



**MINUTES OF REGULAR MEETING
BOARD OF PARK COMMISSIONERS
SEPTEMBER 12, 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

SUSTAINABILITY & PREVENTATIVE PRACTICES/GREEN AGENDA REVIEW

Erich Sachs was introduced. Mr. Sachs began the presentation by reminding the Board of the District's sustainability policy and the commitments highlighted in the policy including green building design, reduction of greenhouse gas emissions, resource conservation, enhancement of habitat and environmental education. Mr. Sachs then made note of the District's planning documents that support sustainability. Goals of the plans were then discussed including reducing carbon foot print, increasing urban tree canopy, encouraging green design, and being a leader in environmental education. Several examples of the District's leadership in the region of designing capital projects that are built to LEED standards, increase shoreline resiliency, provide space for environmental education such as Owen Beach, Dune Peninsula, Pacific Seas Aquarium, Titlow Park and the Tram Station at NW Trek were highlighted.

Mr. Sachs then took a few minutes to describe the energy and water conversation that has been realized resulting from the Metasys, Calsense, and Smart Meter implementation projects throughout District facilities. Additionally, Mr. Sachs spoke about the higher than forecasted overall tree canopy goal, as the annual percentages are higher than predicted meaning the goals will likely be surpassed by 66% by 2024.

Mr. Sachs commented that an update to the District sustainability plan will occur. It was pointed out by staff for the need to continue to align sustainability plans both internally and with District partners. Mr. Sachs noted that building off previous plans, the following topic areas for the plan update include: awareness, innovation, chemical management, construction, energy management, fuel management, purchaisng, waste management and water management, GHG reduction, climate resiliency, fleet, active transportation, programming and economic & social pillars of sustainability. Additionally, the sustainability plan updates will reestablish metrics and compare data, include stakeholder agreements, set new goals and update polices, and identify risks & opportunities.

The floor was then opened to the Board for additional questions and discussion.

Commissioner Ayala commented that she would like to see greater focus on the South and East areas of Tacoma as the plan is updated, as more greenspace is needed in those areas.

Commissioner Pointer indicated he is interested in getting more partners in order to continue with hitting tree canopy goals.

Commissioner Liang commented that he would like to develop and see more ways in which MPT is the leader and the model in all the areas of sustainability that were discussed during the presentation. He also stated that he would like to see youth voices incorporated into this planning effort. Additionally, Commissioner Laing suggested integrating wildfire prevention into goals of the updated plan.

Commissioner Reid commented that it will be important to get the Railroad to participate in future planning including shoreline resiliency conversations.

REGULAR MEETING

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

SPECIAL PRESENTATIONS TACOMA UTILITIES RATES PRESENTATION

Staff members LaTasha Wortham, Keil Drescher, Christina Curran & Mike Slevin from Tacoma Public Utilities and Environmental Services were present at the meeting to update the Board on services provided by TPU. LaTasha Wortham commended on the commitment of both departments on achieving equity in service delivery, work force and community engagement.

Park Board members were shown maps and reminded of the service delivery area of TPU and Environmental Services. Christina Curran was then introduced to speak about rates. Ms. Curran commented that TPU is committed to gradual, consistent, stable, and predictable rate changes over the long term to avoid sudden or large changes. She noted that reasons for proposed rate increases include: supply chain delays & increases, inflationary costs, impacts due to COVID including rate deviations & outstanding balances during the moratorium, capital costs, and regulatory compliance. Several tables were then reviewed outlining rate adjustments for 23/24 for power, stormwater, wastewater, and solid waste. Ms. Wortham then informed the Board about the customer assistance programs available to support customers with paying for and dealing with utility bills and increases. Ms. Wortham commented that a Rates Public Hearing is being held at the City on September 28th at 6:30pm.

PRESIDENT'S REPORT

President Smith commented that she attended a recent Comcast event where they announced a partnership with the City of Tacoma to advance digital equity in the region of South Puget Sound, as part of its Project UP.

President Smith noted the upcoming Co-create to Recreate community sessions coming up:

- Eastside Community Center Sept. 21st 6:30pm
- Peoples Center Sept. 28th 6:30pm
- STAR Center Sept. 29th 6:30pm

STANDING COMMITTEE AND COUNCIL REPORTS

Zoo Liaison Committee

Commissioner Pointer stated that the committee met earlier today. Agenda items included facility planning updates, a financial update and future accreditation process information.

Joint Municipal Action Committee

Commissioner Ayala commented that the committee met September 9th. The agenda included recaps of the August meeting with CEOs where safety and security approaches were discussed. She noted that additional agenda items included a discussion about the Transit Youth Ride Free program, and a County Health & Safety report-out related to homelessness plans. Commissioner Ayala commented that the committee is planning to meet in person in December.

EXECUTIVE DIRECTOR’S REPORT

Executive Director Shon Sylvia commented on the following:

- This week’s CIC meeting will be held on Tuesday, September 13th.

COMMUNITY COMMENTS None

MINUTES OF THE AUGUST 22, 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. C71-22: APPROVAL OF WARRANTS CLAIM FUND FOR AUGUST 2022

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. P72-22: AUTHORIZING PURCHASE OF GOODS & SERVICES FOR METRO PARKS TACOMA

1. SKYHAWKS SPORTS ACADEMY FOR SPORTS CAMPS AND CLINICS FOR YOUTH IN THE AMOUNT OF \$100,000
2. MACDONALD MILLER FACILITY SOLUTIONS INC. FOR REPAIR AND MAINTENANCE ON BOILERS AND HVAC UNITS- DISTRICT WIDE- CHANGE ORDER IN THE AMOUNT OF \$67,966.37

3. AT PRODUCTIONS LLC FOR EVENT MOBILE STAGES -CHANGE ORDER IN THE AMOUNT OF \$3,645.16
4. STATE OF WASHINGTON DEPARTMENT OF ECOLOGY – WASHINGTON CONSERVATION CORP. FOR HABITAT RESTORATION AND VEGETATION MANAGEMENT IN AN AMOUNT NOT TO EXCEED \$79,360.00
5. SEATTLE’S FINEST SECURITY & TRAFFIC CONTROL LLC FOR SECURITY SERVICES - CONTRACT AMENDMENT IN THE AMOUNT OF \$200,000
6. ENVIRONMENTAL SYSTEMS RESEARCH INSTITUTE, INC. (ESRI) FOR LICENSED SOFTWARE IN THE AMOUNT OF \$210,000
7. CDW-G MICROSOFT FOR SOFTWARE MAINTENANCE TECHNICAL SUPPORT AND OTHER SERVICES AS REQUESTED –CONTRACT AMENDMENT FOR \$210,000

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

Mark Knowlden commented that item 1 for Skyhawks is a 70/30 revenue split. He commented that in July of 2022 Metro Parks released an RFP for Youth Sports Camps and Classes and received one response and one incomplete submission that was considered unresponsive.

Commissioner Liang noted that he would like to learn more about RFPs and RFQs that only receive one bid.

Mark Knowlden commented that item 2 for MacDonald Miller is for a change order for HVAC systems related expenditures. Staff noted that Metro Parks Tacoma has multiple boilers and HVAC units that require routine and quarterly inspection, maintenance, and repair. Mr. Knowlden stated that change order in the amount of \$67,996.37 is being requested to address unforeseen repairs and preventive maintenance scheduled repairs that happen quarterly at multiple locations. This brings the contract total to \$435,000 including Washington State Sales Tax.

Mark Knowlden commented that item 3 for AT Productions LLC is a requested change order. Mr. Knowlden informed the Board that Metro Parks Tacoma has put on multiple events this year where staging has been required. During the events, staging options were changed and upgraded, which added additional staging based on event needs and last-minute artist requests. Staff commented that that change order #1 in the amount of \$3,645.16 is being requested to cover unforeseen costs that were caused by last minute changes to the staging at the Dune Concerts. This brings will bring the contract total to \$53,000.00.

Mr. Knowlden commented that item 4 is for a contract with the State of Washington Department of Ecology – Washington Conservation Corp. Mr. Knowlden explained that Metro Parks has had a successful partnership with the Department of Ecology/Washington Conservation Corps (WCC) since 2009, and would like to continue to utilize crews for habitat restoration and vegetation management projects throughout the District’s natural areas.

Mr. Knowlden then commented that item 5 for amendment #3 for Seattle’s Finest in the amount of \$200,000.00 is being requested to add additional security guards throughout parks to support staff as needed. The Board was informed that this will bring the contract total to \$1,014,486 including Washington State Sales Tax. Mr. Knowlden commented that Seattle’s Finest is currently assisting the Parks and Recreation Department with various tasks throughout the park system including closing and locking gates and restrooms, outreach and assistance to individuals experiencing homelessness, acting as rental monitors at our community centers and rental venues, and providing security services during major events and festivals. In addition, these guards are utilized for specialty emphasis patrols on an as needed basis to provide assistance and outreach in locations throughout the park system where necessary. Staff noted that currently, the District is using 2 guards in Community & Neighborhood Parks Division and 2 guards in the Regional Parks & Attractions Division.

Debbie Russell commented that item 6 is for ESRI. Ms. Russell commented that staff requests that the Board authorize the purchase of GIS software licensing in the amount of \$210,000 for a three-year contract renewal. She noted that staff is also seeking professional services from ESRI Consulting to assist with two planned upgrades. These upgrades will occur in 2022 and 2024. Staff stated that this will prepare the District for the upcoming asset management implementation and integration with ESRI software. The Board was informed that the total three-year contract renewal cost is \$150,000 (\$50,000 annually). The cost of the upgrades is \$30,000 in 2022 and 2024.

Debbie Russell commented that item 7 is for Microsoft licensing and additional services. Ms. Russell stated that staff requests that the Board authorize the purchase of additional software licensing, maintenance, and web hosting services from CDW-G for Microsoft Office 365 software licensing at a cost of \$210,000 over three years (\$70,000 per year). The change order is needed due to the impact of seasonal hires. Ms. Russell noted that this upgrade and increase in licenses are a priority project that was identified in the IT Strategic Plan.

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

PUBLIC WORKS PURCHASING RESOLUTIONS None

SINGLE READING RESOLUTIONS

RESOLUTION NO. R73-22: GRANTING AN EXCEPTION TO DISTRICT PURCHASING POLICY 100.003 EXTENSION OF CONTRACT WITH JG MCDONALD AND ASSOCIATES

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

Debbie Russell commented the contract with JG McDonald and Associates was extended in 2021 due to the COVID pandemic as the Risk & Safety Officer needed to focus their attention in supporting the District in the required COVID response and the District needed the consistency of services that James McDonald could provide. The extended contract expired August 31, 2022.

Staff commented that District Policy states that non-public works professional services contracts require an RFP whenever the expected cost of a service exceeds \$30,000. Staff is requesting that the Board waive the Purchasing Policy requirement allowing for a contract extension through March 31, 2023 and authorize up to an additional \$25,350.43 for continued risk management services. Ms. Russell indicated that staff intends to issue an RFP and have a new contract for risk management services within the first quarter of 2023.

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

SECOND READINGS RESOLUTIONS None

FIRST READING RESOLUTIONS

RESOLUTION NO. RR74-22: AMENDMENT TO THE 2021-2022 BIENNIAL OPERATING BUDGET

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

Debbie Russell commented that staff is requesting the Board approve a resolution to amend the 2021-2022 Biennial Operating Budget for both the Zoological & Environmental Education (ZEED) Enterprise Fund #404 and General Fund #101. Ms. Russell noted that this budget amendment increases total revenues to \$13,764,952 and total expense to \$13,287,965 based on 2021 actual results and the projected 2022 year-end forecast

CFO Tania Wink was introduced. Ms. Wink reviewed several budget tables explaining that the amendment increases the General Fund operating revenue by \$6,704,382 primarily due to estimated increases in property tax, sales tax, and grants/intergovernmental revenues compared to budget. Additionally, the General Fund operating expenditures are increased by \$5,779,761 for the biennium to reflect operational changes related to the costs for wages and benefits, supplies, services and other charges required to carry out the District's day-to-day operations. Staff noted that the amendment also re-establishes the budgeted fund balance with an increase of \$476,987 resulting in an anticipated ending fund balance amount of \$3,778,304 and 6%.

Ms. Wink reported that similar to the General Fund, the Enterprise Fund operations also adjust spending plans throughout the year. This budget amendment incorporates adjustments to both revenue and expense for the enterprise funds to reflect actual and forecasted results. The Board was informed that the Point Defiance Marina Complex, Meadow Park Golf Course and ZEED funds are increasing revenue and expense to reflect higher than anticipated revenue from sales tax and admissions, operational changes and capital projects that are accounted for in the operating expense. Several financial tables were then reviewed.

Commissioner Reid and Shon Sylvia engaged in brief dialogue about the fund balance for the next biennium.

Being no additional comments the resolution was moved to second reading on September 26th Regular Park Board Meeting.

UNFINISHED BUSINESS None

NEW BUSINESS None

BOARD COMMENTS

President Smith commented that she attend the welcome celebration for newly appointed City Council Member Olgy Diaz.

ADJOURN

Being no further business, the meeting was adjourned at 7:40 p.m.

President

Clerk

Submitted by: Jennifer Bowman, Board Secretary