

REGULAR PARK BOARD MEETING AND AGENDA
August 23, 2021
6:00 PM REGULAR MEETING



This meeting will be held in person
At the Metro Parks Tacoma Headquarters Building
4702 S 19th St.
Tacoma, WA 98405

Join remotely
<https://us06web.zoom.us/j/87925393258>

via telephone :1-253-215-8782
Webinar ID: 879 2539 3258

Park Board meetings have transitioned to a hybrid style meeting. Zoom links and telephone numbers will now be noticed on the first page of the published agenda.

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 August 23, 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 August 23, 2021. In person verbal comments will also be allowed during the meeting.

**METROPOLITAN PARK DISTRICT
OF TACOMA**



AGENDA

AUGUST 23, 2021

6:00 P.M.

MPT HEADQUARTERS

4702 S. 19TH ST.

TACOMA, WA 98405

Via Telephone: 1-253-215-8782

Enter Meeting ID: 879 2539 3258#

Participant ID: no ID needed just press #

Join Zoom Meeting

<https://us06web.zoom.us/j/87925393258>

**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

FLAG SALUTE

SPECIAL PRESENTATIONS

PRESIDENT'S REPORT

STANDING COMMITTEE & COMMISSION REPORTS

EXECUTIVE DIRECTOR'S REPORT

REGULAR MEETING

COMMUNITY COMMENTS

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



Verbal comments will be allowed in person during the meeting. Community comment is also encouraged to be submitted in advance of the meeting in written form. Please submit written comments to the Board by 4pm on August 23, 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 August 23, 2021.

MINUTES

(5-8) MINUTES OF THE AUGUST 9, 2021 REGULAR BOARD MEETING

CONSENT AGENDA

(9-12) **RESOLUTION NO. C55-21:** ACCEPTING \$740,724.20 IN CONTRIBUTIONS FROM THE GREATER METRO PARKS FOUNDATION FOR MULTIPLE METRO PARKS PROJECTS AND PROGRAMS
(Contact: Mark Knowlden, Interim Operations Director, Director Parks & Recreation)

REGULAR AGENDA

PURCHASING RESOLUTIONS

(Requiring one reading for adoption)

(13-16) **RESOLUTION NO. P56-21:** AUTHORIZING PURCHASE OF GOODS AND SERVICES FOR METRO PARKS TACOMA

1. LIFE FITNESS FOR EXERCISE EQUIPMENT IN THE AMOUNT OF \$150,000
(Contact: Mark Knowlden, Interim Operations Director, Director Parks & Recreation)
2. SIMON & COMPANY FOR FEDERAL LOBBYING SERVICES IN AN AMOUNT NOT TO EXCEED \$50,000 FOR THE BIENNIUM
(Contact: Hunter George, Interim Chief Administrator)
3. TK BENTLER PUBLIC AND GOVERNMENT AFFAIRS FOR STATE LOBBYING SERVICES IN AN AMOUNT NOT TO EXCEED \$100,000 FOR THE BIENNIUM
(Contact: Hunter George, Interim Chief Administrator)

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)

UNFINISHED BUSINESS

NEW BUSINESS
BOARD COMMENTS

ADJOURNMENT

UPCOMING BOARD MEETINGS

August 25, 2021	Capital Improvement Committee	5:00 PM	Remote Meeting
August 30, 2021	Committee of the Whole	5:30 PM	District Headquarters
September 13, 2021	Regular Park Board Meeting	6:00 PM	District Headquarters
September 15, 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
AUGUST 9, 2021**

PRESENT:

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

IN THE CHAIR: Erik Hanberg

PLACE: Metro Parks Tacoma Headquarters

STUDY SESSION ENDANGERED NORTHERN LEOPARD FROG PROJECT

Marc Heinzman, biologist at NW Trek was present to inform the Board about the Northern Leopard Frog Conservation Project being led at NW Trek. Mr. Heinzman began by providing information about the decline of the frog species in the western states. He noted that reasons for the decline included climate change, habitat impacts, and predators. Staff noted that there have been efforts to improve habitats but more needs to be done. Mr. Heinzman then spoke of the grant of \$20,000 through the State Wildlife Grant that has made this project possible. Next staff described work over the last couple of months that including egg collection, tad pole rearing and the eventual release of these frogs last week. Several slides were reviewed that showed frogs being tagged and released. In total 480 frogs have been released as a result of this conservation project. Mr. Heinzman commented that staff is hoping to repeat the project in 2022.

REGULAR MEETING

The regular meeting of the Metropolitan Park District Board of Park Commissioners was called to order by President Hanberg at 6:00 p.m.

SPECIAL PRESENTATIONS

Q2 BUDGET UPDATE

Chief Financial Officer, Erwin Vidallon opened the presentation by commenting that District-wide the year to date variance is favorable by \$5M. Mr. Vidallon then reviewed a table noting the variance by fund as follows: General Fund \$570,559, Regional; Park & Attraction \$1.29M and ZEED \$3.4M. Mr. Vidallon explained that most savings in the quarter has resulted from salaries & benefits, and timing of expenditures.

Mr. Vidallon then commented on tax revenue. He pointed out that property tax collection is tracking very close to budget. The Board was informed that sales tax is tracking much higher than the projected budget as the District had planned conservatively as the region begins to rebound from the impacts of COVID.

The Board was then taken through a number of slides that broke down quarterly revenue and expenses by business units for Operations, Parks & Recreation and administration and ZEED. Items of note included great performance by the golf course, Boathouse, and Fort Nisqually. Mr. Vidallon also called out a positive variance of \$119,000 in revenue received from the

Greater Metro Parks Foundation related to the Eastside Community Center Lease commenting that the lease payment will be made in November. Within the area marketing, some revenues expected from some sponsors have yet to be received to date, staff is working with sponsors on the timing of payments. However, expenditures compared to budget continues to be favorable realizing a savings of approximately \$155,000 to date.

Mr. Vidallon commented that within the ZEED budget a few items including that new tram payments have been delayed based on delivery changes, and the Zoo continues to do well on revenue side due to admissions.

The presentation concluded with a look at 2nd Quarter results from the capital budget. Mr. Vidallon comment that capital has increased in expenditures by approximately \$4.4M compared to 1st Quarter. He noted most of the expenditures were invoices paid for projects from the Regional Parks category by about \$1.3M and Waterfront Parks & Facilities with an increase of approximately \$2.6M. Remaining budget of approximately \$26M remains healthy based on what's planned.

PRESIDENTS REPORT

Commissioner Hanberg noted that the Board is wearing masks tonight to continue to model healthy behaviors for the community.

STANDING COMMITTEE AND COUNCIL REPORTS None

EXECUTIVE DIRECTOR'S REPORT

Executive Director Shon Sylvia commented on the following:

- Staff is putting the final touches on the installation of new equipment in the Board room. Staff will get trained up in anticipation of an August 23rd Hybrid Board meeting.
- Meadow Park continues its record breaking year. Through July, the golf course has already met 76% of its yearly target of total golf rounds played as compared to its adopted budget. July 2021 has been the busiest month ever.
- Two successful national night out events were held last week at Peoples and another in partnership with Salishan.
- Commissioners are invited to attend the Bald Eagle Bronze Sculpture unveiling Thursday, August 19th at 6 pm at NW Trek
- Board Retreat is scheduled for August 20, 2021
- Fort Nisqually Bridge encampment is returning August 13th & 14th
- STAR Center Movie Series continues August 13th and 20th - Lawn opens at 7:30pm, Movies begin at dark

COMMUNITY COMMENTS

Curt Mehlhaff commented on the lack of life at the Titlow shoreline. He requested that the District continue to seek ways to positively impact the local environment.

MINUTES OF THE JULY 26, 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. C52-21: POINT DEFIANCE PARK WATERFRONT PHASE 1 FINAL ACCEPTANCE OF GUY F ATKINSON CONSTRUCTION LLC, CONTRACT #2015150J/ GCCM RFQ071727

RESOLUTION NO. C53-21: POINT DEFIANCE PARK WATERFRONT PHASE 1 SIGNAGE FINAL ACCEPTANCE OF EVERGREEN SIGN COMPANY CONTRACT #202037J/ BID NO. J2020-05

RESOLUTION NO. C54-21: APPROVAL OF WARRANTS CLAIM FUND FOR JULY 2021

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

PURCHASING RESOLUTIONS None

PUBLIC WORKS PURCHASING RESOLUTIONS None

SINGLE READING RESOLUTIONS None

SECOND READINGS RESOLUTIONS None

FIRST READING RESOLUTIONS None

UNFINISHED BUSINESS None

NEW BUSINESS None

BOARD COMMENTS

Commissioner Reid commented that his advisory council will be visiting Dickman Mill Park during their next meeting.

Commissioner Smith commented that she attended the Shakespeare in the Park recently held at Dune Peninsula and Wright Park.

Commissioner Pointer requested statistics on the number of employees that have attested to being vaccinated.

President Hanberg acknowledged the comments of Mr. Melhaff earlier in the meeting inquiring how the District can be helpful in impacting habitat at Titlow. President Hanberg also noted that the movie *Dune* is opening in October. He suggested future events at Dune Peninsula that could coincide with movie showings.

ADJOURN:

Being no further business, the meeting was adjourned at 6:35p.m.

APPROVED:

President

Clerk

Submitted by: Jennifer Bowman, Board Secretary



MEMORANDUM

TO: Board of Park Commissioners

THROUGH: Shon Sylvia, Executive Director

FROM: Mark Knowlden, Interim Operations Director, Parks & Recreation

SUBJECT: Accepting 2021 Mid-Year Funds from Greater Metro Parks Foundation for various programs and projects

DATE: August 17, 2021

EXECUTIVE SUMMARY: A resolution is requested to accept funds from the Greater Metro Parks Foundation, the first of two 2021 fund distributions. This particular 2021 fund distribution is to support the following Metro Parks Tacoma programs and projects:

Parks & Recreation Department

Specialized Recreation	\$ 49,098.50
Lane Talmadge Scholarships	\$ 4,934.99
Summer Meal Program	\$ 57,418.14
Memorials	\$ 16,422.20
Chip-In	\$ 12,965.91
Swan Creek Dog Park	\$ 17,500.00
McKinney Vento Day Camps	\$ 163,150.00
Zina Linnik Project	\$ 173,845.00
Athletic Equipment	\$ 150,000.00
Eastside Community Center Programming	\$ 93,973.40

MPT Unrestricted

Covid Response	<u>\$ 1,416.06</u>
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\$ 740,724.20

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 \$740,724.20.

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

METROPOLITAN PARK DISTRICT OF TACOMA

RESOLUTION NO. C55-21

**ACCEPTING \$740,724.20 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 2021 mid-year disbursement of \$ 740,724.20 in contributed funds for the following programs and projects:

<u>Parks & Recreation Department</u>	
Specialized Recreation	\$ 49,098.50
Lane Talmadge Scholarships	\$ 4,934.99
Summer Meal Program	\$ 57,418.14
Memorials	\$ 16,422.20
Chip-In	\$ 12,965.91
Swan Creek Dog Park	\$ 17,500.00
McKinney Vento Day Camps	\$ 163,150.00
Zina Linnik Project	\$ 173,845.00
Athletic Equipment	\$ 150,000.00
Eastside Community Center Programming	\$ 93,973.40
<u>MPT Unrestricted</u>	
Covid Response	<u>\$ 1,416.06</u>
\$ 740,724.20	

Now, therefore, be it

RESOLVED by the Board of Park Commissioners that the Metropolitan Park District of Tacoma accepts the cash contributions of \$ 740,724.20 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.

ATTEST:	_____
	President
_____	_____
Secretary	Clerk





MEMORANDUM

TO: Board of Park Commissioners

THROUGH: Shon Sylvia, Executive Director

FROM: Mark Knowlden, Interim Director of Parks and Recreation Department
Hunter George, Interim Chief Administrative Officer

SUBJECT: Purchasing Resolution

DATE: August 17, 2021

EXECUTIVE SUMMARY: This resolution authorizes the Executive Director to enter into the necessary agreements for the purchase and acquisition of the goods and services detailed in Exhibit A to the Resolution and in the supporting information below.

Proposed goods and services for purchase and/or acquisition:

<u>Item Number</u>	<u>Proposed Vendor</u>	<u>Proposed Purchase</u>	<u>Price</u> <u>(With Sales Tax)</u>
1.	Life Fitness	Exercise Equipment	\$150,000.00
2.	Simon & Company	Federal Lobbying Services	Not to Exceed \$50,000/ biennium
3.	TK Bentler Public and Government Affairs	State lobbying Services	Not to exceed \$100,000/biennium

Item No. 1

VENDOR	Life Fitness
GOODS OR SERVICES	Exercise Equipment
PRICE	\$150,000.00 - Parks and Recreation
SOURCE OF FUNDING	2021 Parks and Recreation Operating Budget/ Grant Through Greater Metro Parks Foundation
CONTACT	Mark Knowlden, (253) 305-1067

BACKGROUND: Metro Parks Tacoma is a member with Sourcewell formally National Joint Power Alliance (NJPA), a local government agency in the State of Minnesota and service cooperative. Under this membership, Metro Parks can purchase directly with Life Fitness LLC as Sourcewell has done the RFP solicitation process for fitness equipment. Life Fitness LLC has

provided a quote to us for the Center at Norpoint, People's Community Center and STAR Center, based on their current Contract No. 081120-LFF.

FISCAL IMPACT: These expenses are being covered through a donation by Greater Metro Parks Foundation.

ADDITIONAL INFORMATION: For additional information, please contact Mark Knowlden, Interim Operations Director at (253) 305-1067 or mark.knowlden@tacomaparks.com .

ITEM No. 2

- **VENDOR** Simon & Company
- **GOODS OR SERVICE** Federal lobbying services
- **PRICE** Not to Exceed \$50,000/biennium
- **SOURCE OF FUNDING** Office of the Executive Director Budget
- **CONTACT** Hunter George, (253) 686-9553

BACKGROUND: MPT has paid for federal lobbying services since 2007. After a competitive Request for Proposals (RFP) process, staff recommend re-signing with Simon & Company to represent the District's interests on issues considered by Congress and the Federal government. The expected rate is approximately \$25,000 per year for two years, with options for extensions.

Item No. 3

- **VENDOR** TK Bentler Public and Government Affairs
- **GOODS OR SERVICE** State lobbying services
- **PRICE** Not to exceed \$100,000/biennium
- **SOURCE OF FUNDING** Office of the Executive Director budget
- **CONTACT** Hunter George, (253) 686-9553

BACKGROUND: MPT has paid for state lobbying services for over 20 years. After a competitive Request for Proposals (RFP) process, staff recommend re-signing with TK Bentler Public and Government Affairs to represent the District's interests on issues considered by the Washington Legislature and State government agencies. The expected rate is approximately \$49,000 per year for two years, with options for extensions.

FISCAL IMPACT: Funds for both lobbying contracts will come from department operating budgets.

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

METROPOLITAN PARK DISTRICT OF TACOMA

PURCHASING RESOLUTION NO. P56-21

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

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

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

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

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

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

ATTEST:

President

Secretary

Clerk

Exhibit A
to
Purchasing Resolution No. P56--21

Item No. 1

- **VENDOR** Life Fitness
- **GOODS OR SERVICE** Exercise Equipment
- **PRICE** \$150,000.00- Parks and Recreation
- **SOURCE OF FUNDING** 2021 Parks and Recreation Department Operating Budget/ Donation through the Foundation
- **CONTACT** Mark Knowlden (253) 305-1067

Item No. 2

- **VENDOR** Simon & Company
- **GOODS OR SERVICE** Federal lobbying services
- **PRICE** Not to Exceed \$50,000/biennium
- **SOURCE OF FUNDING** Office of the Executive Director Budget
- **CONTACT** Hunter George, (253) 686-9553

Item No. 3

- **VENDOR** TK Bentler Public and Government Affairs
- **GOODS OR SERVICE** State lobbying services
- **PRICE** Not to exceed \$100,000/biennium
- **SOURCE OF FUNDING** Office of the Executive Director budget
- **CONTACT** Hunter George, (253) 686-9553