

**METROPOLITAN PARK DISTRICT  
OF TACOMA**



**AGENDA**

**June 27, 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: 872 5893 4191

Participant ID: no ID needed just press #

Join Zoom Meeting

<https://us06web.zoom.us/j/87258934191>

MEETINGS ARE RECORDED  
AND MAY BE HEARD UPON REQUEST

**COMMISSIONERS**

**ANDREA SMITH, PRESIDENT**

**AARON POINTER, CLERK**

**TIM REID**

**ROSIE AYALA**

**MICHAEL LIANG**

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

**ROLL CALL**

**FLAG SALUTE**

**SPECIAL PRESENTATIONS PRIDE 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 p.m. on June 27, 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 p.m. on June 27, 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**

- (5-10) MINUTES OF THE JUNE 13, 2022 REGULAR BOARD MEETING

**CONSENT AGENDA**

- (11-12) **RESOLUTION NO. C45-22:** SOUTH END RECREATION & ADVENTURE PLAYGROUND RESURFACING # J2022-07 FINAL ACCEPTANCE TO PLAYCREATION, INC. SERVICES  
(Contact: Debbie Russell, Director of Business Administration & Planning)

**REGULAR AGENDA**

**PURCHASING RESOLUTIONS**

*(Requiring one reading for adoption)*

- (13-18) **RESOLUTION NO. P46-22:** AUTHORIZING PURCHASE OF GOOD AND SERVICES FOR METRO PARKS TACOMA
- 1. BUREAU VERITAS FOR ADA SELF-EVALUATION AND TRANSITION PLAN IN AN AMOUNT NOT TO EXCEED \$330,000.00**  
(Contact: Debbie Russell, Director of Business Administration & Planning)
  - 2. AT&T FOR EQUIPMENT AND WIRELESS SERVICES IN AN AMOUNT NOT TO EXCEED \$200,000.00 FOR 2022-2024**  
(Contact: Debbie Russell, Director of Business Administration & Planning)

**PUBLIC WORKS PURCHASING RESOLUTIONS**

*(Requiring one reading for adoption)*

**SINGLE READING RESOLUTIONS**

*(Requiring one reading for adoption)*

- (19-22) **RESOLUTION NO. R47-22:** INTERLOCAL COOPERATION AGREEMENT FOR THE PECK FIELDS (STATE ST AND S 14TH ST) SIDEWALK PROJECT WITH THE CITY OF TACOMA STREET INITIATIVE PACKAGE #32  
(Contact: Debbie Russell, Director of Business Administration & Planning)

**SECOND READING RESOLUTIONS**

*(Requiring two readings for adoption)*

(23-38)        **RESOLUTION NO. RR44-22**: ACCEPTING THE ZEED STRATEGIC PLAN  
(Contact: Alan Varsik, Director of Zoological & Environmental Education)

**FIRST READINGS:**

*(Requiring two readings for adoption)*

**UNFINISHED BUSINESS**

**NEW BUSINESS**

**BOARD COMMENTS**

**ADJOURNMENT**

**UPCOMING BOARD MEETINGS**

June 29, 2022	Capital Improvement Committee	5:00 PM	Park Headquarters
July 11, 2022	Regular Park Board Meeting	6:00 PM	Park Headquarters
July 13, 2022	Capital Improvement Committee	5:00 PM	Park Headquarters
July 18, 2022	Committee of the Whole	5:30 PM	Park Headquarters
July 25, 2022	Regular Park Board Meeting	6:00 PM	Park Headquarters
July 27, 2022	Capital Improvement Committee	5:00 PM	Park Headquarters

\*Remote Option 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  
JUNE 13, 2022**

PRESENT: Andrea Smith, President  
Aaron Pointer, Clerk  
Tim Reid  
Rosie Ayala  
Michael Liang

IN THE CHAIR: Andrea Smith

PLACE: MPT Headquarters, 4702 S 19th St. Tacoma, WA

**STUDY SESSION SEATAC WILDLIFE TRAFFICKING EXHIBIT**

Zach Hawn, representing the outreach and engagement division from the Zoo was present to inform the Board about a new exhibit at SeaTac Airport. Mr. Hawn stated that the Point Defiance Zoo & Aquarium has embarked on an effort to educate travelers about the global issues of wildlife trafficking. Mr. Hawn stated that wildlife trafficking fuels transnational crime, destabilizes governments, incites corruption, and threatens human & animal health by the spread of disease. The Board was then informed about the Savvy Traveler for Wildlife exhibit at the airport in collaboration with many partners including the AZA, Woodland Park Zoo, and the WA Department of Fish and Wildlife. It was noted the exhibit is in the south satellite concourse at SeaTac as it is a hub for international departures. Photos of the exhibit were then shown to the Board.

Mr. Hawn noted that the theme of the display encourages people not to shop for trafficked goods, disturb wildlife and to eat sustainably when traveling. Photos comparing trafficked goods to similar sustainable goods were reviewed. Mr. Hawn also stated that the call to action is to have people take the online pledge to travel sustainably.

Staff noted that there is an evaluation that is planned for this project including interactive on-site observations, website analytics, on-site intercept surveys, as well as post-travel surveys. Mr. Hawn indicated that currently there is a 3.7% capture rate, which means reaching potentially over 105,000 travelers.

The Board was informed that there are similar displays at other airports in the United States including LAX, Chicago O'Hare and one will soon be in Miami. Staff indicated they also plan a similar display on-site at Point Defiance Zoo & Aquarium.

**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.

**SPECIAL PRESENTATIONS** JUNETEENTH PROCLAMATION

Norinda Rosario Yancey made a brief introduction about Juneteenth. She noted that Juneteenth commemorates June 19, 1865 when federal troops arrived in Galveston, Texas and gave word to enslaved African Americans that they were free; more than two years after the Emancipation Proclamation was signed.

Commissioner Pointer read a proclamation into the record proclaiming Celebration of Juneteenth as an official Metro Parks Tacoma Holiday.

**PRESIDENT’S REPORT**

President Smith commented that last week she had an opportunity to meet with the AZA inspection team on-site at Northwest Trek. She also commented that two Metro Parks Tacoma volunteers are being honored with City of Destiny Awards. President Smith concluded her report by stating there is an opportunity for community members to participate at the Center at Norpoint on June 14<sup>th</sup> at 6:30 p.m. & the Eastside Community Center on June 15<sup>th</sup> at 6:30 p.m. as the centers are hosting Co-Create to Recreate sessions.

**STANDING COMMITTEE AND COUNCIL REPORTS****Joint Municipal Action Committee**

Commissioner Ayala commented that JMAC met on June 10<sup>th</sup>. Meeting agenda items included a discussion and presentation about youth employment and apprenticeship opportunities.

**Zoo Liaison Committee**

Commissioner Reid commented that the committee met earlier today. Meeting agenda items included an update on the ZEED Strategic Plan, ZEED financial status, and future planning for vacant exhibits at the Zoo. Commissioner Reid also commented that the AZA inspection that occurred at Northwest Trek went very well. He also indicated that the committee learned that another set of the new trams for Northwest Trek are en route for delivery.

**Active Lifestyles & Community Wellness Advisory Council**

Commissioner Pointer stated that at their last meeting the council received an update from staff related to fitness classes being offered by MPT. He also stated that the council’s next meeting is scheduled for June 28<sup>th</sup>.

**Arts & Heritage Advisory Council**

Commissioner Laing stated that council is scheduled to meet this Wednesday, June 15<sup>th</sup>.

**EXECUTIVE DIRECTOR’S REPORT**

Executive Director, Shon Sylvia commented on the following:

- Since the soft re-opening of Owen Beach over Memorial Day weekend, the overwhelming response from the community has been extremely positive. As often happens with both renovations and new construction, active use of the space can daylight areas where we need to adjust. Mr. Sylvia stated that staff has heard concerns in

two areas: speedbumps in the parking lot and loose gravel in the children’s play area which is being reported as creating a slip and fall condition at the base of the slide. Mr. Sylvia continued by noting that staff are actively working with the design consultants to address both concerns. Mr. Sylvia then commented that staff will be replacing the pea gravel on slopes adjacent to the play area with wood mulch. This work will be completed as soon as it can be scheduled, likely within the next two to three weeks. The slide has been closed, and signs have been placed to notify park users of the temporary closure until work has been completed.

Mr. Sylvia also commented that although built to code, an analysis of the speedbumps tells us that we may be able to reduce the height slightly, while retaining the functional need to slow traffic.

- Alan Varsik was called upon and introduced new employee, Kim Huebner.

**COMMUNITY COMMENTS**

Curt Mehlhaff commented that he understands the safety issues associated with the recent closure of Five Mile Drive outer loop at Point Defiance Park. He commented that he would like to see a copy of the geo-tech report. Mr. Mehlhaff also noted his concerns as related to the process used by the District in order to close the road as he feels the closure of the road could be in violation of the state’s Shoreline Management Act. He inquired as to whether the Board needs to take formal action to close the road.

**MINUTES OF THE MAY 23, 2022 REGULAR BOARD MEETING**

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

**CONSENT AGENDA**

**RESOLUTION NO. C38-22:** APPROVAL OF WARRANTS CLAIM FUND FOR MAY 2022

**RESOLUTION NO. C39-22:** OWEN BEACH IMPROVEMENTS PROJECT NO. J2020-15 FINAL ACCEPTANCE TO COLVOS CONSTRUCTION

**RESOLUTION NO. C40-22:** AUTHORIZING SURPLUS AND DISPOSAL OF PERSONAL PROPERTY

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

**PURCHASING RESOLUTIONS**

**RESOLUTION NO. P41-22: AUTHORIZING PURCHASE OF GOODS AND SERVICES FOR METRO PARKS TACOMA**

1. COLOR GRAPHICS FOR EMPLOYEE UNIFORMS AND PROGRAM SUPPLIES IN THE AMOUNT OF \$120,000

Commissioner Pointer moved adoption of the resolution; seconded by Commissioner Ayala.

Mark Knowlden commented that this resolution is needed as the spending threshold has been reached with this vendor and must now be approved by the Board for the remainder of 2022 purchases. Mr. Knowlden commented that the vendor is a Native-owned business. Mr. Knowlden further commented that in keeping with the purchasing policy staff will go out for bid for this contract in 2023.

Commissioner Reid noted his appreciation for fast turn-around by the vendor for the uniforms for the District.

Commissioner Liang commented positively on the fact that this vendor is Native-owned.

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

**PUBLIC WORKS PURCHASING RESOLUTIONS None**

**SINGLE READING RESOLUTIONS**

**RESOLUTION NO. R42-22: APPROVING AN ADDENDUM TO THE AGREEMENT WITH THE NORTHWEST TREK FOUNDATION**

Commissioner Pointer moved adoption of the resolution; seconded by Commissioner Ayala.

Alan Varsik stated that the Northwest Trek Foundation has had a long-term relationship with the Metropolitan Park District of Tacoma and provides support toward the capital, programming and conservation mission of Northwest Trek Wildlife Park. Mr. Varsik commented that a new MOU agreement with the Northwest Trek Foundation was established on April 22, 2022 for the period of July 1, 2022 – December 31<sup>st</sup>, 2022. He continued by noting the agreement provides an estimated \$250,000 in annual funding for the benefit of Northwest Trek Wildlife Park and \$75,000 of funding to the Northwest Trek Foundation, for development services, including major gifts, grants, capital projects and endowment.



John Patterson, representing the Northwest Trek Foundation was introduced to the Board. Mr. Patterson thanked the Board and stated the Foundation is committed to fostering a new relationship with Metro Parks Tacoma that will allow for a broader commitment in reaching the goals of the District.

Commissioner Liang inquired as to the timing of a new addendum to the MOU. Alan Varsik informed the Board that the MOUs with supporting foundations are normally updated every two years during the budget process.

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

**RESOLUTION NO. R43-22: EXTENDING THE AGREEMENT TO FUND A JOINT STAFF POSITION AT THE TACOMA/PIERCE COUNTY HEALTH DEPARTMENT, FOCUSED ON JOINT MATTERS RELATED TO PUBLIC HEALTH AND PUBLIC PARKS AND RECREATION**

Commissioner Pointer moved adoption of the resolution; seconded by Commissioner Ayala.

Hunter George reminded the Board that in 2020 the Board approved a contract between MPT and the TPCHD for a shared staff position that focuses on public health policy and matters related to joint partnership opportunities between the two agencies. He noted this resolution will allow for the continuation of the shared position and associated costs through 2025 subject to the Board's budget approval. Staff noted that the Board of Health has already approved continuation of the agreement.

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

**SECOND READINGS RESOLUTIONS** None

**FIRST READING RESOLUTIONS**

**RESOLUTION NO. RR44-22: ACCEPTING THE ZEED STRATEGIC PLAN**

Commissioner Pointer moved adoption of the resolution; seconded by Commissioner Ayala.

Alan Varsik commented that over the course of the past 18 months Zoo Advisors worked with staff and community partners to develop the mission, vision and goals for ZEED. Mr. Varsik further commented that the Park Board was last updated on the planning efforts at the March 21, 2022 Committee of the Whole Meeting.

Commissioner Reid commented that as implementation of the plan evolves community outreach will be key. He also stated that he likes the fact that the ZEED plan supports the District-wide plans.

Being no additional comments that resolution was moved to second reading at the June 27<sup>th</sup> regular board meeting.

**UNFINISHED BUSINESS** None

**NEW BUSINESS** None

**BOARD COMMENTS**

Commissioner Liang welcomed his mother who was sitting in the audience during the meeting.

**ADJOURN**

Being no further business, the meeting was adjourned at 6:42 p.m.

\_\_\_\_\_  
President

\_\_\_\_\_  
Clerk

Submitted by: Jennifer Bowman, Board Secretary



**MEMORANDUM**

TO: Board of Park Commissioners

THROUGH: Shon Sylvia, Executive Director

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

**SUBJECT: South End Recreation & Adventure Playground Resurfacing, Project No. J2022-07 Final Acceptance to PlayCreation, Inc. Services**

DATE: June 20, 2022

**EXECUTIVE SUMMARY:** This resolution authorizes final acceptance of South End Recreation & Adventure Playground Resurfacing to PlayCreation, Inc Services.

**BACKGROUND:** The scope of work for South End Recreation & Adventure Playground Resurfacing provided the following components:

- Demolition of the failing poured-in-place surfacing
- Installation of new crushed base course material
- Installation of new ForeverLawn play surfacing system

The project was inspected by staff and was completed as specified. Final contract amount was \$287,110.25 with sales tax.

**FISCAL IMPACT:** The project funding includes:

<b>Funding:</b>	
2014 UTGO Bond Fund	\$ 220,000.00
Operating Funds MM Equity Emphasis	\$ 75,000.00
1% For Art To District Art Fund	\$ (2,783.00)
<b>Total</b>	<b>\$ 292,217.00</b>

<b>Budget:</b>	
Planning & Design	\$ 0
Construction (includes tax)	\$ 287,110.25
Other costs	\$ 0
<u>Contingency (Remaining)</u>	<u>\$ 5,107.00</u>
<b>Total</b>	<b>\$ 292,217.25</b>

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

**METROPOLITAN PARK DISTRICT OF TACOMA**

**RESOLUTION NO. C45-22**

**SOUTH END RECREATION & ADVENTURE PLAYGROUND RESURFACING # J2022-07  
FINAL ACCEPTANCE TO PLAYCREATION, INC. SERVICES**

WHEREAS, the Board of Park Commissioners of the Metropolitan Park District of Tacoma desired to make improvements to South End Recreation & Adventure Playground; and

WHEREAS, at the meeting of March 28, 2022, the Board of Park Commissioners approved the contract with PlayCreation, Inc Services; and

WHEREAS, PlayCreation, Inc Services has completed the project as specified and inspected by staff; Now, therefore, be it

RESOLVED by the Board of Park Commissioners of the Metropolitan Park District of Tacoma that: Acceptance of the South End Recreation & Adventure Playground Resurfacing Project J2022-07;

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



**MEMORANDUM**

TO: Board of Park Commissioners

THROUGH: Shon Sylvia, Executive Director

FROM: Debbie Russell, Director of Business, Administration & Planning

**SUBJECT: Purchasing Resolution**

DATE: June 17, 2022

**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 proposed for purchase and/or acquisition:

<b><u>Item Number</u></b>	<b><u>Proposed Vendor</u></b>	<b><u>Proposed Purchase</u></b>	<b><u>Price</u></b>
1.	Bureau Veritas	ADA Self-Evaluation and Transition Plan	Not to exceed \$330,000.00
2.	AT&T	Equipment and Wireless Services	Not to exceed \$200,000.00 for 2022-2024

**ITEM NO. 1**

- **VENDOR** Bureau Veritas
- **GOODS OR SERVICE** ADA Self-Evaluation and Transition Plan
- **PRICE** Not to exceed \$330,000.00
- **SOURCE OF FUNDING** Planning and Development-Professional Services
- **CONTACT** Debbie Russell (253) 305-1086

**BACKGROUND:** Under Title II of the Americans with Disabilities Act (ADA), Metro Parks Tacoma (MPT) is required to periodically review and update its Americans with Disabilities Act Self-Evaluation and Transition Plan (ADA Transition Plan). MPT last updated its ADA Transition Plan in 2016 and it is now due for an update.

In order to meet the requirement to review and update the ADA Transition Plan, MPT solicited proposals from qualified professional firms to compile and implement a comprehensive ADA Transition Plan that complies with all aspects of the Americans with Disabilities Act (ADA), the

Federal ADA Accessibility Guidelines (ADAAG), American Barriers Act (ABA), the Washington Building Code, and local accessibility regulations with regards to MPT's programs, services, activities, buildings, parks, park facilities, exterior amenities, and paths of travel.

The following is a proposed scope of work to be completed by consultants for the development of MPT's ADA Transition Plan:

1. A self-evaluation of all parks, facilities, programs, services, and activities to determine access barriers.
2. Coordination of input from identified stakeholders, to include but not limited to MPT staff, District Board members, disability groups, and the general public.
3. A Transition Plan that will identify and prioritize the barriers to access, provide procedures, time schedules, and costs for remediation, and document the methodology of the process.
4. (Optional) Acquisition of a software management system to allow staff manage and track the Transition Plan.

On May 6<sup>th</sup> and 11<sup>th</sup>, 2022, a Request for Proposal (J2022-20) was publicly advertised by Daily Journal of Commerce and Tacoma Daily Index. It was also posted on Metro Park's website. MPT received two (2) complete proposals. Based on the submittal scoring, MPT selected Bureau Veritas.

Bureau Veritas has extensive experience providing ADA Assessments for City, County, and State Government entities. The above-mentioned scope of services for BVTA will include, but not limited to, conducting ADA Self-Evaluations that will identify programmatic and physical barriers that prohibit or limit accessibility to persons with disabilities. The ADA Transition Plan will identify and prioritize barriers to access; provide procedures, time schedules, and costs for remediation; and document the methodology of the process to help MPT achieve accessibility.

**FISCAL IMPACT:** The funds for this purchase are from the Planning and Development-Professional Services budget.

**ADDITIONAL INFORMATION:** For additional information, please contact Debbie Russell, Director of Business Administration & Planning, at (253) 305-1086 or [debbie.russell@tacomaparks.com](mailto:debbie.russell@tacomaparks.com)

**ITEM NO. 2**

- **VENDOR** AT&T
- **GOODS OR SERVICE** Equipment and wireless services
- **PRICE** Not to exceed \$200,000.00 for 2022-2024
- **SOURCE OF FUNDING** Operating Funds Subject to Budget Approval from Business, Administration, and Planning Department, Parks and Recreation Department, Office of the Executive Director
- **CONTACT** Debbie Russell (253) 305-1086

**BACKGROUND:** MPT uses cell phones, tablets, and data devices as tools for operation and maintenance of daily activities and to document and ensure safety and continuity of MPT facilities and parks. MPT has utilized Verizon for voice and data services for a number of years. Cellular device usage has increased significantly over that time period. In an effort to better align plans and save administrative time managing multiple accounts, MPT opted to evaluate other providers available through the WA State Department of Enterprise Services (DES) NASPO cooperative contracts. After evaluating plan pricing, available devices, service coverage, and administrative management, MPT selected A&T for cellular devices and services district-wide, with the exception of the Zoo and Northwest Trek. ZEED will continue service with Verizon due to connectivity issues.

**FINANCIAL IMPACT:** This is a month-to month-service contract, with an average annual cost of approximately \$100,000 per year, including equipment. This represents a 49% savings over current contracts.

**ADDITIONAL INFORMATION:** For additional information, please contact Debbie Russell, Director of Business Administration & Planning, at (253) 305-1086 or [debbie.russell@tacomaparks.com](mailto:debbie.russell@tacomaparks.com)

**METROPOLITAN PARK DISTRICT OF TACOMA**

**PURCHASING RESOLUTION NO. P46-22**

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

ATTEST:

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Clerk



**Exhibit A  
to  
Purchasing Resolution No. P46-22**

**ITEM NO. 1**

- **VENDOR** Bureau Veritas
- **GOODS OR SERVICE** ADA Self-Evaluation and Transition Plan
- **PRICE** Not to exceed \$ 330,000.00
- **SOURCE OF FUNDING** Planning and Development-Professional Services
- **CONTACT** Debbie Russell, (253) 305-1086

**ITEM NO. 2**

- **VENDOR** AT&T
- **GOODS OR SERVICE** Equipment and wireless services
- **PRICE** 2022-2024 Not to exceed \$200,000.00
- **SOURCE OF FUNDING** Operating Funds Subject to Budget Approval from Business, Administration, and Planning Department, Parks and Recreation Department, Office of the Executive Director
- **CONTACT** Debbie Russell (253) 305-1086





**MEMORANDUM**

TO: Board of Park Commissioners

THROUGH: Shon Sylvia, Executive Director

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

**SUBJECT: Interlocal Cooperation Agreement for the Peck Fields (State St and S 14<sup>th</sup> St) Sidewalk Project with the City of Tacoma Streets Initiative Package #32**

DATE: June 20, 2022

**EXECUTIVE SUMMARY:** This resolution authorizes the appropriation of up to \$125,000.00 from the 2014 UTGO Bond Funds Trails and Open Space for construction of sidewalk and ADA access improvements along the State St. and S. 14<sup>th</sup> St. frontages to Peck Fields. This resolution would also authorize the Executive Director to enter into the necessary agreements with the City of Tacoma.

**CAPITAL IMPROVEMENT COMMITTEE RECOMMENDATION:** This resolution was reviewed by the Capital Improvement Committee at their meeting on June 15, 2022 with a recommendation to forward the action on to the full Board for approval.

**BACKGROUND:** The City of Tacoma and MPT regularly coordinate in identifying shared capital project development opportunities that provide community value for both entities. The opportunity arose to combine the City's Streets Initiative Package #32 project with improvements to sidewalk safety and access at Peck Fields.

Under Streets Initiative Package #32, the City of Tacoma will be constructing a \$3.45M, 23-block street improvement project and has agreed to include sidewalk, curb and curb-ramp improvements along the Peck Field frontage along S. 14th St. and State St. Metro Parks Tacoma will contribute funding to supplement this project from Metro Park's capital budget. It will provide for the following: demolition, excavation, construction of 575' length of concrete sidewalk, concrete curb and gutter, pedestrian access ramps and crosswalks, landscaping, and signage.

The City has agreed to manage and administer this Project, including providing public notifications, design and engineering, permitting, bidding, and construction, and will equitably allocate costs to Metro Parks. Metro Parks has agreed to reimburse the City for its share of the equitable allocation. This project provides critical pedestrian access to Peck Fields to those arriving by vehicle, bicycle or on foot. Pedestrian safety will be enhanced as Peck Field lacks basic sidewalk, curb-cut and crosswalk infrastructure along its north and west frontages.

**FISCAL IMPACT:** The \$125,000.00 contribution will support the Peck Fields (State St. and S 14th St.) sidewalk project. An additional \$1,250.00 will be transferred into the MPT District Art Fund in accordance with the MPT 1% for the Arts Policy.

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

**METROPOLITAN PARK DISTRICT OF TACOMA**

**RESOLUTION NO. R47-22**

**INTERLOCAL COOPERATION AGREEMENT FOR THE  
PECK FIELDS (STATE ST AND S 14<sup>TH</sup> ST) SIDEWALK PROJECT WITH  
THE CITY OF TACOMA STREET INITIATIVE PACKAGE #32**

WHEREAS, the Board of Park Commissioners of the Metropolitan Park District of Tacoma wishes to enter into a Interlocal Cooperation Agreement with the City of Tacoma for pedestrian improvements along the State Street and South 14<sup>th</sup> Street frontages to Peck Fields, and

WHEREAS, the City has planned street improvements under Street Initiative #32 within the right-of-way in proximity to Peck Fields, and

WHEREAS, Metro Parks has planned sidewalk and curb improvements to provide safe, ADA compliant access to Peck Fields, and

WHEREAS, Metro Parks and the City have determined that there would be mutual benefit by combining Metro Parks capital funding with the City's Streets Initiative Package #32 through a single public work project managed and administered by the City of Tacoma, and

WHEREAS, the Board of Parks Commissioners wishes to allocate funds in order to participate in this partnership;

Now, therefore, be it

RESOLVED by the Board of Park Commissioners of the Metropolitan Park District of Tacoma that: a maximum contribution of \$125,000 (including a contribution to the 1% MPT Art Fund) is granted from the 2014 Capital bond Funds to construct new sidewalk improvements along the State Street and South 14<sup>th</sup> Street frontages to Peck Fields; and authorizes the Executive Director to sign the Interlocal Cooperation Agreement with the City of Tacoma.

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





**MEMORANDUM**

TO: Board of Park Commissioners

THROUGH: Shon Sylvia, Executive Director

FROM: Alan Varsik, Director of Zoological & Environmental Education

**SUBJECT: Acceptance of the ZEED Strategic Plan**

DATE: June 7, 2022

**EXECUTIVE SUMMARY:** Staff requests that the Board of Park Commissioners accept the ZEED Strategic Plan.

**BACKGROUND:** On December 14, 2020, the Park Board of Commissioners authorized staff to enter into a contract with Zoo Advisors for the facilitation of a strategic planning process for Point Defiance Zoo & Aquarium and Northwest Trek Wildlife Park. Unlike previous planning, the largest challenge facing Point Defiance Zoo & Aquarium and Northwest Trek today is the creation of a sustainable business model that influences our community on environmental sustainability while providing much needed recreation and connection with animals. Over the course of the past 18 months Zoo Advisors worked with staff and community partners to develop the mission, vision and goals for ZEED. The Park Board was last updated on the planning efforts at the March 21, 2022 Committee of the Whole Meeting. Attached is summary of the plan.

**FISCAL IMPACT:** The contract was approved for \$98,275.00 and was funded through the ZEED operating budget.

**ADDITIONAL INFORMATION:** For additional information, please contact Alan Varsik, Director of Zoological & Environmental Education at 253-404-3634 or [Alan.varsik@pdza.org](mailto:Alan.varsik@pdza.org)

**METROPOLITAN PARK DISTRICT OF TACOMA**

**RESOLUTION NO. RR44-22**

**ACCEPTING THE ZEED STRATEGIC PLAN**

WHEREAS, Metro Parks utilizes outside expertise for developing strategic plans;

WHEREAS, on December 14, 2020 the Park Board of Commissioners approved Zoo Advisors to work with ZEED staff on the development of the mission, vision and goals; and

WHEREAS, over the past eighteen months Zoo Advisors has worked with staff, Metro Parks leadership and community partners to develop a comprehensive Strategic Plan; now, therefore, be it

RESOLVED by the Board of Park Commissioners of the Metropolitan Park District of Tacoma to accept the Strategic Plan for ZEED.

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



# ZEED STRATEGIC PLAN

2022-2027



# INTRODUCTION

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In a time of massive global transformation, Point Defiance Zoo & Aquarium and Northwest Trek Wildlife Park (together, ZEED), are well-positioned to build upon their previous successes and re-emerge as a powerful player in the Puget Sound conservation community. ZEED benefits from the support of MetroParks Tacoma. With two facilities – one in Point Defiance Park in Tacoma and the other providing immersive wildlife experiences in Eatonville, Washington – ZEED has a particularly unique power to motivate the people of the Pacific Northwest towards conservation action and appreciation.

Conversations throughout our time together centered on interdependence – the harmonious and mutually beneficial co-existence of people and wildlife, within ecosystems, and between the ZEED facilities. This spirit of interdependence permeates the entire document as ZEED staff resonated with a desire to create opportunities that encourage audiences to understand the myriad ways in which they are connected to animals, plants, and natural landscapes. Furthermore, the two ZEED facilities – separated by close to 40 miles – strive to find more effective and integrated ways of collaborating and functioning. This represents the first strategic plan that represents both facilities working toward common goals.

In early 2020, with new leadership and reinvigorated hopes for the future of the Zoo and Trek, ZEED embarked on a strategic planning process facilitated by Zoo Advisors LLC. The result is a united roadmap for the two facilities for the next five years—one that marries the strengths of both organizations and charts a future that both can boldly move toward. Our goals for the project included:

- Position ZEED as a destination and valued community asset
- Think boldly about the modern zoological facility
- Engage staff, board, stakeholders, and community members throughout the process.

Work concluded in March 2022 with the ZEED team and stakeholders fully engaged throughout the process which included a total of six virtual and on-site workshops and numerous smaller meetings

# ZEED PLANNING TEAM

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Conducting this process during these global pandemic and social unrest necessitated a flexibility and sense of innovation that is now reflected in the strategic plan. This team contributed countless hours to participating in workshops and conference calls to ensure that the process was on track and fully represented the desired direction of ZEED.

Alan Varsik - Director

Rick Dietz - Deputy Director

Sarah Oliver - Deputy Director

Donna Powell - Business Manager

Whitney DalBalcon - Marketing & Communications Manager

Marina Becker - Parks Director

Fred Ramey - Operations Manager

Jessica Moore - Education Curator

Marc Heinzman - Zoological Curator

Wendy Spaulding - Conservation Engagement Curator

Karen Goodrowe - General Curator

Debbie Terwilliger - MetroParks Tacoma Director of Business & Planning

Ruthann Howell - Zoo Society Executive Director

Dana Brown - Visitor Services Supervisor

Denette Cowan - Marketing & Communications Supervisor

John Mattox - Database Administrator/IT

Dr. Allison Case - Veterinary Medicine

Malia Sommerville - Zoological Curator

Jesse Schossow - Budget Supervisor

Craig Standridge - Conservation Engagement Coordinator, later Education Curator

Heather Parkinson - Zoo Society Board member

Cathy Torgerson - Northwest Trek Board Chair

Melissa Malott - Communities for a Healthy Bay Executive Director

This work also benefitted tremendously from the input and perspectives of MPT staff and board members, as well as individuals from the Tacoma and South Sound communities who participated in listening sessions, interviews, and other discussions throughout the process.

## MISSION

An organization's mission is its reason for being, its core purpose—a statement of “why it exists.” A zoo's mission reflects its focus on bringing people together—its community, guests, stakeholders, staff, and volunteers—and recognizes its unique strengths in caring for animals and using conservation science to combat extinction.

ZEED took a bold step in creating a mission that recognizes the diverse relationships that their audiences already have with the natural world, the facilities' roots in Pacific Northwest, and their understanding of the interdependence that exists within ecosystems and includes plants, humans, and other animals.

### *Our Mission*

Awakening a connection to Wild Life with everyone in the Pacific Northwest.

Each word of this new mission was intentionally selected for its meaning:

- “Awakening” recognizes that a latent relationship with nature exists within all of us.
- “A connection” recognizes the different ways in which these relationships can develop.
- “Wild Life” calls out not only animals, but all living creatures in an ecosystem.
- “Everyone” reflects ZEED's commitment to inclusion and accessibility.
- “In the Pacific Northwest” centers ZEED's work in a community and sense of place.

## VISION

In contrast to an organizational mission, a vision statement is aspirational. It's a courageous idea of a desired future. ZEED's vision is inclusive and ambitious—a commitment to an ideal, and a challenge to its communities to participate in the important work of stewardship and conservation. Like the mission statement, this vision statement also represents a new articulation of ZEED's purpose and direction.

### *Our Vision*

We envision a future where all people in our communities are engaged in the care and protection of nature.

The use of “connection” in the mission and “care and protection” in the vision statement reflects a spectrum of engagement and recognizes both the emotional and behavioral elements in zoos and aquariums must consider in creating change. The vision statement also specifically references “all people” as a reflection of ZEED's JEDA commitment and “our communities” as a recognition that the ZEED community is not monolithic.

# OUR CORE VALUES

Core values are the soul of an organization—those qualities that reflect how the organization treats its entire “family” and community; words that express who they are and what they represent. Core values are traits that the team will commit to living throughout their work life.

We generated these core values through an iterative set of exercises including input from 82 staff and 14 volunteers across the Zoo and Trek, as well as the planning team. Initial data collection was centered on three prompts:

- What are the characteristics of the ideal ZEED ambassador?
- If you could create three working rules for everyone in ZEED to follow, what would they be?
- What would you like to say about the people who work at ZEED in five years?

## *Passion*

We care deeply about changing the world and inspiring hope. We believe in the positive impact we have on our planet and our communities, and we share that passion with others.

## *Courage*

We are constantly learning, growing, adapting, and innovating. We take strategic risks, acknowledge our mistakes, and celebrate our successes.

## *Belonging*

You belong. We welcome, respect, and actively include the perspectives, cultures, and values of our communities.

## *Compassion*

We approach each other, our animals, our environment, and our communities with empathy and kindness.

## *Trust*

We hold ourselves to a high standard. We honor the trust placed in us by our team, community and partners through integrity, honesty, and expertise.

## *Collaboration*

Together we are stronger. We are part of an interdependent community of animals, plants, and people that is able to achieve more together than alone.

# STRATEGIC GOALS/OBJECTIVES/ACTIONS

Our initial efforts to generate strategic pillars resulted in nine potential goal areas ranging from animal care, conservation, to science and research, to the guest experience and education. Over time, we were able to prioritize four core strategic areas through careful conversation and thematic arranging of ideas. These four areas – One Team, Community, Environmental Footprint, and Wild Life Sustainability – represent a diverse range of areas wherein each person and department in ZEED can have an impact.

For each strategic pillar area, we crafted a goal statement to reflect the motivation for working in this area. Each strategic pillar then has objectives that represent the impacts that ZEED wants to see because of their work. From here, we have started the process of building action steps to achieve each of these outcomes, though we recognize the need for ongoing community dialogue to further identify and refine these action steps over the next five years. The following goals and objectives promise an ambitious and exciting future for ZEED – rooted in a new mission and vision and responsive to the defining trends in our industry.



 **ONE TEAM**

 **COMMUNITY**

 **ENVIRONMENTAL FOOTPRINT**

 **WILD LIFE SUSTAINABILITY**



# ONE TEAM

## Goal

*Achieving our ZEEED mission is dependent upon building a strong team and positive, trusting relationships. We commit to investing in each other by developing the team, attracting diverse talent, supporting kindness and compassion, fostering open and safe communication, and cultivating our shared values to encourage the journey and inspire hope.*

Objective 1: Collaborate across work units, departments, and campuses to create One Team within ZEEED and integrate our mission into all aspects of our culture, and physical and psychological safety.

Objective 2: Implement a process to integrate and embed the strategic plan across ZEEED that recognizes and addresses the challenges of change.

Objective 3: Focus ZEEED's justice, equity, diversity, access, and inclusion (JEDAI) work to enhance a sense of belonging for the ZEEED team and guests.



# COMMUNITY

## Goal

*We prioritize relationships with all communities by growing our partnerships, creating meaningful connections, and actively reducing barriers to access.*

Objective 1: Enhance relationships and support community needs.

Objective 2: Improve access to our facilities and experiences across identified target communities.

Objective 3: Further awaken connections with nature by actively engaging local communities in protecting Wild Life and promoting environmental sustainability.

Objective 4: Develop and enhance community pipelines for Zoo/Trek careers.

Objective 5: Expand and deepen partnerships within community convening points (e.g. schools, libraries, community centers).

Objective 6: Build empathy and action for Wild Life internally and externally.





# ENVIRONMENTAL FOOTPRINT

## Goal

*We aim to continually recognize our environmental impact and the ways in which we are interdependent with the environment and our communities. We inspire our community to do the same, understanding that our combined efforts have the greatest potential for success.*

Objective 1: Fully integrate environmental sustainability into our decision-making and organizational culture.

Objective 2: Inspire guests, audiences, and community members to care about and act for environmental sustainability and reduction in fossil fuel use.

Objective 3: Collaborate and engage with relevant partners, our staff, and our audiences to strategically advocate for Wild Life and more specifically address reduction in greenhouse gas emissions.



# WILD LIFE SUSTAINABILITY

## Goal

*We engage people in the care and protection of nature by taking a collaborative approach to identifying and addressing the challenges facing Wild Life and their ecosystems, both in expert human care and the wild.*

Objective 1: Create a strategically focused and integrated approach to conservation that builds a **conservation culture** amongst ZEED staff, volunteers, partners, and vendors.

Objective 2: Develop a continuous improvement model for **wellness** practices for animals in our care so that ZEED emerges as a leader for setting industry standards.

Objective 3: **Enhance viability** of animal populations for species in our care.

Objective 4: Develop innovative exhibitry and an associated messaging plan that **tells the story** of ZEED's care for species - health, wellness, and conservation.

Objective 5: Develop specific actions our communities can take to enhance ZEED's in situ and ex situ programs.



# WILD LIFE SUSTAINABILITY

## In-situ Examples

- Rockfish surveys in Puget Sound
- Fisher restoration in Washington
- Bat white-nose syndrome treatment pilot program
- Advocating for grizzly bear restoration in Washington

## Ex-situ Examples

- Oregon spotted frog and Northern leopard frog head start programs
- Red wolf propagation and release
- Sumatran tiger GSMP

# NEXT STEPS & CONCLUSION

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Moving forward, ZEED's primary efforts should be in how to best execute the various parts of the plan, and to ensure that the entire team feels that the plan is "theirs." Though we began the process of generating action steps with ZEED staff, these are not necessarily final; instead, they are well-informed suggestions or ideas on how to move forward. To codify and strengthen these action steps, ZEED staff should embark on intentional community engagement and discussion with relevant collaborators and partners.

ZEED staff within and across departments and facilities may find it useful to take stock of their current work and projects to determine how these efforts intersect with the new strategic plan. We also encourage ZEED staff to create a plan for tracking and measuring progress towards achieving different parts of the plan, and of course, celebrating their successes along the way!

This strategic plan represents a tremendous amount of work, care, and dedication on the parts of ZEED staff. The result is a carefully crafted map to guide the next five years of ZEED's development. ZEED staff's pride in their work is reflected in this plan, as is the optimism and confidence they have in their ability to positively impact the world and the Pacific Northwest. Both aspirational and grounded in ZEED's strengths, Point Defiance Zoo & Aquarium and Northwest Trek have laid a promising foundation for their future, one that is more collaborative, integrated, and inclusive than ever.

# ***ZEED Strategic Plan***

## ***2022-2027***



### **MISSION**

Awakening a connection to Wild Life with everyone in the Pacific Northwest.

### **VISION**

We envision a future where all people in our communities are engaged in the care and protection of nature.

### **VALUES**

Passion  
Courage  
Belonging  
Compassion  
Trust  
Collaboration

### **COMMUNITY**

We prioritize relationships with all communities by growing our partnerships, creating meaningful connections and actively reducing barriers to access.

### **WILD LIFE SUSTAINABILITY**

We engage people in the care and protection of nature by taking a collaborative approach to identifying and addressing the challenges facing Wild Life and their ecosystems, both in expert human care and the wild.

### **ONE TEAM**

Achieving our ZEED mission is dependent upon building a strong team and positive, trusting relationships. We commit to investing in each other by developing the team, attracting diverse talent, supporting kindness and compassion, fostering open and safe communication, and cultivating our shared values to encourage the journey and inspire hope.

### **ENVIRONMENTAL FOOTPRINT**

We aim to continually recognize our environmental impact and the ways in which we are interdependent with the environment and our communities. We inspire our community to do the same, understanding that our combined efforts have the greatest potential for success.



**Northwest Trek**  
Wildlife Park  

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METRO PARKS TACOMA

**ZOO**  
ADVISORS