

**REGULAR PARK BOARD MEETING AND AGENDA**  
**October 25, 2021**  
**5:30 PM PUBLIC HEARING**  
**6:00 PM REGULAR MEETING**

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

**Join remotely**

Join Zoom Meeting  
<https://us06web.zoom.us/j/86164610331>

via telephone :1-253-215-8782

Webinar ID: 861 6461 0331

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 25, 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 October 25, 2021. In person verbal comments will also be allowed during the meeting.

**METROPOLITAN PARK DISTRICT  
OF TACOMA**



**AGENDA**

**OCTOBER 25, 2021**

**5:30 P.M.**

**MPT HEADQUARTERS**

**4702 S. 19<sup>TH</sup> ST.**

**TACOMA, WA 98405**

Via Telephone: 1-253-215-8782

Enter Meeting ID: 861 6461 0331

Participant ID: no ID needed just press #

Join Zoom Meeting

<https://us06web.zoom.us/j/86164610331>

**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. **PUBLIC HEARING**

GENERAL TAX LEVY OF REGULAR PROPERTY TAX FOR COLLECTION IN 2022

EXCESS TAX LEVY FOR UNLIMITED TAX GENERAL OBLIGATION (UTGO) BOND  
REDEMPTION

**COMMUNITY COMMENTS FOR THE PUBLIC HEARING**

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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."



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

**ROLL CALL**

**FLAG SALUTE**

**SPECIAL PRESENTATIONS** Q3 CAPITAL PROJECT UPDATE

**PRESIDENT’S REPORT**

**STANDING COMMITTEE & COMMISSION REPORTS**

**EXECUTIVE DIRECTOR’S REPORT**

**REGULAR MEETING**

**COMMUNITY COMMENTS**

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**MINUTES**

(5-8) MINUTES OF THE OCTOBER 11, 2021 REGULAR BOARD MEETING

**CONSENT AGENDA**

**REGULAR AGENDA**

**PURCHASING RESOLUTIONS**

*(Requiring one reading for adoption)*

**PUBLIC WORKS PURCHASING RESOLUTIONS**

*(Requiring one reading for adoption)*

(9-11) **RESOLUTION NO. PW66-21** GAS STATION PARK CONTRACT AMENDMENT NO. 1 FOR MACKAY & SPOSITO  
(Contact: Debbie Terwilleger, Director or 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)*

**UNFINISHED BUSINESS**

**NEW BUSINESS**

**BOARD COMMENTS**

**ADJOURNMENT**

**UPCOMING BOARD MEETINGS**

October 27, 2021	Capital Improvement Committee	5:00 PM	Remote Meeting
November 8, 2021	Regular Park Board Meeting	6:00 PM	District Headquarters
November 10, 2021	Capital Improvement Committee	5:00 PM	Remote Meeting
November 15, 2021	Committee of Whole	5:30 PM	District Headquarters

\*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  
OCTOBER 11, 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

**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**

**INDIGENOUS PEOPLES DAY PROCLAMATION AND RECOGNITION**

Norinda Rosario Yancey, Chief Equity Officer for Metro Parks Tacoma remarked on the this being the first year a US President has officially recognized Indigenous Peoples Day. Ms. Rosario Yancey further commented that along with other states and hundreds of other cities we recognize, honor and reflect on the many contributions of the Native Americans in this country. It was also noted that today should be an occasion to recognize and educate our community about the hardships & challenges endured by Native Americans. The Puyallup and Nisqually Tribes were thanked and recognized for their continued support and partnerships with Metro Parks Tacoma. Staff members with Native American roots were acknowledged by Ms. Rosario Yancey.

President Hanberg read a proclamation into the record in recognition of Indigenous Peoples Day. Peter Ansara, Executive Director of the Nisqually Tribe thanked the Board and the Park District for their recognition of the tribal contributions to Tacoma and this community.

**GREEN DAY TACOMA WRAP UP**

Amy Boucher reminded the Board of the mission of the CHIP-In program stating that the program supports the reciprocal nature of volunteer work, as not only do the volunteers help Metro Parks enhance the parks and restore natural areas, but the District helps volunteers connect to nature and build resilient strong communities.

Ms. Boucher then commented that through CHIP-In there have been 130 volunteer opportunities resulting in 1,2079 total volunteers that provided just over 10,000 hours worked. Several photos of a recent event that was hosted with the Tacoma School of the Arts Day of Caring were shared. Staff commend the event was a huge success not only for the connections made with the students, but the support provided to the District's park maintenance staff. Students worked at Eastside Community Center and Kandle Park.

The Board was also informed of the recent Green Tacoma Day that took place at 11 sites around the District. Ms. Boucher commented that events like this provide opportunities for deepening connections and contributing to care for the community's air, water, and land. Staff indicated that partnering with others in Tacoma and in the Greater Puget Sound region through the Green Tacoma Partnership, is helping instill in our communities an ecologically minded approach when we engage with our spaces and each other. Slides of tree planting at Alling Park and landscape work at Swan Creek Park were shared with the Board. In addition, a video from the Puyallup Tribe highlighting the traditional teachings about the community landscape in our region was viewed. The following groups were recognized by Ms. Boucher for their clean up efforts on the Eastside of Tacoma: including Ireta P'urhépecha , VT Radio Universal, Comúnidad - Latinos Outdoor.

**PRESIDENTS REPORT** None

**STANDING COMMITTEE AND COUNCIL REPORTS** None

**EXECUTIVE DIRECTOR'S REPORT**

Executive Director Shon Sylvia commented on the following:

- The District has applied for a \$1.5 million grant from Pierce County's allocation of federal COVID-19 relief funds from the American Rescue Plan Act. The District would apply these funds to our Beyond the Bell after-school program. The request splits the grant into two payments - \$750,000 in January (when the County's new fiscal year starts), and another \$750,000 next summer as the program evolves. The District is asking the County to match the \$750,000 that the City of Tacoma has allocated to the after-school programming. The County is considering how to spend its COVID-relief funds as part of its 2022-23 biennial budget, so staff anticipates a decision on the grant request in November.
- The following new and promoted employees were introduced: Alisa O'Hanlon Regala, Rosemary Ponnekanti, Brianna Charbonnel, Doug Plewnarz, Alex Critchlow, Sam Bets, Josh Byrd & Tracy Craggan
- The Beyond the Bell after school program experienced a successful first field trip to NW Trek with 155 participants. Four more field trips are being planned.

President Hanberg welcomed and thanked new and promoted staff.

**COMMUNITY COMMENTS**

Todd Sharon commented that he felt that his comments that were given at the last board meeting were not accurately reflected in the minutes. Mr. Sharon commented that his primary hope is and has been the Metro Parks will restore Never Never Land as expressed through petitions signed by the public, press coverage and those that have directly spoken to the Board. Mr. Sharon commented that if Never Never Land is not restored it his desire that the figures will be placed in a museum or somewhere where the public can have access because of the high degree of sentimentality of the figures. Mr. Sharon also expressed his concerns relative to the procedures and resolution for deaccessioning the figurines. Mr. Sharon commented that at the last Board meeting Board members requested that staff prepare a brief of the outcome of the auctioned figures including where they would be going. Mr. Sharon requested a copy of that communication.

President Hanberg commented that Mr. Sharon's comments will be captured in the minutes and that the Board has not yet received staff follow up but will make sure Mr. Sharon gets a copy.

### **MINUTES OF THE SEPTEMBER 27, 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. C63-21:** APPROVAL WARRANTS CLAIM FUND FOR SEPTEMBER 2021

**RESOLUTION NO. C64-21:** 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. 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

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

Erwin Vidallon commented that this resolution will allow for Koff and Associates to engage in a comprehensive classification and compensation study including represented, non-represented and part-time staff. Mr. Vidallon commented that as a continuing part of implementing the District's organizational development plan initiated the summer of 2020, leadership sought to pursue a reassessment of the existing classification & compensation program to ensure that the 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. Staff commented that there were 4 responsive proposals submitted through the RFP process. The review 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.

Mr. Vidallon commented they area national firm but do have a local office.

Commissioner Pointer asked about the frequency of these assessments. Mr. Vidallon stated that the District does not have a current policy that dictates how frequently compensation studies are to be done. Mr. Vidallon commented that as a result of the most recent organizational development work that a compensation study would be helpful to implement the plan. Mr.



Vidallon Further stated that Koff & Associates will be addressing and making a recommendation on the frequency of these assessments as part of their work with the District .

Mr. Sylvia then spoke about the scope of work that was completed during the 2016 study as compared to what will be accomplished through this proposed study. He noted that only a sampling of positions at certain levels were reviewed in 2016, this study will include total compensation for represented and non-represented positions.

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 Reid raised the point that perhaps the Board may want to review the District’s purchasing policy to review the delegation to increase staff’s spending threshold. Staff noted that several polies including the purchasing policy are under review and will be updated and presented to the Board for consideration.

Commissioner Baines commented that he was appreciative of the Indigenous Peoples Day recognition earlier in the meeting.

Commissioner Baines requested additional information on the afterschool Child Care program. Mr. Sylvia commented that the staff could prepare both something in writing and a presentation on the topic.

Commissioner Pointer requested getting some additional information on parks security.

Commissioner Hanberg thanked the community for their tree planting during the Green Tacoma Day. He commented that he would like to see the District do more in contributing to the City’s tree canopy goal.

**ADJOURN**

Being no further business, the meeting was adjourned at 6:51p.m.

**APPROVED:**

\_\_\_\_\_

President

\_\_\_\_\_

Clerk

Submitted by: Jennifer Bowman, Board Secretary



## MEMORANDUM

TO: Board of Park Commissioners

THROUGH: Shon Sylvia, Executive Director

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

SUBJECT: **Gas Station Park, Mackay & Sposito Amendment No. 1**

DATE: October 20, 2021

**EXECUTIVE SUMMARY:** This resolution authorizes contract Amendment No. 1 to Mackay & Sposito for Gas Station Park in the amount of \$139,729.50, bringing the contract total to an amount not to exceed \$156,579.50.

**CAPITAL IMPROVEMENT COMMITTEE RECOMMENDATION:** This resolution was reviewed by the Capital Improvement Committee at their meeting on October 13, 2021 with a recommendation to forward the action on to the full Board for approval.

**BACKGROUND:** Gas Station Park is a park property owned by the city of Tacoma currently in the process of being transferred to Metro Parks Tacoma. The property is located at 4801 and 4807 South Park Avenue and was previously home to a neighborhood gas station. The City of Tacoma completed full remediation of the site and now holds a Dept. of Ecology Covenant with restrictions to protect the integrity of the cap. The initial park improvements were completed with community support and included a small play structure, benches, signage, fencing, landscaping and on-street parking.

The upgrade of this park is supported strongly by Bucoda Warren, Neighborhood Council Coordinator and Councilmember Catherine Ushka. MPT has assumed responsibility to complete the design process, construction of and operations and maintenance of the park.

This park helps MPT fulfill its 10-minute walk level of service as set forth within the 2018 Strategic Master Plan Update.

On September 20, 2019, Metro Parks advertised RFQ J2019-21 with posting on the Metro Parks website. By the deadline of October 4, 2019, two (2) firms submitted their statements of qualifications. Staff ranked the submittals and selected Mackay & Sposito and staff approved contract #: 2019185J in the amount of \$ 16,850.00 to complete Phase 1 of Schematic/Design Development.

Phase I has now been completed with a clearly defined scope and budget. The proposed site improvements are planned to include new play structures, plaza pavement, landscaping, fencing, lawn area, signage and right of way reconstruction. MPT is now ready to move onto Phase II for the completion of final design documents for construction.

Based upon a fee proposal prepared for this work by Mackay & Sposito, staff recommends the Board approve Contract Amendment No. 1 in the amount of \$139,729.50, for a total not-to-exceed contract amount of \$156,579.50.

**FISCAL IMPACTS:** The project is to be funded by 2014 UTGO, Neighborhood Parks, Open Space Fees, City of Tacoma and WA Commerce Funds.

**FUNDING**

2014 UTGO Bond Funds	\$ 50,000
Open Space Funds	\$ 2,224
City of Tacoma	\$320,000
WA Commerce Funds	\$504,700
Art Fund	(\$ 5,000)
<b>TOTAL</b>	<b>\$871,924</b>

**ADDITIONAL INFORMATION:** For additional information, please contact Debbie Terwilleger, Director of Business, Administration and Planning at 253-305-1086 or [debbiet@tacomaparks.com](mailto:debbiet@tacomaparks.com) or Marty Stump, Deputy Director of Planning & Development at 253-305-1078 or [martys@tacomaparks.com](mailto:martys@tacomaparks.com)

**METROPOLITAN PARK DISTRICT OF TACOMA**

**RESOLUTION NO. PW66-21**

**GAS STATION PARK CONTRACT AMENDMENT NO. 1 FOR MACKAY & SPOSITO**

WHEREAS, the Board of Park Commissioners of the Metropolitan Park District of Tacoma desires to move forward with design development, construction drawings, permitting, bid process and construction oversight with Mackay & Sposito for Gas Station Park; and

WHEREAS, Mackay & Sposito was selected from the advertised RFQ J2019-21 and was ranked by staff on October 14, 2019; and

WHEREAS, Mackay & Sposito entered into contract #: 2019185J in the amount of \$16,850.00 on November 22, 2019 for Phase I Schematic/Design Development; and

WHEREAS, MPT is ready to move into Phase II for the completion of Final Design Documents for construction; and

WHEREAS, funds for the project are provided from the Metro Parks Tacoma 2014 UTGO Capital Neighborhood Parks, Open Space Funds, City of Tacoma and WA State Commerce Funds; Now, therefore, be it

RESOLVED by the Board of Park Commissioners of the Metropolitan Park District of Tacoma to approve Amendment No. 1 for Mackay & Sposito, in the amount of \$139,729.50 for a total contract amount not to exceed \$156,579.50;

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