

## Capital Improvement Committee Meeting (CIC)

### Agenda & Meeting Materials

**July 13, 2022 - 5:00 PM**

Metro Parks Headquarters

4702 S 19th St.

Tacoma, WA 98405



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This Capital Improvement Committee Meeting (CIC) will be held at Metro Parks Headquarters, 4702 S 19th St., Tacoma, WA 98405. You can also join the meeting remotely by following the instructions below: (either by online link or by phone)

**Topic: Metro Parks Tacoma Capital Improvement Committee (CIC)**

**Time: July 13, 2022 5:00 PM Pacific Time (US and Canada)**

**Join Zoom Meeting Online by clicking the link below:**

**<https://zoom.us/j/95041531173?pwd=ZUsvRmRLOUpNTWdZdGFxM085Zz09>**

<b>Or Dial:</b>	<b>(253) 215-8782</b>
<b>Enter Meeting ID:</b>	<b>950 4153 1173</b>
<b>Password:</b>	<b>039699</b>
<b>Participant ID:</b>	<b>No ID needed, just press #</b>

**Order of Presentation:** In general, each agenda item will include a short staff presentation, followed by board discussion. Public Comment is not taken at this committee meeting.



**BOARD OF PARK COMMISSIONERS  
CAPITAL IMPROVEMENT COMMITTEE  
AGENDA**

**JULY 13 , 2022  
5:00 PM**

**MINUTES FROM JUNE 29, 2022**

**PROJECT STATUS REPORT**

**DISCUSSION ITEMS**

**ACTION ITEMS**

- Melanie's Park Pierce County Funds Appropriation
- Melanie's Park COT Funds Appropriation
- Gas Station Park Commerce Grant Appropriation

**FUTURE AGENDA TOPICS**

**ADJOURNMENT**



**BOARD OF PARK COMMISSIONERS  
CAPITAL IMPROVEMENT COMMITTEE  
(VIRTUAL MEETING)**

**June 29, 2022  
5:00 PM  
MINUTES**

**Attendees:** Commissioner Pointer, Commissioner Reid

**Staff Support:** **Marty Stump**, Deputy Director - Planning and Development; **Fred Ramey**, ZEED Asset and Facilities Services Manager; **Claire Keller-Scholz**, Planning and Asset Management Administrator; **Erich Sachs**, Asset Management & Sustainability Manager; **Mary Kay Henley**, Planning Administration

**Acceptance of Minutes:** Minutes from the June 15, 2022, meeting were approved as written.

**Discussion Items**

**ADA Transition Plan**

- Erich gave an update on the ADA Self-Evaluation and Transition Plan. He presented the Commissioners with an overview of scheduling, the planning process and key considerations. He explained how it made sense to bring in a consultant (Bureau Veritas) to manage the assessment portion given the high workload of internal staff.
- The first phase will include self-evaluations and site assessments of buildings, facilities, and parks. This will be followed by a program and policy review. He noted that a lot of information will need to be captured.
- The second phase deliverables will include the creation of a Transition Plan (strategy for barrier removal, costs, priority level), public outreach and purchase of software called AssetCALC.
- The 5 criteria's for establishing priority levels were discussed and included.
  - Accessibility of van parking, car parking and approach and entrances
  - Elements along the accessible route
  - Restroom facilities
  - Access to all other features and amenities
  - Employee-only areas
- The project will have an aggressive timeline. The self-assessment phase will take place this summer until early fall, with the project completion expected by end of this year or early 2023.
- Commissioner Reid asked if the sample Accessibility Assessment report that featured Millersylvania Park was just included to show how the reports look.

- Erich said yes, it was one of parks the consultant evaluated for the state. Reid suggested including this presentation to the Board, however cleaning up information that could be confusing.
- Commissioner Pointer noted a lot of our parks don't have restrooms and asked if they will be included in the assessment.
  - Marty reported yes. All our parks, regardless of classification, will be included. He noted that significant changes in site program/development won't be part of the consultant's recommendations, rather existing features will be reviewed to make sure they are working properly for people with disabilities and minor corrections recommended.
- Fred added that he is excited the assessment includes both PDZA and NW Trek.
- Marty agreed to create a follow up report to the board, along with a progress report.

### **Artist Selection Memo for Mindy Barker - South Pacific Aquarium Project**

- Claire led a discussion of the artist selection for the South Pacific Aquarium upgrade project. She explained that on December 11, 2021, a call to artist was advertised to the following cohorts: MPT's Public Art Reaching Community Training program, MPT's Eastside Community Center Public Art Training Program, City of Tacoma Mural Roster, and Spaceworks Tacoma Mural Roster. The project's \$24,000 budget is all-inclusive and will not require a resolution for contract approval by the Board
- The project's selection committee was made up of PDZA & MPT staff, community members, a SAMI student, and advisory council members. There were 10 submissions and the committee selected 4 artists to interview.
- Mindy Barker was ultimately selected. A native of Tacoma, Mindy started her one-woman art business in 1993 and specializes in commissioned murals and original artwork. She incorporates oversized images of animals and uses bright colors.
- The design is underway and will be located on a wall at the South Pacific Aquarium. They are hoping for the art installation to happen next spring.
- Commissioners were shown a sampling of her work. Commissioner Reid reported he liked the samples, noting the artwork really stands out.
- Commissioner Reid asked if the funding is coming from the project's 1% art fund. Fred said yes, the project was large enough to fund an art piece.
- Commissioner Pointer asked if the artist is local. Yes, she is from the Tacoma area.
- Marty informed the Commissioners that they will see a presentation of the final artwork before installation.

### **Action Item**

#### **PDZA Polar Bear - Minor Exhibit Improvements – A/E Contract Award to BCRA Design**

- This resolution authorizes an A&E contract award for the Point Defiance Zoo & Aquarium Polar Bear Minor Exhibit Improvements to BCRA Design in the amount of \$104,785. Fred explained that it will include minor improvements to the nearly 40-year-old Polar Bear Exhibit over the next 11 months. The goal is to have it ready to receive a new Polar Bear ahead of the 2023 peak visitor season.

- This project will improve husbandry and welfare of future bears and will have a contracted component as well as in-housework completed by PDZA Maintenance and Operations staff. Improvements include the demolition of shotcrete beach, construction of new natural substrate beach, demolition of shotcrete “island” in the middle of the exhibit, installation of additional natural substrate in lieu of the island, construction of a new shade structure capable of being procured and installed by PDZA Maintenance and Operations Staff, installation of new, automatic waterer, sealing of cracks in concrete in exhibit pool, construction of log shade structure within the exhibit
- The project is being accelerated so the exhibit can hopefully be ready for the public by June 1st of next year. He added that bear shipping constraints were also a scheduling factor. He noted our current exhibit space only meets the requirement for one (1) elderly or young non-breeding bear. This project is for the short-term, next 1 -5-year window of the exhibit. They are trying to figure out the long-term plans for the space right now.
- Commissioner Reid asked about the second bidder and suggested they be included. Marty said the selection process will be discussed, however with RFPs, selection isn’t driven solely by cost, but by experience.
- Commissioner Pointer asked about the bear selection. Fred explained we are hoping to find a bear needing short-term housing (1-5 years). He added that we don’t meet the requirement for multiple bears right now, but we are working on long-term plans for the space, e.g. polar bear exhibit or something else.
- Commissioner Reid asked if the ZEED Director, Alan Varsik, approves of this project and if we are compliant. Fred reported yes, Alan has been involved in the entire process and approves. He added we will be more compliant with the addition of natural elements, substrate, etc.
- Commissioner Reid asked about The Zoo Society’s involvement. Fred said they have been included in discussions and planning, but not in a funding capacity. This might change once the long-term plan is decided on.
- Fred will update the header on page 2 of memorandum to match the project’s name.
- This item was accepted for moving forward to the full Board with a recommendation of approval.

### **Additional Discussion Items**

#### **Planning Department Workplan - June**

- Marty presented commissioner with the June update of the Planning Department’s 21-22 Workplan. This will be presented to the Commissioners monthly moving forward. He invited commissioners to read through it, noting it’s a snapshot of where our capital projects stand today.
- Projects highlighted in light blue were added informally during the year and ones highlighted in light green haven’t been scoped or launched yet.
- Commissioner Pointer noted that the Herring Pen project still isn’t completed after 4 ½ years.
- Commissioner Pointer asked if COVID slowed down any projects. Marty said although we stayed relatively on schedule, we did experience supply and staffing challenges. He added he is proud of the work being executed. However, we won’t meeting our spending projections, but the funds will remain intact and roll into the next biennium.

- Commissioner Reid asked if an ADA condition assessment happens before City of Tacoma (COT) land transfers. He added this would save us money if they did the ADA upgrades.
  - Marty reported this is a good suggestion. He added that currently we don't have an ADA compliance requirement in place. It was noted that COT has an ADA plan filed that should capture their assessments. Eric will have the ADA assessment consultant review the short list of possible transfer sites, plus ones we own and associated cost burden. Commissioner Pointer, who is a member of the ICC committee, will include it as an agenda item. Claire, who is managing Metro Park's property transfers, will add this to her review list.
- Commissioner Reid commented on the high number of capital projects and noted we need more staff. Marty reported we are continuing to build our team. He mentioned Commissioners will see additional staffing in the new budget, mentioning CIP Project Coordinators and Contract Coordinators as examples.
- Commissioner Reid reported that we need to make sure our new assets are kept in good condition. Erich reported this will start happening with the procurement of the new Asset Management System. He continued this will allow us to be proactive, not reactive when it comes to asset maintenance. In addition, it will allow easy information access for future capital improvement programs.
- Commissioner Pointer asked if the Taste of Tacoma will be coming back to Tacoma. Claire stated there was a change in ownership and it will stay in Puyallup.

**Meeting Adjourned**



**MEMORANDUM**

TO: Board of Park Commissioners

THROUGH: Shon Sylvia, Executive Director

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

**SUBJECT: Accepting and Appropriating \$50,000 from Pierce County for The Melanie Dressel LaPlant Park Project**

DATE: July 20, 2022

**EXECUTIVE SUMMARY:** This resolution accepts and appropriates a \$50,000 grant from Pierce County for the Melanie LaPlant Dressel Park Project and authorizes the Executive Director to enter into a contract agreement.

**BACKGROUND:** Metro Parks, with the assistance of The Foss Waterway Authority Development, submitted a 2018 Youth Prevention Services Project Form. This Pierce County Budget appropriated \$50,000 for the “Melanie LaPlant Dressel Park Project” to construct a ¾ acre children’s play park along the shoreline of Tacoma’s downtown Thea Foss Waterway. Melanie LaPlant Dressel Park’s unique features are designed to attract residents and visitors from all walks of life to this waterfront setting. Easily accessible by auto from I-5/I-705 & transit service, it is also within walking distance of the recently completed Prairie Line Trail and several Tacoma neighborhoods and institutions such as the Tacoma Children’s Museum who plans to utilize this park for its activities.

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

<b>Funding:</b>	
2014 UTGO Bond Fund	\$ 465,000
Foss Waterway Development	\$ 29,315
City of Tacoma	\$ 750,000
Pierce County	\$ 50,000
State Commerce	\$ 490,000
Donations* (at this time)	\$ 1,343,154
1% For Art To District Art Fund	\$ (20,320)
<b>Total</b>	<b>\$ 3,107,149</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. R-**

**ACCEPTING AND APPROPRIATING \$50,000 FROM PIERCE COUNTY FOR THE  
MELANIE DRESSEL LAPLANT PARK PROJECT**

WHEREAS, the Board of Park Commissioners of the Metropolitan Park District of Tacoma desires to make improvements to Melanie Dressel LaPlant Park on the Foss Waterway; and

WHEREAS, Metro Parks has worked with interested citizens, a steering committee and potential partners to develop a final design for Melanie Dressel LaPlant Park; and

WHEREAS, included in the Melanie Dressel LaPlant Park are multiple play structures, a community space and restrooms; and

WHEREAS, Pierce County includes an appropriation of \$50,000 as listed in their Amendment Proposal No. 2017-73s for the Melanie Dressel LaPlant Park Project; Now, therefore, be it

RESOLVED, that the Board of Park Commissioners accept and appropriate \$50,000 from Pierce County for the Melanie Dressel LaPlant Park Project; and be it

FURTHER RESOLVED, that the Executive Director is authorized to execute a contract for the \$50,000 contribution to the Melanie Dressel LaPlant Park with Pierce County.

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 and Planning

**SUBJECT: Accepting and Appropriating \$750,000 from the City of Tacoma for the Melanie Dressel LaPlant Park Project**

DATE: July 20, 2022

**EXECUTIVE SUMMARY:** This resolution accepts and appropriates a \$750,000 grant from the City of Tacoma for the Melanie LaPlant Dressel Park Project and authorizes the Executive Director to enter into a contract agreement.

**BACKGROUND:** Metro Parks and the City of Tacoma Agreement for Transfer of Foss Waterway Parks Dated 12-18-2020 identifies REET 1 Budget appropriation of \$750,000 for the “Melanie Dressel LaPlant Park Project”. This is to construct a ¾ acre children’s play park along the shoreline of Tacoma’s downtown Thea Foss Waterway. Melanie Dressel LaPlant Park’s unique features are designed to attract residents and visitors from all walks of life to this waterfront setting. Easily accessible by auto from I-5/I-705 & transit service, it is also within walking distance of the recently completed Prairie Line Trail and several Tacoma neighborhoods and institutions such as the Tacoma Children’s Museum who plans to utilize this park for its activities.

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

<b>Funding:</b>	
2014 UTGO Bond Fund	\$ 465,000
Foss Waterway Development	\$ 29,315
City of Tacoma	\$ 750,000
Pierce County	\$ 50,000
State Commerce	\$ 490,000
Donations* (at this time)	\$ 1,343,154
1% For Art To District Art Fund	\$ (20,320)
<b>Total</b>	<b>\$ 3,107,149</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. R-**

**ACCEPTING AND APPROPRIATING \$750,000 FROM THE CITY OF TACOMA FOR  
THE MELANIE DRESSEL LAPLANT PARK PROJECT**

WHEREAS, the Board of Park Commissioners of the Metropolitan Park District of Tacoma desires to make improvements to Melanie Dressel LaPlant Park on the Foss Waterway; and

WHEREAS, Metro Parks has worked with interested citizens, a steering committee and potential partners to develop a final design for Melanie Dressel LaPlant Park; and

WHEREAS, included in the Melanie Dressel Park are multiple play structures, a community space and restrooms; and

WHEREAS, the Agreement for Transfer of Foss Waterway Parks Dated 12-18-2020 identifies REET 1 Budget appropriation of \$750,000 for the Melanie Dressel LaPlant Park Project; Now, therefore, be it

RESOLVED, that the Board of Park Commissioners accept and appropriate \$750,000 from the City of Tacoma for the Melanie Dressel LaPlant Park Project; and be it

FURTHER RESOLVED, that the Executive Director is authorized to execute a contract for the \$750,000 contribution to the Melanie Dressel LaPlant Park with the City of Tacoma.

The forgoing 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 and Planning

SUBJECT: **Accepting and Appropriating Washington State Commerce Funds for Gas Station Park Improvements and Authorizing the Executive Director to enter into an Agreement**

DATE: July 20, 2022

**EXECUTIVE SUMMARY:** This resolution accepts and appropriates a \$504,700 grant (\$515,000 less State Administrative Fees) from the Washington State Department of Commerce for Gas Station Park and authorizes the Executive Director to enter into a contract agreement for the awarded grant.

**BACKGROUND:** Gas Station Park is in need of upgrading. Dating to the 1920's this property previously served as a neighborhood gas station. The park is located at 4801 and 4807 South Park Avenue. The City of Tacoma completed a full remediation of the site in 2005.

The MPT 2018 Strategic Plan Update adopted a 10-minute walk level of service standard. This neighborhood park will help achieve that goal by filling a current gap in service.

Currently the park provides on-street parking, fencing, landscape berms, bench and several play structures. New improvements will include improved access, signage, new children's play equipment, walking paths, tricycle track, play lawn and general landscape improvements. The proposed improvements are informed by feedback received from the community during the schematic design phase of the project.

**FINANCIAL IMPACT:** The project funding includes:

**Funding:**

2014 UTGO Bond Neighborhood Parks	\$ 50,000
Open Space Fees	\$ 2,224
City of Tacoma	\$ 320,000
State Commerce	\$ 504,700
1% For Art To District Art Fund	\$ (5,000)
<b>Total</b>	<b>\$ 871,924</b>

**ADDITIONAL INFORMATION:**

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

**METROPOLITAN PARK DISTRICT OF TACOMA**

**RESOLUTION NO. R-**

**ACCEPTING AND APPROPRIATING WASHINGTON STATE COMMERCE FUNDS  
FOR GAS STATION PARK IMPROVEMENTS AND AUTHORIZING THE  
EXECUTIVE DIRECTOR TO ENTER INTO AN AGREEMENT**

WHEREAS, the Board of Park Commissioners of the Metropolitan Park District of Tacoma desires to make improvements to Gas Station Park; and

WHEREAS, Metro Parks has worked with interested citizens, a steering committee and partners to develop a final design for Gas Station Park; and

WHEREAS, included in Gas Station Park are multiple play structures, a small shelter and a tricycle track; and

WHEREAS, the 2021 State Capital Budget includes an appropriation of \$504,700 (\$515,000 less State Administrative Fees) for the Gas Station Park Improvements; Now, therefore, be it

RESOLVED, that the Board of Park Commissioners accept and appropriate \$504,700 from the Washington State Department of Commerce for the Gas Station Park Improvements; and be it

FURTHER RESOLVED, that the Executive Director is authorized to execute a contract for the \$504,700 contribution to the Gas Station Park Improvements with the Washington State Department Commerce.

The foregoing resolution was adopted by the Board of Commissioners of the Metropolitan Park District of Tacoma at a regular meeting held on \_\_\_\_\_, 2022.

ATTEST:

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Clerk