

**METROPOLITAN PARK DISTRICT  
OF TACOMA**



**AGENDA**

**APRIL 11, 2022**

**6:00 P.M.**

**Metro Parks Headquarters  
4702 S 19<sup>th</sup> St.  
Tacoma, WA 98405**

Or

Join Remotely

Via Telephone: 1-253-215-8782

Enter Meeting ID: 828 2418 4928

Participant ID: no ID needed just press #

Join Zoom Meeting

<https://us06web.zoom.us/j/82824184928>

**MEETINGS ARE RECORDED  
AND MAY BE HEARD UPON REQUEST**

**COMMISSIONERS**

**ANDREA SMITH, PRESIDENT**

**AARON POINTER, CLERK**

**TIM REID**

**ROSIE AYALA**

5:30 P.M. **STUDY SESSION** CHIP IN UPDATE

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

**ROLL CALL**

**FLAG SALUTE**

**SPECIAL PRESENTATIONS** VOLUNTEER RECOGNITION PROCLAMATION

**PRESIDENT'S REPORT**

**STANDING COMMITTEE & COMMISSION REPORTS**

**EXECUTIVE DIRECTOR'S REPORT**

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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."



**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 4pm on April 11, 2022 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 April 11, 2022. 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 28, 2022 REGULAR BOARD MEETING

**CONSENT AGENDA**

(9-10) **RESOLUTION NO. C23-22**: APPROVAL OF WARRANTS CLAIM FUND FOR MARCH 2022  
(Contact: 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)*

(11-14) **RESOLUTION NO. PW24-22**: SOUTH END RECREATION & ACTIVITY PLAYGROUND RESURFACING BID#: J2022-07 CONTRACT AWARD TO PLAYCREATION, INC SERVICES  
(Contact: Debbie Russell, Director of 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**

**EXECUTIVE SESSION**      EVALUATE THE QUALIFICATIONS OF CANDIDATES FOR APPOINTMENT TO ELECTIVE OFFICE

**ADJOURNMENT**

**UPCOMING BOARD MEETINGS**

April 13, 2022	Capital Improvement Committee	5:00 PM	Remote Meeting
April 18, 2022	Committee of the Whole	5:30 PM	Park Headquarters
April 21, 2022	Special Board Meeting	2:00 PM	Park Headquarters
April 25, 2022	Regular Park Board meeting	6:00 PM	Park Headquarters
April 27, 2022	Capital Improvement Committee	5:00 PM	Park 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  
MARCH 28, 2022**

**PRESENT:** Andrea Smith, President  
Aaron Pointer, Clerk  
Erik Hanberg  
Tim Reid

**EXCUSED:** Rosie Ayala

**IN THE CHAIR:** Andrea Smith

**PLACE:** MPT Headquarters, 4702 S 19<sup>th</sup> St. Tacoma WA

**REGULAR MEETING**

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

Commissioner Hanberg moved to excuse Commissioner Ayala; second by Commissioner Reid and passed unanimously.

**SPECIAL PRESENTATIONS** None

**PRESIDENTS REPORT**

President Smith thanked and acknowledged the 12 years of service of Commissioner Hanberg on the event of his last board meeting. Commissioners Pointer and Reid thanked Commissioner Hanberg for all his years of work and commitment to the citizens of the District.

President Smith commented that over a dozen individuals have completed applications to fill the Park Board vacancy resulting from Commissioner Hanberg's resignation. She noted that an executive session will be held at the next Regular Park Board meeting on April 11<sup>th</sup> to discuss the qualifications of the potential candidates. Following that session, the names of the candidates will be released. Interviews of those candidates are planned for a Special Board Meeting on April 21<sup>st</sup>.

President Smith commented that she attended the Co-create to Recreate session held at People's Center noting there were about 50 people in attendance. She noted the next session will be held this Wednesday at ESCC at 6:30 pm and she encouraged the public to attend.

**STANDING COMMITTEE AND COUNCIL REPORTS**

Active Lifestyle & Community Wellness

Commissioner Pointer commented that new council member Pete Reyes was introduced at the meeting. The committee met at the Conservatory and received a tour. It was noted that the committee also selected representatives from the council to assist with Park Board vacancy

interviews. Additionally, the committee discussed pickleball interest in the community. Next meeting will be April 28<sup>th</sup> via Zoom.

**EXECUTIVE DIRECTOR’S REPORT**

Executive Director Shon Sylvia commented on the following:

- Commissioner Hanberg was officially thanked by the staff for his leadership and contributions since he has served as a Board Member.
- The playground safety surface projects at McCarver & Wright Park have been completed. Funding comes from the maintenance endowment from GMPF. SERA is slated to be done next.
- Alan Varsik introduced the following new ZEED employees: Courtney Ray, Jason Hunt & Branden Lambeth.
- Mark Knowlden showed a video highlighting all new parks & recreation staff that have recently joined the District.

**COMMUNITY COMMENTS**

Heidi Stephens addressed the Board about the TPU surplus lot on S. 45<sup>th</sup> St. Ms. Stephens commented that she would like to learn more about why this parcel of land was not acquired by MPT. She noted that this lot is treed on both sides is desperately needed by that community. She noted that acquiring that property would meet many goals including, tree and shade cover, and the 10-minute walk to a park goal. She asked for a staff contact so that she can follow up on how MPT can acquire and save this open space for residents in that area.

**MINUTES OF THE MARCH 14, 2022 REGULAR BOARD MEETING**

Commissioner Hanberg moved to adopt the minutes as presented; seconded by Commissioner Pointer and passed on a vote of 4-0 (Commissioner Ayala being excused).

**CONSENT AGENDA**

**RESOLUTION NO. C19-22: AUTHORIZING SURPLUS AND DISPOSAL OF PERSONAL PROPERTY**

Commissioner Pointer moved to adopt the consent agenda; seconded by Commissioner Hanberg and passed on a vote of 4-0 (Commissioner Ayala being excused).

**PURCHASING RESOLUTIONS** None

**PUBLIC WORKS PURCHASING RESOLUTIONS**

**RESOLUTION NO. PW20-22: POINT DEFIANCE MARINA COMPLEX BOATHOUSE BUILDINGS UTILITY & FACILITY REPAIRS BID NO J2022-02, CONTRACT AWARD TO WESTMARK CONSTRUCTION, INC.**

Commissioner Hanberg moved to adopt the resolution, seconded by Commissioner Pointer.

Debbie Russell indicated that a bid opening was held on March 7, 2022 and three responsive bids were received. Ms. Russell reminded the Board of the first phase of work done at the Boathouse which included in water work consisting of installing new piling, repairing damaged piling, and revising the capping on select piles.

Ms. Russell commented that the second phase of Marina complex work, which is reflected in the included bid # J2022-02, includes updates to the new boathouse building, the tackle shop, and to utilities under the complex. Staff commented that the scope of work includes re-decking the 2<sup>nd</sup> floor boathouse deck, replacing existing boathouse entryways, siding replacement at the tackle shop, painting the facility, and upgrading utilities under the deck of all the buildings in the complex. This second phase project is planned to be completed in 2022.

Being no additional comments, the question was called in the resolution passed on a vote of 4 to 0 (Commissioner Ayala being excused).

**RESOLUTION NO. PW21-22: NW TREK TRAM STATION PROJECT  
LAKE TAPPS CONSTRUCTION – CHANGE ORDER NO. 4**

Commissioner Hanberg moved to adopt the resolution, seconded by Commissioner Pointer.

Debbie Russell commented that this resolution is required for the funding for Change Order # 4 in the not-to-exceed amount of \$44,458.44. She noted that this change order is being requested to account for additional changes to include fire alarm system installation, additional rebar, roadway grade adjustments, additional chain link fencing installed, propane power & raceway revisions and future gate power raceway.

Being no additional comments, the question was called in the resolution passed on a vote of 4 to 0 (Commissioner Ayala being excused).

**SINGLE READING RESOLUTIONS**

**RESOLUTION NO. R22-22: APPROVING GRANTING A TEMPORARY  
CONSTRUCTION EASEMENT(A-1007) FROM METRO PARKS TACOMA TO CITY OF  
TACOMA AT PEOPLE’S PARK**

Debbie Russell commented that this was reviewed by the CIC on March 16<sup>th</sup>. Ms. Russell further noted that the City of Tacoma would like Metro Parks Tacoma to grant a temporary construction easement to provide for the construction of streetscape improvements as part of their Links to Opportunity Project. She indicated The term of this temporary construction easement shall be for 27 months from March 2022 through June 2024 with market-researched compensation. The work will be to replace the sidewalks to bring them up to ADA compliance, add streetscape features and update the landscaping, trees and pedestrian lighting. The City of Tacoma is offering compensation in the amount of \$22,000.00 for the temporary easement.

Being no additional comments, the question was called in the resolution passed on a vote of 4 to 0 (Commissioner Ayala being excused).

**SECOND READINGS RESOLUTIONS** None**FIRST READING RESOLUTIONS** None**UNFINISHED BUSINESS** None**NEW BUSINESS** DISTRICT SUSTAINABILITY UPDATE

Debbie Russell began the presentation by reminding the Board of the sustainably goals and initiatives that are currently embedded through board policy including the 2018 District Strategic Plan, the 2022 ZEED Strategic Plan, The District Sustainability Plan, the planning and asset management district team charter, and the work that falls under the asset management and sustainability manager.

Erich Sachs, the District’s asset and sustainability manager was then introduced. Mr. Sachs commented on many of the sustainability program accomplishments within the District’s capital projects and environmental education including Dune Peninsula, Pacific Seas Aquarium, Owen Beach, NW Trek electric trams, Tilow Park Lagoon restoration, and Wildlife Champions school program. Within the ares of program accomplishments , Mr. Sachs noted CAPRA/AZA accreditation, MPT’s engagement with the City of Tacoma ‘s climate action planning, the enterprise asset management system, pesticide free parks, electric vehicle charging stations, water conservation and the District’s Urban Forestry Program.

Urban forester, Mark McDonough was then introduced to the Board. Mr. McDonough commented that tree canopy cover for Metro Parks Tacoma properties was 61% in 2017 this is up from 56% in 2011 and represents an annual increase of .75% , applying the growth rate over 19 years it is predicted that tree canopy cover will surpass the plan's goal of 66% by the year 2024, years ahead of schedule. Several maps with the overlay of the City’s equity index showing tree coverage as examples where then shared with the Board. Staff also shared a table that indicated that number of trees planted in the geographic areas of the city since 2017. Mr. McDonough commented that there are many tree planting projects planned for 2022 including Alling Park, DeLong Park, Franklin Park, STAR Center, Fern Hill Park, & Jefferson Park. Staff then showcased Tree Plotter, an interactive on-line tool that tracks species and locations of trees.

Staff concluded the presentation by commenting on the plans moving forward which include reinforcing the City of Tacoma Climate Action Plan and urban forest management plan, continuing to strengthen partnerships, and bolstering the horticultural management program.

**BOARD COMMENTS**

Commissioner Hanberg commented on growing up with the programs at MPT. He spoke of his time as a commissioner and thanked his family and the District.

**ADJOURN**

Being no further business, the meeting was adjourned at 7:00 p.m.

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President

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Clerk

Submitted by: Jennifer Bowman, Board Secretary



**METROPOLITAN PARK DISTRICT OF TACOMA**

**RESOLUTION NO. C23-22**

**APPROVAL OF WARRANTS CLAIM FUND FOR MARCH 2022**

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 \_\_\_\_\_, 2022.

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 MARCH 1, 2021 AND ENDING MARCH 31, 2022.

WARRANTS CLAIM FUND

ACCOUNTS PAYABLE CLAIMS FUND:

Warrant Serial Numbers <u>336421</u> to <u>336657</u>	AMOUNT:	<u>\$5,984,191.95</u>
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PAYROLL CLAIMS FUND:

Warrant Serial Numbers <u>054597</u> to <u>054709</u>	AMOUNT:	<u>\$55,676.17</u>
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(Most employees receive payment through direct deposit advice, which are paid to the bank through the Accounts Payable Claims Fund.)

TOTAL	<u>\$6,039,868.12</u>
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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: Debbie Russell, Director of Business Administration and Planning

**SUBJECT: Contract Award to PlayCreation, Inc. for South End Recreation & Activity Playground Resurfacing J2022-07**

DATE: April 6, 2022

**EXECUTIVE SUMMARY:** This resolution authorizes the contract award to PlayCreation, Inc. for South End Recreation & Activity Playground Resurfacing in the amount not to exceed \$278,286.25, including Washington State Sales Tax.

**CAPITAL IMPROVEMENT COMMITTEE RECOMMENDATION:** This resolution was reviewed by the Capital Improvement Committee at their meeting on March 30, 2022 with a recommendation to forward the action on to the full Board for approval.

**BACKGROUND:** The bid opening was held on March 24, 2022. One (1) bid was received and the one (1) was considered responsive.

Please refer to the attached bid tabulation for the list of contractors and bid amounts. PlayCreation, Inc. submitted low Base Bid in the amount of \$278,286.25 (including WSST). Reference checks by staff have confirmed that PlayCreation, Inc. is a responsible contractor and performs quality work. They have recently completed similar projects at Wright and McCarver Park playgrounds, with similar product.

Staff is recommending award of the Base Bid for a total amount of \$278,286.25 (including Washington State Sales Tax).

The existing SERA playground surfacing consisted of poured-in-place rubber, has weathered to the point of deterioration and currently poses a safety risk in places. The poured-in-place rubber safety surface products have proven to be problematic in this climate. MPT has researched alternatives and is installing the new turf product as representative of current “best practices” when renovating playgrounds.

Work under this contract will consist of :

**Site Preparation:** demolition and site preparation, including temporary erosion and sediment control measures, site clearing, earthwork, staging area, and temporary high visibility fence to secure the job site.

**Subsurface:** removal of existing safety surface topping and subsurface material. The subsurface to be replaced with an approved material satisfactory as a base for the new materials. This includes replacement of any edging material as applicable for the new material. This also includes protection, removal and/or reinstallation of playground equipment or other components as necessary for the installation of the new materials.

**Installation:** finish materials for the installation of the approved playground turf material. Play surfacing attenuation shall be fully tested once product is installed.

The 'Other Costs' budget line accounts for project expenses such as printing, bidding, advertising, equipment, commissioning, inspections, & permits.

The construction of this phase of work is anticipated to take 60 calendar days to complete after issuance of a Notice to Proceed. Kristi Evans will be project manager for this project.

**FISCAL IMPACT:** The funds for this project are from a combination of 2014 UTGO Bond - Neighborhood Parks Small Cap and Parks Operating Budget - Major Maintenance.

<b>Funding</b>	
2014 Bond Small Caps	\$ 220,000
MM Equity Emphasis Op.	\$ 75,000
Art fund	\$ (2,783)
<b>Total</b>	<b>\$ 292,217</b>

  

<b>Project Budget</b>	
Planning and Design	\$ 0-
Construction (includes tax)	\$ 278,286
Other Project Costs	\$ 500
Contingency	\$ 13,431
<b>Total</b>	<b>\$ 292,217</b>

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

**METROPOLITAN PARK DISTRICT OF TACOMA**

**RESOLUTION NO. PW24-22**

**SOUTH END RECREATION & ACTIVITY PLAYGROUND RESURFACING  
BID#: J2022-07  
CONTRACT AWARD TO PLAYCREATION, INC SERVICES**

WHEREAS, the Board of Park Commissioners of the Metropolitan Park District of Tacoma desires to make upgrades to South End Recreation & Activity Playground; and;

WHEREAS, funds for the project consist of 2014 UTGO Bond – Neighborhood Parks Small Cap and Parks Operating Budget – Major Maintenance; and

WHEREAS; One (1) bid (Bid#: J2022-07) was received with one (1) being considered responsive; and

WHEREAS, the low Base Bid submitted by PlayCreation, Inc., in the amount of \$278,286.25 (including WSST) has been reviewed by contract compliance and is considered a responsive bid; and

WHEREAS, Metro Parks staff has checked the references of PlayCreation, Inc. and find them to be responsible; Now, therefore, be it

RESOLVED by the Board of Park Commissioners of the Metropolitan Park District of Tacoma to award and execute the contract with PlayCreation, Inc., in the amount of \$278,286.25 (including WSST.)

The foregoing resolution was adopted by the Board of Park Commissioners of the Metropolitan Park District of Tacoma at a regular meeting held on \_\_\_\_\_2022.

\_\_\_\_\_  
President

ATTEST:

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Clerk



DEPARTMENT OF PLANNING, DESIGN & DEVELOPMENT

PROJECT: South End Recreation & Adventure Playground Resurfacing

Bid # J2022-07 Engineer's Estimate: \$190,000 - \$278,000

BID OPENING: March 24, 2022, 10:05 A.M.

**BID RESULTS**

<b>BIDDER NAME:</b>	Play-Creation, Inc.			
<b>Address</b>	2104 SW 152nd St. Suite 1			
<b>City, State Zip</b>	Burien, WA 98166			
<b>Contact</b>	John Mullan			
<b>Telephone</b>	206-932-6366			
<b>Fax</b>	206-932-5778			
<b>Email</b>	<a href="mailto:john@playcreation.com">john@playcreation.com</a>			

**BID COMPLIANCE:**

<b>Contractor Name:</b>	Play-Creation, Inc.			
<b>Bidder's Proposal:</b>	X			
<b>Cert of Compliance w/wage Pymt:</b>	X			
<b>Non-Collusion Affidavit:</b>	X			
<b>Bid Bond/Money Order:</b>	X			
<b>MWBE Utilization Form:</b>	X			
<b>Receipt of Addendum #01:</b>	X			

<b>BID AMOUNTS:</b>	<b>\$252,299.41</b>			
<i>All bid alternate amounts listed below do not include WSST.</i>	\$25,986.84	\$0.00	\$0.00	\$0.00
<b>Base Bid Amount:</b>	\$278,286.25	\$0.00	\$0.00	\$0.00
<b>rench Excavation Safety Provision</b>	\$0.00			
<b>Additive Alternate :</b>				

**BIDS OPENED BY:** Sheila Maida

**SIGNED BY:**

*Sheila Maida*

**BIDS VERIFIED BY:**

**SIGNED BY:**

*Julie Wilfang*