



**MINUTES OF REGULAR MEETING  
BOARD OF PARK COMMISSIONERS  
NOVEMBER 28, 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**

**2023-24 ZOOLOGICAL & ENVIRONMENTAL EDUCATION DEPARTMENT BUDGET & WORKPLAN**

Staff opened the presentation by commenting on the presentation agenda. Staff then reminded the Board of the organizational Structure of the District. A full-time career summary for ZEED was then discussed, with staff highlighting that the net change in ZEED compared to 21/22 is a 6% increase.

Tania Wink commented that the proposed ZEED budget is \$65.3M and will be supporting work at the Zoo and Aquarium & Northwest Trek, community parks & programs, and administrative & business services. A financial table detailing revenues and expenses for the department was reviewed.

Alan Varsik then commented that the core services being supported by the budget are as follows:

- Prioritize relationships with all communities by growing our partnerships, creating meaningful connections, and actively reducing barriers to access.
- Recognize our environmental impact and the ways in which we are interdependent with the environment and our communities.
- 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.
- Building a strong team and positive, trusting relationships. 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.

Mr. Varsik then commented on how the ZEED workplan strategies will support the District's Pillars of Sustainability as follows:

People: Pillar of Social Sustainability

- Enhance relationships  
ZEED has a broad spectrum of current relations with local, regional, national, and international organizations. ZEED will increase focus on establishing community-based conservation relationships, leveraging our place-based theming.
- Improve access  
ZEED will continue to refine its popular Wild Access program and other initiatives that advance financial accessibility. The developing facility plan and future spaces will have an increased focus on physical accessibility.

Conservation: The Environmental Pillar of Sustainability

- Build Empathy  
Building empathy for animals and nature remains a key outcome of the ZEED mission. Continued evolution of programs, such as Wildlife Champions and Online Wildlife Academy, are essential to success.
- Evolve our Conservation Culture  
ZEED will continue to build upon momentum to achieve a common mission. Examples include the development of a ZEED-level conservation plan that synergizes the work of both Point Defiance Zoo and Northwest Trek.
- Tell the story (Guest Experience)  
The all-new electric trams will make their debut providing an improved experience in the Free-Roaming Area, at Northwest Trek, while highlighting a message of empathy and stewardship. The South Pacific Aquarium will re-open with new stories and experiences.

Financial: The Economic Pillar of Sustainability

- Continue adaptive and proactive business planning  
Continue effectively responding to an increasing number of variables that contribute to our financial viability
- Embed ZEED strategic plan  
Over the past biennium staff has developed the framework for the strategic plan. Bringing the plan to life will require a new level of co-designing with our community and partners

Sarah Oliver, Deputy Director of Point Defiance Zoo & Aquarium commented on the following work plan items for the zoo in 23/24:

- AZA Accreditation: PDZA will present constantly evolving animal care, operations, facility, and programming for Accreditation by the Association of Zoos and Aquariums.
- Facilities Plan: Updated Capital Facilities Plan that supports excellence in animal welfare, invests in population viability for animals in human care, and is adaptable to different species and situations over time.
- Polar Bear Exhibit enhancements
- Completion of South Pacific Aquarium renovation
- Plans for transformation of current Elephant Barn/Yard and North Pacific Aquarium sites

- Furthering JEDAI Goals: PDZA will invest in the growth and development of all team members through improved onboarding and staff training/professional development for all staff, as well as meaningful participation in core strategic initiatives

Rick Dietz, Deputy Director of NW Trek highlighted the following work plan initiatives for Trek in 23/24:

- Enhance the centerpiece of Trek, the Free Roaming Area experience, with the debut of the all-new electric trams and tour station
- Implement initiatives that enhance ZEED career accessibility, specifically within the animal care profession
- Identify new potential initiatives that support the mission and contribute to the conservation of local Wild Life.
- Continue to expand and enhance the highly successful Online Wildlife Academy

Commissioner Pointer asks if the new proposed airport would affect Trek. Mr. Varsik stated he has staff researching the many impacts of the proposed airport to animals and the area.

Commissioner Liang commented that he is interested in learning more about the metrics related to the workplan initiatives that were discussed.

### **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. President Smith read a land acknowledgement.

### **SPECIAL PRESENTATIONS**

#### **PROCLAMATION IN HONOR OF NATIONAL AMERICAN HERITAGE MONTH**

Following a brief introduction by Debbie Russell, Commissioner Ayala read the proclamation recognizing November 2002 as Native American Heritage Month.

### **PRESIDENT'S REPORT**

President Smith thanked staff for the Budget presentations over the past couple of months.

### **STANDING COMMITTEE AND COUNCIL REPORTS**

#### **Active Lifestyle & community Wellness Advisory Council**

Commissioner Pointer commented that at the council's November meeting members discussed site visits for 2023, pickle ball interest in the community, as well as plans for a holiday get together. Commissioner Pointer reminded the members of the upcoming opportunities to participate in the budget process.

Joint Municipal Action Committee

President Smith commented that the committee met on November 18<sup>th</sup>. The agenda included a discussion about agency legislative agenda items. The next meeting is scheduled for December 9<sup>th</sup> at 8:30am in-person at the STAR Center and will be an expanded JMAC meeting to include elected from all represented agencies as well as Summit of 60 participants.

**EXECUTIVE DIRECTOR’S REPORT**

Executive Director Shon Sylvia commented on the following:

- Public Hearing #2 for the 2023-2024 District Budget is scheduled for December 5<sup>th</sup> at noon
- The CIC meeting scheduled for November 30<sup>th</sup> is canceled
- The Board was reminded of the emergency declaration memo they received on November 21<sup>st</sup>. Debbie Russell was introduced to provide additional details. Ms. Russell commented that the District requested the declaration to expedite its permit application to the Washington State Department of Archeology and Historic Preservation related to the Point Defiance Park Loop Trail Project. She indicated that the application was triggered by old railroad trolley parts unexpectedly discovered during excavation that may have some historical value. Construction was able to resume today.
- Meadow Parks Golf Pro, Erik Haag has been named PGA Professional of the Year by the Western Washington Chapter

**COMMUNITY COMMENTS**

Joshua Drye submitted a written comment requesting that the District consider building a dog park next to the community garden at Franklin Park.

**MINUTES OF THE NOVEMBER 14, 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. C100-22: REVISING DECEMBER 2022 MEETING SCHEDULE FOR THE BOARD OF PARK COMMISSIONERS**

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

President Smith noted that the December 26, 2022 Park Board meeting will be canceled.

**SINGLE READING RESOLUTIONS** None

**PURCHASING RESOLUTIONS**

**RESOLUTION NO. P101-22: AUTHORIZING PURCHASE OF GOODS & SERVICES FOR METRO PARKS TACOMA**

1. ASSOCIATED PETROLEUM PRODUCTS INC. FOR BULK FUEL CHANGE ORDER IN THE AMOUNT OF \$30,000
2. R&D SUPPLY FOR CUSTODIAL SUPPLIES CHANGE ORDER IN THE AMOUNT OF \$15,000

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

Hollie Rogge indicated that both items are change orders and are requested to cover remaining costs that increased for these services for 2022.

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

### **PUBLIC WORKS PURCHASING RESOLUTIONS**

**RESOLUTION NO. PW102-22:** POINT DEFIANCE MARINA COMPLEX BOATHOUSE BUILDINGS UTILITY & FACILITY REPAIRS – WESTMARK CONSTRUCTION CHANGE ORDER #2

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

Debbie Russell commented that this change order is being requested as it was discovered that excessive deterioration had occurred in some utilities, portions of Anthony's building and main structural members of the boathouse deck. Ms. Russell noted that this change order was discussed at the last CIC meeting.

Commissioner Liang asked about the completion date of the project. Project Manager, Roger Stanton commented that weather permitting the project is scheduled to be finished by the end of 2022.

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

### **SECOND READINGS RESOLUTIONS**

**SUBSTITUTE RESOLUTION NO. RR98-22:** AUTHORIZING GENERAL TAX LEVY OF REGULAR PROPERTY TAX FOR COLLECTION IN 2023

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

Tania Wink indicated that the table in the Board memo has been updated noting the percent change in assessed value when compared to previous year is 17.4% for 2023. She noted that the County has adjusted their assessed property tax values and the total tax collection percentage increase is 93% compared to 2022.

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

**RESOLUTION NO. RR99-22: AUTHORIZING EXCESS TAX LEVY FOR UNLIMITED TAX GENERAL OBLIGATION (UTGO) BOND REDEMPTION**

This resolution was moved and seconded at the November 14, 2022 Regular Board Meeting.

Tania Wink commented that the table in the Board memo has been updated to reflect the correct tax collection year and the totals reflect what is to be collected in 2023.

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

**FIRST READING RESOLUTIONS**

**RESOLUTION NO. RR103-22: ADOPTING A DISTRICT ILLICIT DISCHARGE DETECTION AND ELIMINATION (IDDE) POLICY**

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

Ms. Russell commented that this policy has been discussed with the Board at the October 24, 2022 Regular Board meeting and November 7, 2022 COW meeting.

Ms. Russell commented that the proposed policy is a requirement of Washington State Department of Ecology's NPDES Permit, as part of the District's Stormwater Management Program. Staff noted that MPT is a Secondary Permittee under the Permit with independent responsibility for discharges from small municipal separate storm sewers contained on its property. As a Secondary Permittee, MPT is required to provide its own plans including public education and outreach, public involvement and participation, illicit discharge detection and elimination, construction site runoff controls, good housekeeping, and source control requirements for operations and maintenance activities.

Commissioner Ayala inquired as to the fiscal impact of the policy. Staff noted that educational requirements of the policy will be incorporated into District educational programming.

Being no additional comments, the resolution was moved to second reading at the December 12<sup>th</sup> Regular Board Meeting.

**RESOLUTION NO. RR104-22: ADOPTING REVISIONS TO THE COMPREHENSIVE FINANCIAL MANAGEMENT POLICY 100.011**

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

Ms. Russell commented that this policy has been discussed with the Board at the October 24, 2022 Regular Board meeting and November 7, 2022 COW meeting.

Ms. Russell commented that the proposed revisions to this policy are in section X and help to strengthen the District's financial reporting.

Commissioner Reid noted that staff will monitor the procedures that support this policy.

President Smith requested that the staff consider a future statement in policy indicating that it has been reviewed for equity.

Being no additional comments, the resolution was moved to second reading at the December 12<sup>th</sup> Regular Board Meeting.

**RESOLUTION NO. RR105-22: ADOPTING THE 2023-2024 BIENNIAL BUDGET**

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

Shon Sylvia began by noting the District areas of focus for 2023-2024 as: Investing in our People, Urban Forestry & Wildlife Management, Safety & Park Ranger, Adaptive Recreation, Community Gathering & Social Services, Conservation & Preservation, and Comprehensive City-wide Parks Planning.

Staff then reminded the Board of the in-person and on-line budget input opportunities that began in April and will continue through December.

After reviewing the District’s organizational chart, CFAO Tania Wink reviewed the revenue driver for 23/24 including property tax, sales tax, the City of Tacoma contract and earned revenues. Ms. Wink also reviewed a table noting the expenditures assumptions for the 23/24 biennium including details related to salaries and benefits, general inflation, property & liability insurance and general fund balance. A personnel summary table was then explained noting a net increase of 11% over the 21/22 budget. Ms. Wink also briefly highlighted the 6-year financial revenue forecast for the District’s general fund and enterprise funds.

Ms. Wink presented the information related to the proposed 23/24 enterprise fund operating budget including source of revenue and uses. Regional Parks enterprise funds were noted to have proposed revenues of \$26.1M and expenditures of \$26.4M. Ms. Wink commented that ZEED is projecting total revenues of \$65.3M and expenditures of \$65.3M.

Ms. Wink then reviewed the 23/24 General Fund Operating Budget by department. She noted that General Fund total revenues are budgeted at \$89.1M while expenditures are budgeted at \$86.8M.

Mr. Sylvia then commented on the budget highlights for the Office of the Executive Director in the 23/23 biennium including the following:

- Market rate compensation study implementation
- Increased fund balance back to 7%
- Funds for property acquisition
- Board/Election costs
- Organizational development workshops & employee trainings
- Alternative workforce & training academy
- Youth Apprenticeships & Youth Employment/Jobs253
  - College Interns + Management Fellows
  - Volunteers/ Community Service
  - Vocation & job readiness

- JMAC legislative agenda lobbying support
  - COT & MPT—one park system = sustainable funding 1% cap increase
- Increasing support/ level of service for park restrooms
- Feasibility studies & potential capital development projects
  - Point Defiance Park: Utilities infrastructure & Sustainability Upgrades
  - Maintenance & Trades Campus + Skill Centers
  - Field House & Sports Complexes

Debbie Russell then reviewed the 23/24 Capital Program Highlights as follows:

- Trails and Connectivity Projects
- Equity & Evolving Community Needs
- Sustainability, Resiliency & Operational Efficiency
- Joint CIP Planning with TPS, COT
- Align with future leveraging opportunities
- 6 Year CIP Highlights

Ms. Russell then reviewed budget tables detailing the budget for the 2-year and 6-year capital budget summary by major category. Maps showing project locations were briefly reviewed. Commissioner Liang stated he would be interested in adding a layer to the maps that could show impact and scale.

The presentation concluded with a reminder of the budget timeline noting that the second Public Hearing is on December 5<sup>th</sup> at 12:00 p.m. and the second reading of the budget resolution is at the December 12<sup>th</sup> Regular Board Meeting.

Commissioner Pointer noted he would like to see planning for Peck Field included in the work plan and budget for 23/24.

Being no additional comments, the resolution was moved to second reading at the December 12<sup>th</sup> Regular Board meeting.

**UNFINISHED BUSINESS** None

**NEW BUSINESS** None

**BOARD COMMENTS**

Board members thanked staff for their work on the budget.

**ADJOURN**

Being no further business, the meeting was adjourned at 7:34 p.m.

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President

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Clerk

Submitted by: Jennifer Bowman, Board Secretary