



**MINUTES OF REGULAR MEETING
BOARD OF PARK COMMISSIONERS
MAY 22, 2023**

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

IN THE CHAIR: Andrea Smith

PLACE: District HQ, 4702 S. 19th St. Tacoma, WA 98405

STUDY SESSION PORTLAND AVENUE PARK MASTER PLAN

Project manager, Kristi Evans introduced Michael Faulkner from Bruce Dees & Associates. The presentation began by reminding the Board of existing site conditions at the Park. Mr. Faulkner then commented on the public outreach that was done including public meetings, an open house, steering committee meetings, on-line engagement opportunities, community market, and a Co-Create event. Community needs and concerns resulting from those engagement opportunities were then shared with the Board as follows:

- Increase program and activation & revitalize summer programs & events
- Increase shade & access to water
- Reintroduce water play to the park
- Upgrade the playground area
- Pedestrian safety & walkability
- Traffic safety concerns regarding surrounding streets
- Create safe, connected ADA circulation throughout the park
- Improve lighting & visibility across the park
- Incorporate native vegetation & green infrastructure
- Improve the park's drainage
- Create an area dedicated for skateboarders
- Support First Creek environmental restoration efforts
- Provide a dedicated gathering space for the Puyallup Tribe
- Expand seating & gathering opportunities
- Expand parking opportunities
- Provide community art opportunities

Several slides were then reviewed that highlighted survey data.

Mr. Faulkner then commented that considering all the input, preferred design concepts have been developed. Renderings of the master plan were then discussed. Krisi Evans commented that total

implementation of the plan is estimated at \$10M, noting that phasing of the project will be necessary as funding becomes available.

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. Commissioner Pointer read a land acknowledgement.

SPECIAL PRESENTATIONS None

PRESIDENT’S REPORT None

STANDING COMMITTEE AND COUNCIL REPORTS

Joint Municipal Action Committee

Commissioner Ayala commented that JMAC met last week. Agenda items included a discussion on youth violence prevention & community safety.

Commissioner Ayala commented that she recently accepted an award from the Trust For Public Land for the District’s Green School Yards project.

Business & Responsive Agency Advisory Council

Commissioner Reid commented that the council met on May 9th. He noted that the agenda included a District corporate relations update and an MWBE presentation. It was noted that meetings of this council will now be held on 3rd Thursday of each month at 7:30am.

Arts & Heritage Advisory Council

Commissioner Liang commented at the last council meeting that there was a presentation about the Beyond the Bell Program.

EXECUTIVE DIRECTOR’S REPORT

Director of Business Administration & Planning, Debbie Russell commented on the following:

- Dash Point Park & Pier Community Meeting will be May 23rd, 6:00-7:30 pm. The meeting will be held at Norpoint.
- Associated Ministries Project Homeless Connect Team will hold its next Project Homeless Connect event on Friday, June 16th from 11:00 am – 3:00 pm at People’s Park. There will be vendors, partners, service agencies and resources such as medical, dental, housing assistance, job assistance, etc.
- Last month the District received two statewide awards for the restoration of Owen Beach. The first came from the Washington Chapter of the American Society of Landscape Architects for preserving a cultural legacy against sea level rise. The second was from the Washington Recreation and Parks Association- “Facilities and Parks Spotlight Award” for the Owen Beach project. Additionally, the City of Tacoma Landmarks Preservation Commission selected the rehabilitation of W. W. Seymour Conservatory to receive a 2023 Outstanding Achievement Award in Historic Preservation.

- June 12th Park Board meeting is scheduled to be held at the Center at Norpoint.

COMMUNITY COMMENTS None

MINUTES OF THE MAY 8, 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. C42-23: 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. P43-23: AUTHORIZING PURCHASE OF GOODS AND SERVICES FOR METRO PARKS TACOMA

1. CDW-G (BARRACUDA) FOR CLOUD-TO-CLOUD BACKUP SERVICE FOR MS OFFICE 365 INCREASE IN THE AMOUNT OF \$28,291.95 (INCLUDING SALES TAX)
2. CARTEGRAPH SYSTEMS FOR EAM SOFTWARE PROCUREMENT, IMPLEMENTATION, AND SUPPORT SERVICES IN THE AMOUNT NOT TO EXCEED \$375,000.00 (INCLUDING SALES TAX)

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

Debbie Russell commented that staff is requesting that the Board of Park Commissioners authorize the purchase of Barracuda Cloud-to-Cloud backup service from CDW-G for Microsoft Office 365 software. She noted that the District has used Barracuda solutions to safeguard cloud e-mail data for several years, and Business Administration and Planning would like to add additional services to protect all remaining Microsoft Office 365 data. Ms. Russell indicated that approval would allow for an additional \$28,291.95 for a total contract of \$68,741.45 (including sales tax).

Ms. Russell commented that the Board passed this Purchasing Resolution No. P2-23 on January 9, 2023, for the purchase of the new Enterprise Asset Management (EAM) software which includes professional services for implementation and only the first year of the software subscription. She further commented that the original resolution had a price not to exceed \$250,000 and did not account for Washington State sales tax. The Board was informed that after entering negotiations with the vendor, MPT has determined that it is in its best interest to set the initial software term for 3 years, instead of 1. The revised amount accounts for this increase in

the software subscription term and factors in Washington State sales tax, for a total not-to-exceed cost of \$375,000.

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

PUBLIC WORKS PURCHASING RESOLUTIONS None

SINGLE READING RESOLUTIONS

RESOLUTION NO. R44-23: MEMORANDUM OF UNDERSTANDING BY AND BETWEEN TACOMA PUBLIC SCHOOLS AND THE METROPOLITAN PARK DISTRICT OF TACOMA FOR FIELD PLANNING AND DESIGN AT PECK ATHLETIC COMPLEX

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

Debbie Russell commented that this resolution authorizes the Executive Director to enter into a Memorandum of Understanding with Tacoma Public Schools for the purpose of constructing an all-season, multi-use sports field and related improvements at the Peck Athletic Complex. She commented that MOU outlines individual and shared roles and responsibilities for both MPT and TPS in the areas of funding, community engagement, design and construction and provides the schedule for completion of the feasibility phase.

Ms. Russell noted the key assumptions are outlined in the board memo and the final MOU will be negotiated by Mr. Sylvia.

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

RESOLUTION NO. R45-23: SHORT TERM LEASE BY AND BETWEEN THE ASIA PACIFIC CULTURAL CENTER AND THE METROPOLITAN PARK DISTRICT OF TACOMA FOR THE PORTLAND AVENUE COMMUNITY CENTER

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

Debbie Russell informed the Board that this resolution authorizes the Executive Director to negotiate final terms and enter into a short-term lease of the Portland Avenue Community building with Asia Pacific Cultural Center (APCC). As part of the lease agreement, APCC shall provide services as needed by the community at that location.

A brief Board discussion ensued about how lease rates amounts are determined.

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

SECOND READINGS RESOLUTIONS None

FIRST READING RESOLUTIONS**RESOLUTION NO. RR46-23: ACCEPTING THE 2023 PORTLAND AVENUE PARK MASTER PLAN**

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

Debbie Russell commented that this resolution formally adopts design principles and community primary objectives that were reviewed during the 5:30pm Study Session.

Being no additional comment, the resolution moves to second reading at the June 12th Regular Board Meeting.

RESOLUTION NO. RR47-23: ADOPTION OF REVISED FORT NISQUALLY COLLECTIONS PLAN POLICY

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

Debbie Russell commented that both policies being considered by the Board at this meeting have been discussed by staff and the board during new business at a regular park board meeting and a committee of the whole meeting in May.

Jim Lauderdale commented that the Fort Nisqually Living History Museum's current Collections Policy was adopted by the Board of Park Commissioners in 2019. The current revision is needed to update language contained within the policy. Proposed revisions to the Policy include:

- Removing procedures from the policy document and per best practices, places these into the Fort Nisqually Collection Plan
- Adding a sentence clarifying potential donations must be approved for drop-off by the curator in advance
- Clarifying that Living History collection items are a different classification than Permanent collection items and are therefore not accessioned as artifacts
- Clarifying language around deaccession review requirements

Mr. Lauderdale commented that these recommendations were reviewed by the Arts & Heritage Advisory Council and have undergone an equity review. He noted several additional edits were made following requests by Commissioners at the May 15th Committee of the Whole meeting.

Curt Mehlhaff suggested capitalizing of a term on page 29.

Being no additional comment, the resolution moved to second reading at the June 12th Regular Board Meeting.

RESOLUTION NO. RR48-23: ADOPTION OF SOCIAL MEDIA POLICY

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

Hunter George commented that his proposed policy establishes procedures and expectations for the appropriate use of social media, including both work-related and personal social media usage. He stated that this policy applies to all employees, volunteers, and vendors who work for MPT. The policy was reviewed with the Executive Cabinet, Human Resources, and legal

counsel (Summit Law), and staff applied the new MPT Equity Note through an exercise with an ad hoc committee. Mr. George commented that this policy is designed to meet updated CAPRA accreditation standards.

Mr. George commented the policy is designed to provide guidance and set expectations in the following ways:

- Defines the district’s purpose for using social media channels.
- Establishes authority for approval of channels and content.
- Notifies that social media content is considered a public record that is subject to retention.
- Establishes MPT’s right to moderate, edit or delete comments in certain circumstances.
- Establishes the circumstances in which social media can be used for personal reasons during work hours.
- Describes circumstances in which personal use of social media outside of work can involve discipline at work.
- Reminds employees, volunteers and vendors that individuals are encouraged to report workplace concerns through the appropriate channels, rather than posting on social media

Being no additional comment, the resolution moved to second reading at the June 12th Regular Board Meeting.

NEW BUSINESS None

UNFINISHED BUSINESS None

BOARD COMMENTS

Commissioner Smith commented that she attended the NW Trek Foundation Dinner where \$100,000 was raised.

ADJOURN

Being no further business, the meeting was adjourned at 6:50p.m.

President

Clerk

Submitted by: Jennifer Bowman, Board Secretary