

REGULAR PARK BOARD MEETING AND AGENDA
October 11, 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

Join Zoom Meeting
<https://us06web.zoom.us/j/85322930262>

via telephone :1-253-215-8782
Webinar ID: 853 2293 0262 #

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 October 11, 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 October 11, 2021. In person verbal comments will also be allowed during the meeting.

**METROPOLITAN PARK DISTRICT
OF TACOMA**



AGENDA

**OCTOBER 11, 2021
6:00 P.M.
MPT HEADQUARTERS
4702 S. 19TH ST.
TACOMA, WA 98405**

Via Telephone: 1-253-215-8782
Enter Meeting ID: 853 2293 0262 #
Participant ID: no ID needed just press #
Join Zoom Meeting
<https://us06web.zoom.us/j/85322930262>

**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

INDIGENOUS PEOPLE'S DAY PROCLAMATION & RECOGNITION

GREEN TACOMA DAY WRAP UP

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

(4-8) MINUTES OF THE SEPTEMBER 27, 2021 REGULAR BOARD MEETING

CONSENT AGENDA

(9-10) **RESOLUTION NO. C63-21:** APPROVAL WARRANTS CLAIM FUND FOR SEPTEMBER 2021
(Contact: Erwin Vidallon, Chief Financial Officer)

(11-12) **RESOLUTION NO. C64-21:** AUTHORIZING SURPLUS AND DISPOSAL OF PERSONAL PROPERTY
(Contact: Mark Knowlden, Interim Director of Operations of Parks & Recreation)

REGULAR AGENDA

PURCHASING RESOLUTIONS

(Requiring one reading for adoption)

(13-17) **RESOLUTION NO. P65-21:** AUTHORIZING PURCHASE OF GOODS AND SERVICES FOR METRO PARKS TACOMA
1. KOFF & ASSOCIATES FOR CLASSIFICATION & COMPENSATION STUDY IN THE AMOUNT OF \$85,000
(Contact: Erwin Vidallon, Chief Financial Officer)

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

October 13, 2021	Capital Improvement Committee	5:00 PM	Remote Meeting
October 18, 2021	Committee of the Whole	5:30 PM	District Headquarters
October 25, 2021	Regular Park Board Meeting	6:00 PM	District Headquarters
October 27, 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
SEPTEMBER 27, 2021**

PRESENT:

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

IN THE CHAIR: Erik Hanberg

PLACE: Metro Parks Tacoma Headquarters and via ZOOM

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 None

PRESIDENTS REPORT

President Hanberg thanked all in attendance for masking up.

STANDING COMMITTEE AND COUNCIL REPORTS

Nature & Environment Advisory Council

Commissioner Reid commented that the council met on September 14th at Swan Creek. The council toured the new improvements being made to the park.

EXECUTIVE DIRECTOR'S REPORT

Executive Director Shon Sylvia commented on the following:

- Last week NW Trek received the Top Honors Exhibit Award for the Eagle Passage Exhibit at the annual AZA conference. The exhibit award is the highest accomplishment for exhibit design given by the AZA. This is the first time that Northwest Trek has won an exhibit award. The exhibit is a representation the work of the entire staff as Eagle Passage was a home grown concept, not the work of an architecture firm. And, importantly, it was made possible by the work of the Northwest Trek Foundation.
- Staff was pleased with the Summer Bash event held on September 4th. Sum total of visitors from Ruston Way, Point Ruston and at Dune was 33,000 – 35,000 visitors.
- The CIC scheduled for Wednesday, September 29th is canceled.
- Fort Nisqually Candle light tour is October 1 & 2nd , 6-10pm. Advance tickets are available to the public on—line
- The rededication and public celebration for the of the new and improved Browns Point Lighthouse is October 17th 2-4pm. This event is being hosted by the Points NE Historical Society.

COMMUNITY COMMENTS

Todd Sharon commented that he is interested in seeing the Never Never Land Figurines going to a museum of some kind and not being sold at auction. Mr. Sharon commented that he felt the public did not get ample public notice of the deaccessioning and sale of the figurines. He urged the Board to continue to look for a public space to showcase the figurines.

Cheri Solien sent her comments via email (*on file*) to the Board. Ms. Solien also made verbal comments remotely related to her written comments. Ms. Solien stated she is member of the West End Neighborhood Council and has been meeting with staff from the City of Tacoma’s Environmental Services Division. Ms. Solien spoke of three projects she would like Metro Parks to consider for Titlow Park: An art stenciling project where there would stencil attractive Prevent Storm Water Pollution messaging on pavement, additional doggy bag stations, write a Make a Splash Grant for up to \$4,000 to get new Titlow Park signage for helping to message storm water pollution and dog waste. Ms. Solien commented that the City has agreed to fund these projects.

Written comments (*on file*) were received from Alec Wrolson. Mr. Wrolson comments noted his concern for unsafe use of the Point Defiance Boat launch parking lot during late night hours. He encouraged the board to limit access and monitor the lot.

MINUTES OF THE SEPTEMBER 13, 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. C59-21: AUTHORIZING SURPLUS AND DISPOSAL OF PERSONAL PROPERTY

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

RESOLUTION NO. PW62-21: POINT DEFIANCE MARINA COMPLEX PIER IMPROVEMENTS BID NO J2021-24, CONTRACT AWARD TO AMERICAN CONSTRUCTION CO., INC.

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

Debbie Terwilleger commented that this bid was reviewed by the CIC. She noted that this is one of the elements in a series of improvements planned to occur at the Marina Complex. Ms. Terwilleger noted that this bid is exclusive to in-water portion of the project due to fish window restraints.

Staff commented that 3 responsive bids were received for the project.

Commissioner Pointer inquired about the range of bid amounts. Project Manager, Roger Stanton commented that staff does not have information from contractors on how they built their bids. Mr. Stanton did note that the bidder being selected does have their own equipment needed for the project and that could have been a reason their bid was lower than the others.

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

HISPANIC HERITAGE MONTH PROCLAMATION

Delia Flores introduced the following members of the Calavera Collective: Luis A. Garcia Deysi Martinez, Maria Teresa Gámez & Jacqueline Estrada. Ms. Flores informed the Board about the ongoing partnership with Calavera Collective to better engage with the Hispanic communities in Tacoma.

President Hanberg and Delia Flores then co-read, in Spanish and English a proclamation in honor of Hispanic Heritage month.

Luis Garcia thanked the Board for the ongoing partnership and opportunity to work with Metro Parks Tacoma. Deysi Martinez commented on the community service projects that Calavera Collective has undertaken through Metro Parks such as clean up days in Swan Creek Park. She noted that this year's event that they are sponsoring will also provide an opportunity for COVID vaccines.

Board members thanked the collective for attending and a group photo was taken.

BOARD COMMENTS

Commissioner Baines spoke about his recent trip to Nashville to attend the NRPA national conference. He noted the great bike way-finding system in Nashville.

Commissioner Smith commented that she too attended NRPA. She commented that she attended a session on blending art and culture in communities. She noted that partnering with Groups like Calavera Collective is a great way to do more of that type of partnering in Tacoma.

President Hanberg requested that staff follow up with the community members that spoke about Never Never Land and Titlow Park projects.

He also stated he recently was in New York City and visited Little Island Park.

ADJOURN:

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

APPROVED:

President

Clerk

Submitted by: Jennifer Bowman, Board Secretary

METROPOLITAN PARK DISTRICT OF TACOMA

RESOLUTION NO. C63-21

APPROVAL OF WARRANTS CLAIM FUND FOR SEPTEMBER 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 SEPTEMBER 1, 2021 AND ENDING SEPTEMBER 30, 2021.

WARRANTS CLAIM FUND

ACCOUNTS PAYABLE CLAIMS FUND:


Warrant Serial Numbers 334808 to 335195 AMOUNT: \$6,420,181.41

PAYROLL CLAIMS FUND:

Warrant Serial Numbers 053959 to 054066 AMOUNT: \$71,868.02

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

TOTAL \$6,492,049.43



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: Mark Knowlden, Interim Director of Parks & Recreation

SUBJECT: Authorizing Surplus and Disposal of Personal Property

DATE: October 4, 2021

EXECUTIVE SUMMARY: This resolution authorizes the surplus and disposal of personal property no longer in service or required for future operations from the Department of Parks and Recreation.

BACKGROUND: Section V. RCW 35.61.132 authorizes Metro Parks Tacoma to sell, exchange or dispose of any personal property acquired for park purposes when such property is no longer suitable for park or other recreational purposes. The items requested to be surplused are no longer in usable condition or required for operations. Staff routinely evaluates equipment to determine on-going operating and maintenance costs as compared to the cost of replacement. The dumpsters are no longer in use, and due to deterioration of the dumpsters, the city will no longer allow them to be picked up. Staff is requesting that the following items be listed as surplus:

DESCRIPTION	SERIAL #	DATE ACQ Approx.	MODEL
20 yd steel roll off dumpster- SERA	N/A	1986	Brand Unknown
20 yd steel roll off dumpster- Heidelberg	N/A	1986	Brand Unknown

FISCAL IMPACT: Per District policy, 000.003 Disposal of Real Property, Section I, Property may be traded, sold or conveyed when the Board reasonably believes such trade, sale or conveyance is in the best interest of Metro Parks Tacoma.

ADDITIONAL INFORMATION: For additional information, please contact Mark Knowlden, Interim Director of Operations for Parks & Recreation, at 253-255-2487 or Mark.Knowlden@tacomaparks.com

METROPOLITAN PARK DISTRICT OF TACOMA

RESOLUTION NO. C64-21

AUTHORIZING SURPLUS AND DISPOSAL OF PERSONAL PROPERTY

WHEREAS, the Metropolitan Park District of Tacoma wishes to surplus and dispose of personal property which is no longer in service, having been replaced with new units or due to age and condition are no longer required for operations; therefore be it

RESOLVED by the Board of Park Commissioners of the Metropolitan Park District of Tacoma that the following real property items be declared surplus:

DESCRIPTION	SERIAL #	DATE ACQ Approx.	MODEL
20 yd steel roll off dumpster- SERA	N/A	1986	Brand Unknown
20 yd steel roll off dumpster- Heidelberg	N/A	1986	Brand Unknown

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

ATTEST:

President

Secretary

Clerk



MEMORANDUM

TO: Board of Park Commissioners

THROUGH: Shon Sylvia, Executive Director

FROM: Erwin Vidallon, Chief Financial & Administrative Officer

SUBJECT: Purchasing Resolution

DATE: October 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 goods and services for purchase and/or acquisition:

Item No. 1

- **VENDOR** Koff & Associates
- **GOODS OR SERVICE** Classification & Compensation Study
- **PRICE** \$85,000
Original Contract Amount: \$80,000
Study Contingency: \$5,000
- **SOURCE OF FUNDING** Business Administration & Planning
Department/Human Resource Operating Budget
- **CONTACT** Erwin Vidallon, (253) 305-1081

BACKGROUND: In July of 2021, Metro Parks Tacoma issued a Request for Proposal (RFP) for proposals for services for a consultant with significant public sector experience to conduct an Employee Classification and Compensation Study of non-represented, represented and part-time positions. From the review of the responses, four vendors were identified as top candidates and asked to participate in a presentation/interview.

Koff & Associates was selected by the review committee based off the written responses from the RFP, combined with a vendor presentation and questions/answers provided by the candidates. The committee felt Koff & Associates presented the best understanding and opportunities to assist Metro Parks in its long-term goals associated with achieving a sustainable classification and compensation program.

As a continuing part of implementing our organizational development plan initiated the summer of 2020, leadership sought to pursue a reassessment of our existing classification & compensation program to ensure that our overall structure is in line or competitive with current market conditions. Metro Parks Tacoma's last classification and compensation study was

completed back in 2016 with a focused approach. Metro Parks Tacoma seeks a qualified classification and compensation consulting firm to conduct a more comprehensive study compared to the 2016 study to perform the following services:

1. Assess Metro Parks Tacoma's existing classification system and recommend modifications to classification structure and reclassification methodology;
2. Conduct a market study of represented and non-represented cash and pay ranges across Metro Parks Tacoma;
3. Conduct a market study of employer-sponsored health care plans and retirement plans among public employers;
4. Compare Metro Parks Tacoma's total compensation program (cash and benefit plans) with other public employers in the geographic areas from which Metro Parks Tacoma also recruits; and,
5. Provide subject matter expertise for the design and implementation of a total compensation philosophy and strategy, including updating existing policies or introducing new ones.

As described in the RFP, the Project shall include, but not be limited to the following expected scope of work:

Perform a comprehensive review and evaluation of Metro Parks Tacoma's current compensation and classification program design, including benefits plan documents, guidelines, policies, informal and formal practices, and procedures, to gain a thorough understanding of the current framework of Metro Parks Tacoma's compensation program for represented and non-represented and part-time staff to address fairness, equity, recruitment, retention, and a competitive position in the marketplace. This review shall include consideration and assessment of Metro Parks Tacoma's current class specifications and/or job descriptions, organization charts and collective bargaining agreement (as applicable): The analysis shall include the following:

- A. Review the current classification system, including groupings of positions, pay grade assessment, and position range of consideration (minimum and maximum spread), and propose recommendations based on a market analysis using public and private employers in the region as well as the parks, recreation, and zoological industries.
- B. The review is expected to include approximately 75 benchmarked positions that cover fulltime career positions (non-represented and represented) and part-time positions.
- C. Identify any internal pay inequities and recommend solutions to address them.
- D. Provide guidance to appropriately slot classifications that are not included as benchmarks in the survey.
- E. Review positions for appropriate FLSA-exempt status.
- F. Recommend methods and guidelines by which skill-based pay, merit increases, market adjustments, promotional increases, etc. might be made within a total compensation model.
- G. Analyze benefits and employee leave programs from a competitive total compensation standpoint, including:
 - Health: number and types of plans offered, employer/employee contributions, copays, out-of-pocket maximums, deductibles
 - Dental: coverage, employer/employee contribution amounts
 - Life: coverage, employer/employee contribution amounts
 - Retirement: employer/employee contributions amounts, matching programs
 - Leave accruals: vacation, sick, PTO, annual holidays

- Other potential benefits not offered by MPT
- H. Prepare and present a project plan, communication plan, and costs prior to commencing the analysis.
 - I. Provide data and recommendations as described in this scope of work.
 - J. Propose a plan to implement the final recommendations, including timeline and milestones.
 - K. Present on-site, or remotely, an initial project overview (orientation), status reports, and final presentation of the findings and implementation strategy.
 - L. Consultant may provide additional services as requested and negotiated by Metro Parks Tacoma.

FISCAL IMPACT: The financial commitment is approximately \$85,000 and funds will come from the Business Administration & Planning departmental operating budget.

ADDITIONAL INFORMATION: For additional information, contact Erwin Vidallon, Chief Financial Officer at (253) 305-1081 or erwinv@tacomaparks.com

PURCHASING RESOLUTION NO. P65 -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. P65-21

Item No. 1

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