

**METROPOLITAN PARK DISTRICT
OF TACOMA**



AGENDA

March 13, 2023

6:00 P.M.

Metro Parks Headquarters

4702 S 19th St.

Tacoma, WA 98405

Or

Join Remotely

Via Telephone: 1-253-215-8782

Enter Meeting ID: 884 6916 0119

Participant ID: no ID needed just press #

Join Zoom Meeting

<https://us06web.zoom.us/j/88469160119>

MEETINGS ARE RECORDED
AND MAY BE HEARD UPON REQUEST

COMMISSIONERS

ANDREA SMITH, PRESIDENT

AARON POINTER, CLERK

TIM REID

ROSIE AYALA

MICHAEL LIANG

5:30 P.M. **STUDY SESSION** TACOMA PARKS FOUNDATION REPORT OUT

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

ROLL CALL

FLAG SALUTE

SPECIAL PRESENTATIONS STAFF RETIREMENT RECOGNITION

PRESIDENT'S REPORT

STANDING COMMITTEE & COMMISSION REPORTS

EXECUTIVE DIRECTOR'S REPORT

"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 4 p.m. on March 13, 2023 by e-mailing them to mkhenley@tacomaparks.com. Comments will be compiled and sent to Board members in advance of the meeting. Comments may also be left on voicemail at 253-305-1032 by 4 p.m. on March 13, 2023. Verbal comments will also be allowed during the meeting both in-person and remotely. To request to speak during community comments, please press the Raise Hand button near the bottom of your Zoom window or *9 on your phone. All speakers will have up to three minutes to speak.

MINUTES

(5-8) MINUTES OF THE FEBRUARY 27, 2023 REGULAR BOARD MEETING

CONSENT AGENDA

(9-10) **RESOLUTION NO. C20-23**: APPROVAL OF WARRANTS CLAIM FUND FOR FEBRUARY 2023
(Contact: Debbie Russell, Director of Business Administration & Planning)

REGULAR AGENDA

PURCHASING RESOLUTIONS

(Requiring one reading for adoption)

(11-14) **RESOLUTION NO. P21-23**: AUTHORIZING PURCHASE OF GOODS AND SERVICES FOR METRO PARKS TACOMA

1. DELL MARKETING LP FOR LAPTOPS AND DESKTOP COMPUTERS IN AN AMOUNT NOT TO EXCEED \$147,000
(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)

(15-18) **RESOLUTION NO. R22-23**: ACCEPTING & APPROPRIATING \$587,567.66 IN CONTRIBUTIONS FROM THE TACOMA PARKS FOUNDATION FOR MULTIPLE METRO PARKS PROJECTS AND PROGRAMS
(Contact: Mark Knowlden, Interim Director of Parks & Recreation)

(19-22) **RESOLUTION NO. R23-23**: ACCEPTING & APPROPRIATING \$18,287.50 IN FUNDS FROM THE W.W. SEYMOUR BOTANICAL CONSERVATORY FOUNDATION
(Contact: Mark Knowlden, Interim Director of Parks & Recreation)

(23-30) **RESOLUTION NO. R24-23**: DE-ACCESSIONING AND SURPLUSING ITEMS FROM THE FORT NISQUALLY COLLECTION
(Contact: Mark Knowlden, Interim Director of Parks & Recreation)

SECOND READING RESOLUTIONS

(Requiring two readings for adoption)

FIRST READINGS:

(Requiring two readings for adoption)

UNFINISHED BUSINESS

NEW BUSINESS

BOARD COMMENTS

ADJOURNMENT

UPCOMING BOARD MEETINGS

March 15, 2023	Capital Improvement Committee	5:00 PM	District Headquarters
March 20, 2023	Committee of the Whole	5:30 PM	District Headquarters
March 27, 2023	Regular Park Board Meeting	6:00 PM	District Headquarters
March 29, 2023	Capital Improvement Committee	5:00 PM	District Headquarters

*Remote Option meeting details can be found on the Metro Parks Website www.metroparkstacoma.org

*Committee Meetings are subject to change - please check the Metro Parks Website, www.metroparkstacoma.org for the most up to date meeting schedules.





**MINUTES OF REGULAR MEETING
BOARD OF PARK COMMISSIONERS
FEBRUARY 27, 2023**

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

IN THE CHAIR: Andrea Smith

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

REGULAR MEETING

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

It was moved and seconded to amend the agenda to add an Executive Session in accordance with RCW 42.30.110 to discuss the performance evaluation of a public employee; seconded and passed unanimously.

SPECIAL PRESENTATIONS None

PRESIDENT'S REPORT

President Smith commented positively on the APCC Lunar New Year celebration she attended over the weekend.

President Smith noted that last week Board members attended the annual Joint Advisory Council meeting. The agenda included a report out from each council and a state of the district from staff.

STANDING COMMITTEE AND COUNCIL REPORTS

Arts & Heritage Advisory Council

Commissioner Liang commented that at the last council meeting 2 new candidates were interviewed for council positions.

Business & Responsive Agency Advisory Council

Commissioner Reid commented that at its last meeting the council spent time preparing for the Joint Advisory Council Meeting.

EXECUTIVE DIRECTOR’S REPORT

Executive Director, Shon Sylvia commented on the following:

- CIC meeting scheduled for March 1st is canceled
- Stanley Play Field Revitalization Meeting - Wed. March 1 at 6pm in the Stanley Elementary Gym
- Portland Ave Master Plan – Open House March 9, 6 pm at ESCC
- Zoo Trek Authority (ZTA) Meeting on Wed. March 1 at 5pm

COMMUNITY COMMENTS

Curt Mehlhaff commented on the impact the recent levy lid lift has on tax payers as the community recovers from the pandemic. He inquired about demographic and income data of those who supported the levy.

MINUTES OF THE FEBRUARY 13, 2023 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. C17-23: APPOINTING MEMBERS TO THE ARTS & HERITAGE ADVISORY COUNCIL

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

New Advisory Council members present at the meeting were welcomed by Board members.

PURCHASING RESOLUTIONS

RESOLUTION NO. P18-23: AUTHORIZING PURCHASE OF GOODS AND SERVICES FOR METRO PARKS TACOMA

1. LAMAR ADVERTISING FOR BILLBOARD ADVERTISING IN THE AMOUNT OF \$135,000 FOR 2023

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

Sarah Oliver commented that this item is the annual purchase for the Zoo, NW Trek and Zoolights. She noted that Lamar was selected as they own a majority of the inventory of billboards in the South Sound area. Whitney DalBalcon commented a projected 50 million impressions will result from the billboard advertising.

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

SINGLE READING RESOLUTIONS None**PUBLIC WORKS PURCHASING RESOLUTIONS**

RESOLUTION NO. PW19-23: POINT DEFIANCE ZOO & AQUARIUM SOUTH PACIFIC AQUARIUM EXHIBIT IMPROVEMENTS CHANGE ORDER NO. 5 CONTRACT 2022103J PEASE CONSTRUCTION, INC. BID NO. J2022-14

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

Debbie Russell commented that this resolution was reviewed by the Capital Improvement Committee at their meeting on Wednesday, February 15, 2023, and forwarded on to the full Board with a recommendation for approval.

Ms. Russell indicated that change order No. 5, in the amount of \$52,089.19, will cover the expense of extending the epoxy flooring into the dive building to prevent further structural damage discovered by the contractor, and vacuuming out the feed line to the South Pacific Aquarium which was unable to be inspected prior to construction but has visible debris throughout the line. Staff is requesting approval for Change Order No. 5 in the amount of \$52,089.19, for a total contract amount not to exceed \$4,081,857.54.

Ms. Russell commented that the cover memo to the resolution had an error noting the \$40,000 in the funding line should have been removed. The correct total for both the funding allocated/expenses anticipated is \$6,277,034.00 as indicated.

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

SECOND READINGS RESOLUTIONS None**FIRST READING RESOLUTIONS** None**UNFINISHED BUSINESS** None**NEW BUSINESS** None**BOARD COMMENTS**

Commissioner Ayala commented that she attended the co-create event at the STAR Center and it was very well attended.

Commissioner Smith commented that there is a another co-create this Thursday evening at the Tacoma Nature Center.

Commissioner Liang stated he attend a partnership lunch with those who were part of the Lunar New Year event at Eastside Community Center.

Commissioner Liang noted that he recently met with Mayor Woodards and Council Member Rumbaugh.

Commissioner Liang commented that he attend the protecting trans-kids rally this past weekend.

EXECUTIVE SESSION

In accordance with RCW 42.30.110 the Board recessed into an executive session to discuss the performance evaluation of a public employee.

ADJOURN

Being no further business, the meeting was adjourned at 6:40p.m.

President

Clerk

Submitted by: Jennifer Bowman, Board Secretary

METROPOLITAN PARK DISTRICT OF TACOMA

RESOLUTION NO. C20-23

APPROVAL OF WARRANTS CLAIM FUND FOR FEBRUARY 2023

WHEREAS, the Board of Park Commissioners approved, appropriated and adopted the 2023-2024 Biennial Budget in Resolution No. RR 105-22, dated December 12, 2022, to meet public expenses, bond retirement, interest and operational expenses for the biennium ending December 31, 2024: and

WHEREAS, the Board of Park Commissioners has authorized the Executive Director to establish procedures to meet the fiscal year public debt, to maintain accountable records of all transactions, and to provide certification that labor and debt claims have been met; now, therefore, be it.

RESOLVED by the Board of Park Commissioners of the Metropolitan Park District of Tacoma that the warrants issued to meet obligations in the Warrants Claim Fund and the Disbursements by Funds in the amounts and for the period indicated on Attachment "A" have been audited and certified by the auditing officer as required by RCW.42.24.080 and those expense reimbursement claims certified as required by RCW 42.24.090, be approved for payment.

The foregoing resolution was adopted by the Board of Park Commissioners of the Metropolitan Park District of Tacoma at a regular meeting held on _____, 2023.

ATTEST:

President

Secretary

Clerk

BLANKET CERTIFICATION AND WARRANT APPROVAL FORM

AUDITOR'S CERTIFICATION

I, the undersigned, do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered, or the labor performed as described herein, and that the claim is a just, due and unpaid obligation against the Metropolitan Park District of Tacoma, and that I am authorized to authenticate and certify to said claim.

FOR THE PERIOD STARTING FEBRUARY 1, 2023 AND ENDING FEBRUARY 28, 2023.

WARRANTS CLAIM FUND

ACCOUNTS PAYABLE CLAIMS FUND:

Warrant Serial Numbers <u>339350</u> to <u>339561</u>	AMOUNT:	<u>\$5,892,976.02</u>
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PAYROLL CLAIMS FUND:

Warrant Serial Numbers <u>056466</u> to <u>056608</u>	AMOUNT:	<u>\$78,020.35</u>
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(Most employees receive payment through direct deposit advice, which are paid to the bank through the Accounts Payable Claims Fund.)

TOTAL	<u>\$5,970,996.37</u>
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Finance and Accounting Auditing Officer
Metropolitan Park District of Tacoma

- Warrant summary reports are available with the board secretary.
- Detail reports and claim vouchers are available in the Finance and Administrative Services Office.



MEMORANDUM

TO: Board of Park Commissioners
THROUGH: Shon Sylvia, Executive Director
FROM: Debbie Russell, Director of Business, Administration & Planning
SUBJECT: Purchasing Resolution
DATE: March 6, 2023

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 for purchase and/or acquisition:

<u>Item Number</u>	<u>Proposed Vendor</u>	<u>Proposed Purchase</u>	<u>Price (With Sales Tax)</u>
1.	Dell Marketing LP	Laptops and Desktop Computers for the Business, Administration, and Planning Department	Not to Exceed \$147,000

ITEM NO. 1

- **VENDOR** Dell Marketing LP
- **GOODS OR SERVICE** Laptops and Desktop Computers for the Business, Administration, and Planning Department
- **PRICE** Not to Exceed \$147,000
- **SOURCE OF FUNDING** Business, Administration, and Planning IT Budget
- **CONTACT** Debbie Russell – (253) 305-1086

BACKGROUND: Staff is requesting that the Board of Park Commissioners authorize the purchase of laptops and desktop computers for the BAP department through Dell Marketing LP in an amount not to exceed \$147,000. Dell Marketing LP is available through the WA State Department of Enterprise Services (DES) NASPO cooperative contract (DES Contract No. 05815-003 Computer Equipment).

Business, Administration and Planning has 49 listed workstations that are due or overdue for replacement. The cost for an entire new workstation is roughly \$3,000 including tax, accounting for the \$147,000 requested. This cost includes a standard Dell 5530 laptop, dual 24” monitors, docking station, and potential peripherals or headset replacements. The district has traditionally underinvested in computer replacements, so most our displays have never been replaced, and many stations have lingered much longer than their normal lifecycle. Outdated workstations (desktops and laptops) create unbudgeted support costs, result in underperformance related to work capacity, and increase the district’s security risk, as older stations are no longer eligible for security updates. The amount requested should get the department back to standard, resulting in a much lower replacement count during the second half of the biennium, and with a hardware level to perform well through the five-year life cycle.

FISCAL IMPACT: Funds for this purchase will come from the Business, Administration, and Planning IT budget.

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

METROPOLITAN PARK DISTRICT OF TACOMA

PURCHASING RESOLUTION NO. P21-23

**AUTHORIZING PURCHASE OF
GOODS AND SERVICES FOR METRO PARKS TACOMA**

WHEREAS, through the adoption of Resolution No. R51-02, Adopting Board Policies and Procedures, the Board of Park Commissioners authorized the use of a Purchasing Resolution for consolidation of all purchases seeking approval by the Board of Park Commissioners; and

WHEREAS, the Board of Park Commissioners established policies governing the purchase of goods and services for Metro Parks Tacoma through the adoption of Resolution No. RR34-05 Adopting Revised Purchasing Policy; 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 _____.

ATTEST:

President

Secretary

Clerk

Exhibit A
to
Purchasing Resolution No. P21-23

ITEM NO. 1

- **VENDOR** Dell Marketing LP
- **GOODS OR SERVICE** Laptops and Desktop Computers for the Business, Administration, and Planning Department
- **PRICE** Not to Exceed \$147,000
- **SOURCE OF FUNDING** Business, Administration, and Planning IT Budget
- **CONTACT** Debbie Russell – (253) 305-1086



MEMORANDUM

TO: Board of Park Commissioners

THROUGH: Shon Sylvia, Executive Director

FROM: Mark Knowlden, Interim Director of Parks & Recreation
Teri Moore, Executive Director, Tacoma Parks Foundation

SUBJECT: Accepting 2022 Year End Funds from Tacoma Parks Foundation for various programs and projects

DATE: March 2, 2023

EXECUTIVE SUMMARY: A resolution is requested to accept funds from the Tacoma Parks Foundation, the second of two 2022 fund distributions. This particular 2022 fund distribution is to support the following Metro Parks Tacoma programs and projects:

<u>Parks & Recreation Department</u>	
Specialized Recreation	\$ 150.00
Scholarships-Recreation	\$ 1,419.20
Scholarships-Baseball	\$ 565.00
Parks & Rec Sponsorship	\$ 6,500.00
Portland Ave Improvements	\$ 38,100.00
Memorials	\$ 12,488.36
Club Beyond (1 st disbursement 22/23 school year)	\$ 150,000.00
Eastside Security System	\$ 164.32
Zina Linnik Project (\$2963.94 for 2022 invoice #11110)	\$ 4,375.00
Security training	\$ 50,000.00
Eastside Community Center Lease & Operation	\$ 210,565.65
To be applied to 2022	
Eastside Community Center Programming	\$ 113,220.13
<u>MPT Unrestricted</u>	
Covid Response	\$ <u>20.00</u>
	\$ 587,567.66

BACKGROUND: The Tacoma Parks Foundation is a private, nonprofit organization that has been serving the Tacoma area since 1991. The mission of the Tacoma Parks Foundation is “We cultivate a community invested in providing parks and recreation access for all”. The Tacoma Parks Foundation is comprised of a group of community board volunteers that are guided by professional resource development staff and an Executive Director.

Metro Parks Tacoma staff members from Parks and Recreation play an active role in raising funds with the Tacoma Parks Foundation to benefit Metro Parks Tacoma. Support from MPT program and project staff is vital to the success of private philanthropy.

The Tacoma Parks Foundation distributes funds to Metro Parks Tacoma semiannually after completion of the specifically earmarked programs.

FISCAL IMPACT: Metro Parks Tacoma will accept **\$587,567.66**.

ADDITIONAL INFORMATION: For additional information, please contact Mark Knowlden, Interim Parks and Recreation Department Director at 253-305-1024 or mark.knowlden@tacomaparks.com

METROPOLITAN PARK DISTRICT OF TACOMA

RESOLUTION NO. R22-23

**ACCEPTING \$587,567.66 IN CONTRIBUTIONS FROM
THE TACOMA PARKS FOUNDATION
FOR MULTIPLE METRO PARKS PROJECTS AND PROGRAMS**

WHEREAS, the Tacoma Parks Foundation was established to promote financial support for Metro Park’s programs, services and projects conducted by Metro Parks; and

WHEREAS, the Tacoma Parks Foundation desires to provide Metro Parks Tacoma with a 2022 year end disbursement of **\$587,567.66** in contributed funds for the following programs and projects:

<u>Parks & Recreation Department</u>	
Specialized Recreation	\$ 150.00
Scholarships-Recreation	\$ 1,419.20
Scholarships-Baseball	\$ 565.00
Parks & Rec Sponsorship	\$ 6,500.00
Portland Ave Improvements	\$ 38,100.00
Memorials	\$ 12,488.36
Club Beyond (1 st disbursement 22/23 school year)	\$ 150,000.00
Eastside Security System	\$ 164.32
Zina Linnik Project (\$2963.94 for 2022 invoice #11110)	\$ 4,375.00
Security training	\$ 50,000.00
Eastside Community Center Lease & Operation	\$ 210,565.65
To be applied to 2022	
Eastside Community Center Programming	\$ 113,220.13
<u>MPT Unrestricted</u>	
Covid Response	<u>\$ 20.00</u>
	\$ 587,567.66

Now, therefore, be it
RESOLVED by the Board of Park Commissioners that the Metropolitan Park District of Tacoma accepts the cash contributions of **\$587,567.66** from the Tacoma Parks Foundation.

The forgoing resolution was adopted by the Board of Park Commissioners of the Metropolitan Park District of Tacoma at a regular meeting held on _____ 2023.

ATTEST:

President

Secretary

Clerk





MEMORANDUM

TO: Board of Park Commissioners

THROUGH: Shon Sylvia, Executive Director

FROM: Mark Knowlden, Interim Parks & Recreation Director
Brooke Casanova, W.W. Seymour Conservatory Foundation Board Treasurer

SUBJECT: Accepting 2022 Membership Revenue Share and Annual Fundraising Commitment from W.W. Seymour Botanical Conservatory Foundation

DATE: March 1, 2022

EXECUTIVE SUMMARY: A resolution is requested to accept and appropriate funds from W.W. Seymour Botanical Conservatory Foundation. This 2022 fund distribution is made in accordance with the Memo of Understanding that Metro Parks Tacoma has with the W.W. Seymour Conservatory Foundation regarding a revenue split for Conservatory Foundation memberships and an annual fundraising commitment towards Conservatory operating expenses.

Memberships	\$ 2,287.50
Annual commitment for Operating Expenses (as per MOU)	\$ 1,000.00
Program Support	\$ 15,000.00
• Supplies, instructor fees and plants for 2022 conservatory programming	
• Pacific Studio consultants for interpretation study and plan	
• Holiday programming- Santal suit rental, materials for Holiday Creation Station	
• Saturdays, honorarium for cocoa and carol guide, tea/cocoa	
• Label maker for temporary signage for permanent plant collection and plants for sale in gift shop	
• Materials for spooky plant bouquets with students from SAMI	
• Wright Park tree walk instructor for SAMI	
• Support for seasonal plant displays- poinsettias for the winter display, caladiums and lilies for the summer display, seeds for spring display	
• 10 plants for the permanent collection, Seeds for pollinator program, Tree tour printing	
• Supplies for botanical watercolor work shop	

Total \$ 18,287.50

BACKGROUND: The WW. Seymour Botanical Conservatory Foundation is a private, nonprofit organization that has been serving the Seymour Botanical Conservatory since 1996.

The WWSCF board supports the horticultural and educational vision of the Conservatory, ensuring that future generations will continue to enjoy the unparalleled oasis for discovery, enjoyment and appreciation that the Seymour Botanical Conservatory offers. WWSCF maintains the “Friends of the Conservatory” memberships, fundraises for special Conservatory projects, and programs, and encourages interest and investment in the Conservatory and its offerings through events, grants and individual donations. WWSCF consists of a group of community volunteers, guided by MPT professional resource development staff, who are committed to improving parks and recreation in our community.

FISCAL IMPACT: Metro Parks Tacoma will accept \$ 18,287.50 from W.W. Seymour Botanical Conservatory Foundation. Program Support includes educational programs to cover instructors and supplies for Conservatory Educational Programming prioritizing those programs that are offered to the public for free and/or low cost.

ADDITIONAL INFORMATION: For additional information, please contact Mark Knowlden, Interim Parks and Recreation Department Director at 253-305-1024 or mark.knowlden@tacomaparks.com.

METROPOLITAN PARK DISTRICT OF TACOMA

RESOLUTION NO. R23-23

**ACCEPTING & APPROPRIATING \$ 18,287.50 IN FUNDS FROM
THE W.W. SEYMOUR BOTANICAL CONSERVATORY FOUNDATION**

WHEREAS, the W.W. Seymour Botanical Conservatory Foundation was established to promote financial support for the Metro Parks W.W. Seymour Botanical Conservatory and its programs, services and projects; and

WHEREAS, the W.W. Seymour Botanical Conservatory Foundation desires to provide Metro Parks Tacoma with a 2022 disbursement of \$ 18,287.50 in contributed funds for the following:

Memberships	\$ 2,287.50
Annual commitment for Operating Expenses (as per MOU)	\$ 1,000.00
Program Support	\$ 15,000.00

Now, therefore, be it

RESOLVED by the Board of Park Commissioners that the Metropolitan Park District of Tacoma accepts and appropriates the cash contributions of \$ 18,287.50 from the W.W. Seymour Botanical Conservatory Foundation.

The forgoing resolution was adopted by the Board of Park Commissioners of the Metropolitan Park District of Tacoma at a regular meeting held on _____ 2023.

President

ATTEST:

Secretary

Clerk





MEMORANDUM

TO: Board of Park Commissioners

THROUGH: Shon Sylvia, Executive Director

FROM: Mark Knowlden, Interim Director of Parks & Recreation

SUBJECT: Accepting Request to Deaccession Items from Fort Nisqually Living History Museum's Permanent Collection

DATE: March 6, 2023

EXECUTIVE SUMMARY: This resolution authorizes staff to deaccession, and surplus select items from the Fort Nisqually Living History Museum Permanent Collection. While addressing necessary curatorial tasks, Metro Parks staff has identified artifacts no longer on display or appropriate for the correct interpretation of Fort Nisqually's history. Accordingly, staff have prepared a list of artifacts qualifying for deaccession from the permanent collection (Exhibit A). Once deaccessioned from the collection the items will be disposed of following guidelines outlined in Policy No: 200.005.

BACKGROUND: Per policy number 200.005 Fort Nisqually Collections collection items may be deaccessioned if approved by Board of Park Commissioners. The policy further states that consideration for the removal of objects from the Permanent Collection will be a joint effort by the site's staff, MPT administrators, the Historic Preservation Advisory Committee (now the Arts & Heritage Advisory Council) and if necessary, legal counsel. A listing of all potentially de-accessionable objects must appear before the MPT Board of Park Commissioners at a regular public meeting and meet with their approval.

An object may be removed from the site's collections if it is:

1. Determined to be a duplicate of lesser quality and surplus to current or projected needs within the permanent, living history or research collections.
2. Not relevant to the stated themes and purpose of the site.
3. Deteriorated and of an inferior quality.
4. Prohibitively expensive to restore, maintain warehouse, preserve and/or is otherwise impractical to retain.
5. Hazardous material that poses an immediate threat to the collections.

6. Unsolicited property of no redeeming quality for exhibit, living history, research or loan use.

Once the object is identified for removal it will undergo the following steps, insofar as it is practical to do so.

1. The manner of disposition chosen will be in the best interests of FNLHM, the public it serves, the public trust it represents in owning the collections, and the scholarly and educational communities it represents.

2. Primary consideration will be given to placing the objects through trade, sale, or gift in another tax-exempt public institution wherein they may serve a valid purpose in research, education, or exhibition.

3. A public auction of objects will take place only if all other avenues of removal have been explored, and in a manner that will best protect the interests, objectives and legal status of the site.

4. Objects will not be given or sold privately to MPT or FNLHM employees, volunteers, officers, members of the Board or their representatives.

5. Catalogs and other records of the site shall document the removal of objects from the collections and the condition of their disposal.

6. Objects that are broken, deteriorated or of other non-redeemable quality may be consigned to waste.

FISCAL IMPACT: Funds obtained from the disposal or sale of deaccessioned artifacts shall be used only for artifact acquisition and direct care of the collection.

ADDITIONAL INFORMATION: For additional information, please contact Joe Brady, Deputy Director of Regional Parks & Attractions at (253) 320-0655 or joeb@tacomaparks.com

METROPOLITAN PARK DISTRICT OF TACOMA

RESOLUTION NO. R24-23

**DE-ACCESSIONING AND SURPLUSING ITEMS FROM THE
FORT NISQUALLY COLLECTION**

WHEREAS, Metro Parks Tacoma operates an historic site at Fort Nisqually Living History Museum; and

WHEREAS, collections policy 200.005 was established by the Board of Park Commissioners (R79-81; amended R9-85; amended R76-16; amended R67-19) which allows for the appropriate removal (de-accessioning) of items for the museum collection; and

WHEREAS, the Fort Nisqually Curator has assessed the items no longer on display or appropriate for the correct interpretation of Fort Nisqually's history; and

WHEREAS, the attached list of items (Exhibit A) was deemed inappropriate for further retention in the Fort Nisqually collection; now, therefore, be it

RESOLVED that the Board of Park Commissioners of the Metropolitan Park District of Tacoma approve removal of the attached list of collection items (Exhibit A) from the Fort Nisqually permanent collection and disposal according to the standards of the museum profession and District Policy 200.005.

The foregoing resolution was adopted by the Board of Commissioners of the Metropolitan Park District of Tacoma at a regular meeting held on _____, 2023.

ATTEST:

President

Board Secretary

Clerk

Exhibit A



Fort Nisqually Living History Museum
Permanent Collection

DE-ACCESSION CONSIDERATION

General Information

DATE OF DE-ACCESSION PANEL 11/16/22

VOTING PANEL MEMBERS ARTS AND HERITAGE ADVISORY COUNCIL

OTHERS PRESENT CLAIRE KELLER-SCHOLZ, JIM LAUDERDALE, CAITLIN O'CONNELL

Description

Fort Nisqually's first Collection Policy was created in 1981 and updated in 1985. That policy was kept until 2014 and updated again in 2017 prior to Fort Nisqually becoming accredited through The American Alliance of Museums. With the most recent Collection Policy updates, Fort Nisqually has better defined the scope of the collection.

This list of potential items to be deaccessioned from the Fort Nisqually Permanent Collection were identified through the collection inventory process. Majority of the items were accessioned into the Permanent Collection during the 1970s and 80s, prior to the creation of a Collection Policy and, presumably, the existence of the Living History Collection.

Deaccessioning is a healthy part of the collection management process. It ensures the museum's collection remains focused on its defined scope and resources are available for the care of the collection.

What are the conditions that merit de-accession consideration?

Per Fort Nisqually's Collection Policy, items may be deaccessioned from the Permanent Collection if they meet one of the following criteria:

1. Determined to be a duplicate of lesser quality and surplus to current or projected needs within the permanent, living history or research collections.
2. Not relevant to the stated themes and purpose of the site.
3. Deteriorated and of an inferior quality.
4. Prohibitively expensive to restore, maintain warehouse, preserve and/or is otherwise impractical to retain.

5. Hazardous material that poses an immediate threat to the collections.
6. Unsolicited property of no redeeming quality for exhibit, living history, research or loan use.

Staff Recommendation:

Curator of Collection, Caitlin O'Connell recommends deaccessioning the items on the attached list due to:

1. **Surplus to current needs within the Permanent Collection:** Many of the items recommended for deaccession are not of the quality of a Permanent Collection item, however these items are useful in the Fort Nisqually Living History Collection. These items would not be removed from the site, but rather, transferred to a more appropriate collection where they can best be utilized. Most items on the attached list fall into this category.
2. **Not relevant to the stated themes and purpose of the site:** These items are either of a time period outside the museum's scope of collection as defined by the Collection Policy, or they have been missing for over 5 years. Per the Collection Policy & Procedure, objects missing for more than 5 years should be deaccessioned.
3. **Deteriorated and of inferior quality:** Objects in this category are either deteriorated beyond repair, or reproductions used for living history purposes, and therefore, inappropriate for the Permanent Collection at Fort Nisqually Living History Museum.

Panel Recommendation:

At the November 16th, 2022 meeting of the Arts and Heritage Advisory Council, staff presented the application for deaccession and provided an overview of the proposed items.

The Advisory Council recommended a deaccession resolution be put forward to the Park Board.

Description	Deaccession Qualifier	Reason
Frying Pan	1	Inappropriate
Blankets	1	Inappropriate
Bronze Bell	1	Inappropriate
Anvil	1	Inappropriate
Swage	1	Inappropriate
Swage	1	Inappropriate
Fuller	1	Inappropriate
Swage	1	Inappropriate
Swage	1	Inappropriate
Fuller	1	Inappropriate
Fuller	1	Inappropriate
Fuller	1	Inappropriate
Fuller	1	Inappropriate
Punch, round	1	Inappropriate
Punch, round	1	Inappropriate
Swage	1	Inappropriate
Hammer	1	Inappropriate
Hammer	1	Inappropriate
Hammer	1	Inappropriate
Chisel	1	Inappropriate
Bellows	1	Inappropriate
Swage	1	Inappropriate
Swage	1	Inappropriate
Swage	1	Inappropriate
Swage	1	Inappropriate
Swage	1	Inappropriate
Fuller	1	Inappropriate
Fuller	1	Inappropriate
Fuller	1	Inappropriate
Chisel	1	Inappropriate
Chisel	1	Inappropriate
Punch, round	1	Inappropriate
Punch, round	1	Inappropriate
Punch, round	1	Inappropriate

Punch, round	1	Inappropriate
Fork, bending	1	Inappropriate
Iron, Soldering	1	Inappropriate
Punch, Fore	1	Inappropriate
Anvil	1	Inappropriate
Vise	1	Inappropriate
Candlesnuffer and base	1	Surplus
Candlesnuffer and base	1	Surplus
Candlesnuffer	1	Surplus
Candlesnuffer	1	Surplus
Animal Trap	2	Inappropriate
Animal Trap	2	Inappropriate
Animal Trap	2	Inappropriate
Animal Trap	2	Inappropriate
Glove	2	Inappropriate Time Period
Framed Photo	2	Irrelevant
Book	2	Missing
Ladle	2	Missing
Hardy	2	Missing
Dresser	3	Deteriorated
Sofa	3	Deteriorated
Basket, Gathering	3	Deteriorated
Fireplace Crane	3	Inappropriate
Musket	3	Inappropriate
Musket	3	Inappropriate
Musket	3	Inappropriate
Table	3	Inappropriate
Trade Gun	3	Inappropriate
Pierce County Map	3	Inappropriate