will count as a full day towards the yearly allotment of two days.
 - B. Paid leave cannot be substituted for this unpaid holiday leave.
 - C. To request this unpaid holiday, an employee must complete a "Request for an Unpaid Holiday" form and submit to their Department Director at least two week in advance. The Director will forward the completed and signed form to Human Resources. Human Resources will inform the employee of the approval/denial. Untimely requests will only be considered if the employee can demonstrate that timely notice was not possible under the circumstances. The request must include the follow information:
 - a. Name
 - b. The requested day(s) off
 - c. A sufficient description of the reason for the leave so that the department director can determine if it is properly granted.
 - d. If the request is untimely, the reason why it was not possible to submit the request in a timely manner.
 - D. A response will typically be provided within 7 days of the receipt of the request. The request may be denied if any of the following apply:
 - a. It was not submitted in a timely fashion
 - b. The reason for the requested leave is not appropriate under the law
 - c. The allotment of days under the law has already been exhausted
 - d. Granting the request would cause an undue hardship to Metro Parks

BREAK, AND MEAL PERIODS AND OVERTIME

Policy No.: 502.003	Resolution No.: RR81-15	Date Approved: 12/14/15	Supersedes the following Resolutions & Policies: RR6-10
Date procedures adopted by the Executive Director:		Procedure revision date:	Procedures approved by the Executive Director:

POLICY: (Adopted by the Board of Park Commissioners)

Purpose: To establish guidelines in providing break and meal periods and overtime pay.

Policy Requirements:

- Section I. Subject to any different rules for represented employees set forth in a collective bargaining agreement, all non-exempt employees are entitled to a paid ten-minute break for every four hours of working time. Non-exempt employees are also entitled to an unpaid 30-minute lunch period each day. Additionally for one year following childbirth, non-exempt employees who are nursing mothers are entitled to unpaid breaks during the workday for the purpose of expressing breast milk. These breaks will be paid to the extent they run concurrently with the above-referenced daily break. Metro Parks Tacoma will provide a suitable, private location for the nursing breaks.
- Section II. Where the nature of the work permits intermittent rest periods equivalent to ten minutes every four hours, scheduled rest periods are not required. Supervisors may allow employees to take several "mini" breaks in each 4 hours of working time. If these mini breaks total 10 minutes this substitutes for a scheduled rest break. Examples of mini breaks are personal phone calls, eating a snack, personal conversations, and whenever there is no work to do for a few minutes during a work shift.
- Section III. Supervisors may require employees to stay on the work site during their paid rest periods. Employees may be required to stay on the work site during the meal period if the meal period is paid time.
- Section IV. Break periods cannot be accrued or waived or used at the end or the beginning of the meal period or work shift.
- Section V. Metro Parks Tacoma's established work week is Monday at 12:00 AM to Sunday at 11:59 PM. Non-exempt employees will receive overtime pay for hours worked over 40 in the established workweek at a rate of one and one-half times their regular rate of pay.
- Section VI. Career employees may be eligible for other instances of overtime pay according to other appropriate policies and/or the collective bargaining agreement.
- Section VII. Part-time and seasonal employees will receive overtime pay at a rate of one and one-half times their regular rate of pay for any hours worked on a Metro Parks recognized holiday, as listed in Section II of the Holiday Use and Accrual Policy.

| Section VIII. Employees should advise their supervisor or Human Resources if they do not believe they are receiving adequate rest periods during the work day.