

**METROPOLITAN PARK DISTRICT
OF TACOMA**



AGENDA

August 28, 2023

6:00 P.M.

District Headquarters

4702 S 19th St.

Tacoma, WA 98405

Or

Join Remotely

Via Telephone: 1-253-215-8782

Enter Meeting ID: 896 8612 3994

Participant ID: no ID needed just press #

Join Zoom Meeting

<https://metroparkstacoma-org.zoom.us/j/89686123994>

**MEETINGS ARE RECORDED
AND MAY BE HEARD UPON REQUEST**

COMMISSIONERS

ANDREA SMITH, PRESIDENT

AARON POINTER, CLERK

TIM REID

ROSIE AYALA

MICHAEL LIANG

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

ROLL CALL

FLAG SALUTE

SPECIAL PRESENTATIONS TACOMA PARKS FOUNDATION

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 August 28, 2023 by e-mailing them to jenniferb@tacomaparks.com Comments will be compiled and sent to Board members in advance of the meeting. Comments may also be left on voicemail at 253-305-1091 by 4 p.m. on August 28, 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 AUGUST 14, 2023 REGULAR BOARD MEETING

CONSENT AGENDA

REGULAR AGENDA

PURCHASING RESOLUTIONS

(Requiring one reading for adoption)

- (9-14) **RESOLUTION NO. P64-23**: AUTHORIZING PURCHASE OF GOODS AND SERVICES FOR METRO PARKS TACOMA
1. TURF STAR WESTERN/WESTERN EQUIPMENT FOR EQUIPMENT & GROUND SUPPLIES IN THE AMOUNT OF \$678,071.43 (INCLUDING WSST)
(Contact: Mark Knowlden, Interim Director of Parks & Recreation)
 2. PUGET SOUND HARDWARE FOR BEST KEY SYSTEM IN THE AMOUNT OF \$80,225.28 (INCLUDING WSST)
(Contact: Alan Varsik, Director of Zoological & Environmental Education)
 3. QUESTICA ENTERPRISE BUDGET MANAGEMENT SYSTEM IN THE AMOUNT OF \$326,157.29 (INCLUDING WSST)
(Contact: Tania Wink, Chief Financial & Administrative Officer)

PUBLIC WORKS PURCHASING RESOLUTIONS

(Requiring one reading for adoption)

- (15-18) **RESOLUTION NO. PW65-23**: POINT DEFIANCE PARK WATER UTILITY INVENTORY & ASSESSMENT- CONTRACT TO RH2 ENGINEERING, INC
(Contact: Debbie Russell, Director of Business Administration & Planning)

SINGLE READING RESOLUTION

(Requiring one reading for adoption)

- (19-22) **RESOLUTION NO. R66-23**: ACCEPTING & APPROPRIATING \$219,327.67 IN CONTRIBUTIONS FROM THE TACOMA PARKS FOUNDATION FOR MULTIPLE METRO PARKS PROJECTS AND PROGRAMS
(Contact: Mark Knowlden, Interim Director of Parks & Recreation)

- (23-26) **RESOLUTION NO. R67-23:** AMENDING OPERATING AGREEMENT WITH THE TACOMA PARKS FOUNDATION
(Contact: Mark Knowlden, Interim Director of Parks & Recreation)

- (27-28) **RESOLUTION NO. R68-23:** ADOPTING A MEMORANDUM OF UNDERSTANDING FOR THE PHASE 1 MUNICIPAL STORMWATER PERMIT BY AND BETWEEN THE CITY OF TACOMA AND THE METROPOLITAN PARK DISTRICT OF TACOMA
(Contact: Debbie Russell, Director of Business Administration & Planning)

SECOND READING RESOLUTIONS

(Requiring two readings for adoption)

FIRST READINGS:

(Requiring two readings for adoption)

- (29-35) **RESOLUTION NO. RR69-23:** UPDATING POLICY 511.001- AUTHORITY OF THE BOARD AND EXECUTIVE DIRECTOR & UPDATING POLICY 000.004- NAMING METRO PARKS TACOMA’S ASSETS
(Contact: Shon Sylvia, Executive Director)

UNFINISHED BUSINESS

NEW BUSINESS

BOARD COMMENTS

EXECUTIVE SESSION

ADJOURNMENT

UPCOMING BOARD MEETINGS

August 30, 2023	Capital Improvement Committee	5:00 PM	District Headquarters
September 7, 2023	Park Board Retreat	9:00 AM	Titlow Lodge
September 11, 2023	Regular Park Board Meeting	6:00 PM	District Headquarters
September 13, 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
August 14, 2023**

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

IN THE CHAIR: Andrea Smith

PLACE: District Headquarters
4702 S 19th St.

STUDY SESSION FIRE STATION 7

Marty Stump opened the presentation by commenting the Park District has been in conversation with the City and Tacoma Fire about a proposal to possibly relocate Fire Station 7 via a land transfer. Justin Davis representing the City of Tacoma commented that the City is conducting a Fire Facilities Master Plan to establish long-term strategies to prioritize which buildings will be renovated and which would be replaced. Mr. Davis spoke of the many facilities that have extensive deferred maintenance and do not meet ADA requirements, are inefficient and lack capacity for growth. Mr. Davis then spoke of the current Fire Station 7 noting that it was constructed in 1959 and serves as one of the two areas in the city with the highest call volume. He then spoke of the need to add response units, however the current station is undersized, and the existing property lacks the capacity for the needed expansion.

Mr. Davis then commented that a new South Tacoma Fire Station is proposed for the vacant corner of the SERA campus, near South 58th and South Tyler. He highlighted this site is approximately 7.8 acres of land and hillside are unimproved on the northwest corner of the 60-acre MPT campus. Mr. Davis further commented that the City is requesting the opportunity to purchase approximately 2.3-acres of the unimproved MPT property. The Board was informed that the proposed new station would strategically place TFD in a better location to respond more effectively to the growing south end community while co-locating vital emergency response resources on the campus, a designated disaster/crisis response site. Several preliminary concepts drawings of a proposed station were then reviewed.

Mr. Davis then noted that opportunities that may come as a result of the new station including:

- Activating underutilized and periodically misused area of SERA
- TFD a trusted community partner as cornerstone of civic campus
- Co-Development opportunities for improved park access & safety

- Leveraging neighborhood-wide multi-modal access enhancements with Sound Transit under South Tacoma Station project
- Funds leveraging for park improvements within SERA or SW planning area more broadly
- Opportunity to collaborate with the community on planning, design, development and operations for public benefit

Staff stated a Public Open House on this proposal is scheduled for August 31st at the STAR Center at 6p.m.

Commissioner Pointer inquired about tree removal. Mr. Davis commented that design work is being done to minimize tree removal at the site.

Commissioner Ayala inquired about plans for the current Fire Station 7. Mr. Davis commented that it may be used as an ambulance site.

Commissioner Liang commented that he is anticipating more questions about this proposal from community related to park property, safety issues, and tree canopy.

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 None

PRESIDENT’S REPORT

President Smith commented favorably on the grand opening event at Gas Station Park.

STANDING COMMITTEE AND COUNCIL REPORTS

Active Living & Community Wellness Advisory Council

Commissioner Pointer commented the council met on July 27th. He noted staff was present at the meeting and presented on the District’s strategic plan work. The next meeting is schedule for August 24th at Wright Park.

Arts & Heritage Advisory Council

Commissioner Liang commented that council is scheduled to meet August 16th.

Business & Responsive Agency Advisory Council

Commissioner Reid commented that this council will be meeting on August 17th.

Joint Municipal Action Committee

Commissioner Smith noted that JMAC met on August 11th. Agenda items included updates on homelessness strategies, and youth safety.

EXECUTIVE DIRECTOR’S REPORT

Executive Director, Shon Sylvia commented on the following:

- The colorful banner in the back of the Board room is from Mosaic event
- There is a Summer Bash scheduled on August 18th at Stewart Heights Park
- There is a Kids Health and Safety Fair scheduled at People’s Center on August 20th

COMMUNITY COMMENTS

The following individuals submitted written comments highlighting their opposition to a proposal to locate a new Fire Station 7 at the SERA Park campus: Anna Sierra, Heidi Stephens, Aife Pasquale, Cathie Raine, Gemini Gnull.

Cathie Raine stated she did submit written comments , she noted that locating a Fire Station in the proposed location will likely not reduce response time as traffic in that areas is congested.

Heid Stephens spoke in opposition of the proposed Fire Stion 7 plan location as it will affect trees and the tree canopy in the neighborhood.

Aife Pasquale commented that she is opposed to Fire Station 7 proposal.

Curth Mehlhaff stated that the flag at Heidelberg Field needs repair. He also commented that the past land owners of the Gas Station Park location should have been held more financial accountable for the mess that was left on that site.

MINUTES OF THE JULY 24, 2023 REGULAR BOARD MEETING

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

CONSENT AGENDA

RESOLUTION NO. C61-23: APPROVAL OF WARRANTS CLAIM FUND FOR JULY 2023

RESOLUTION NO. C62-23: APPROVAL OF QUARTERLY FINANCIAL REPORTS FOR PERIOD JANUARY 1, 2023 THROUGH JUNE 30, 2023

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

PURCHASING RESOLUTIONS

RESOLUTION NO. P63-23: AUTHORIZING PURCHASE OF GOODS AND SERVICES FOR METRO PARKS TACOMA

1. MERCEDES BENZ OF SPOKANE FOR 2023 SPRINTER 3500 CARGO VAN 9,990 GVWR IN THE AMOUNT OF \$75,617.25 (including WSST)

Commissioner Pointer moved adoption of the resolution; seconded by Commissioner Ayala.

Alan Varsik stated that this van is a fleet van used by the Zoo’s research and dive team. The van is being purchased from the State contract.

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

PUBLIC WORKS PURCHASING RESOLUTIONS None

SINGLE READING RESOLUTIONS None

SECOND READINGS RESOLUTIONS None

FIRST READING RESOLUTIONS None

NEW BUSINESS None

UNFINISHED BUSINESS None

BOARD COMMENTS None

EXECUTIVE SESSION

In accordance with RCW 42.30.10, the Board recessed into executive session to discuss a real estate matter.

ADJOURN

Being no further business, the meeting was adjourned at 6:57p.m.

President

Clerk

Submitted by: Jennifer Bowman, Board Secretary



MEMORANDUM

TO: Board of Park Commissioners

THROUGH: Shon Sylvia, Executive Director

FROM: Mark Knowlden, Interim Director of Parks and Recreation Department
Alan Varsik, Director of Zoological Environmental Education
Tania Wink, Chief Financial & Administrative Officer

SUBJECT: Purchasing Resolution

DATE: August 23, 2023

EXECUTIVE SUMMARY: This resolution authorizes 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</u>
1.	Turf Star Western	Equipment and Ground Supplies	\$678,071.43 (including WSST)
2.	Puget Sound Hardware	Best Key System	\$80,225.28 (including WSST)
3.	Questica	Enterprise Budget Management System	\$326,157.29 (including WSST)

Item No. 1

- **VENDOR** Turf Star Western/Western Equipment
- **GOODS OR SERVICES** Equipment and ground supplies
- **PRICE** \$678,071.43 (including WSST)
- **SOURCE OF FUNDING** 2023-2024 Parks and Recreation Operating Budget
- **CONTACT** Mark Knowlden (253) 255-2487

BACKGROUND: Turf Star Western is the west coast distributor of Toro and other major lines of turf maintenance equipment, construction equipment and vehicles. It serves golf courses, private clubs, professional sports teams and other entities with large-scale grounds operations. It is an industry leader striving to help its customers enrich the beauty and sustainability of their grounds with equipment including mowers, cultivators, debris equipment, and other equipment purpose-built for golf courses.

Each of these items are being purchased through Washington State DES master contract #02518 for delivery over several years as follows:

- For delivery in 2023
 - Accu-Master 653-AC Reel Grinder Front Load \$66,835.38
 - Accu-Pro 673-AC Bedknife Grinder Automated \$38,334.77
- For delivery in 2024
 - Multi Pro 5800G with Excelarate (300 gal sprayer) \$89,123.26
 - RM 5010-H 5in. 8 Blade CU's (fairway mower blade attachment) \$36,721.48
- For delivery in 2025
 - 2 x Reelmaster 5010-Hybrid AR (fairway mowers) \$221,373.65
 - 2 x Groundsmaster 4500 (rough mowers w/ contour decks) \$225,682.89

It is necessary to seek approval for the entire order now so that the purchase orders can be prepared by year of delivery so that the vendor can allocate production slots for these future equipment needs. We understand that final approval of the 2025 items will be subject to allocation in the 2025-2026 Parks and Recreation Operating Budget.

FISCAL IMPACT: Funding for this purchase comes from the 2023-2024 Parks and Recreation Operating Budget pending board approval for items delivered in 2023 and 2024, and upon approval of the 2025-2026 Parks and Recreation Operating Budget.

ADDITIONAL INFORMATION: For additional information, please contact Mark Knowlden, Interim Director of Parks & Recreation at (253) 255-2487 or mark.knowlden@tacomaparks.com.

Item No. 2

- | | |
|----------------------------|------------------------------|
| • VENDOR | Puget Sound Hardware |
| • GOODS OR SERVICE | Best Key System |
| • PRICE | \$80,225.28 (including WSST) |
| • SOURCE OF FUNDING | Department Operating Funds |
| • CONTACT | Alan Varsik (253) 404-3634 |

BACKGROUND: Northwest Trek (NWT) is requesting the approval to purchase a Best Key System. This system allows NWT to significantly upgrade safety and security by replacing Master padlocks with professional grade locks. This system, also used by PDZA, includes the ability to rekey when necessary and greatly reduces the number of keys carried by staff. Three vendor quotes were requested to provide equal opportunity. The vendor offering the lowest price was found through Washington State Department of Enterprise Services, Contract # 05416

FISCAL IMPACT: These expenses are budgeted in the NWT operating budget.

ADDITIONAL INFORMATION: For additional information, contact Alan Varsik Director of ZEED at Alan.varsik@pdza.org OR 253-404-3634.

ITEM NO. 3

- **VENDOR** Questica
- **GOODS OR SERVICE** Enterprise Budget Management System
- **PRICE** \$326,157.29 (including WSST)
- **SOURCE OF FUNDING** Finance & Budget Management - Professional Services
- **CONTACT** Tania Wink at (253) 305-1081

BACKGROUND: During the 2023-2024 Budget Development process, MPT identified the need to improve efficiency of its biennium budgeting process. MPT's current Excel spreadsheet-based system does not operationally support the needs of the District.

After evaluating MPT's budget system needs, the Budget and Finance Management district team outlined specific requirements of a new system that not only would improve efficiencies in its current budgeting process, but also accommodate the security, workflow, budgeting and forecasting, monitoring, and reporting needs of the organization.

The software solution requirements included integration with MPT's current accounting software (Tyler Technologies); ability to create a budget publication that can be formatted to meet the requirements of the Governmental Finance Officers Association Distinguished Budget Award guidelines; communicate the MPT's operating and capital budgets in an easy-to-understand format and content including graphics, charts and tables; user-friendly, delivering maximum benefits, and easy-to-input data and to manage and retrieve information for budget analysis, decision- making, reporting and document archiving.

- March 23, 2023, a Request for Proposal (A2023-08) was publicly advertised in the Daily Journal of Commerce and Tacoma Daily Index. It was also posted on Metro Park's website.
- April 19th, 2023, an addendum to the RFP was issued to extend the proposal due date to April 27th, 2023.
- April 21st, 2023, a second addendum to the RFP was released, clarifying the scope of this project.
- April 27, 2023, a final extension was granted to provide additional time to accommodate proposal scope.

MPT received four (4) proposals to the RFP, all were considered responsive. After a thorough review, based on the submittal scoring criteria, an interview and demonstration, software trial, and reference checks, MPT selected Questica as its Budget and Reporting System vendor, which was also the second lowest bidder.

Questica has extensive experience with budget software solutions through a Software-as-a-Service (SaaS) subscription. The scope of services for this proposal includes procuring the software licenses (for 3 years), implementation services (including design, analysis, and configuration of the software, project management, consulting, customizations, and training), and on-going technical support. The ongoing software licensing costs were considered during the selection process but are not reflected in these budget numbers.

FISCAL IMPACT: Funds for this purchase are from the **Budget & Finance Management–Professional Services** budget. Below is a breakdown of the cost by year:

YEAR	COST
2023	\$159,688.00 (SaaS and Professional Services)
2024	\$66,347.40 (includes 5% increase)
2025	\$69,664.77 (includes 5% increase)
SUBTOTAL	\$295,700.17
TOTAL	\$326,157.29 (including 10.3% sales tax)

ADDITIONAL INFORMATION: For additional information, contact Tania Wink, Chief Financial Administrative Officer at 253-305-1081 or tania.wink@tacomaparks.com

METROPOLITAN PARK DISTRICT OF TACOMA

RESOLUTION NO. P64-23

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

WHEREAS, the Board of Park Commissioners have established polices governing the purchase of good and services for Metro Parks Tacoma through the adoption of Resolution No. RR21-15, Authorizing Amendment of Purchasing Policy for Metropolitan Parks District of Tacoma; and

WHEREAS, the Board of Park Commissioners through the adoption of Resolution No. R51-02, Adopting Board Policies and Procedures, authorized the use of a Purchasing Resolution for consolidation of all purchases seeking approval by the Board of Park Commissioners; 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 Commissioners of the Metropolitan Park District of Tacoma at a regular meeting held on _____, 2023.

ATTEST:

President

Secretary

Clerk

Exhibit A
to
Purchasing Resolution No. P64-23

Item No. 1

- **VENDOR** Turf Star Western/Western Equipment
- **GOODS OR SERVICES** Equipment and ground supplies
- **PRICE** \$678,071.43 (including WSST)
- **SOURCE OF FUNDING** 2023-2024 Parks and Recreation Operating Budget
- **CONTACT** Mark Knowlden, (253) 255-2487

Item No. 2

- **VENDOR** Puget Sound Hardware
- **GOODS OR SERVICE** Best Key System
- **PRICE** \$80,225.28 (including WSST)
- **SOURCE OF FUNDING** NW Trek Department Operating Funds
- **CONTACT** Alan Varsik, (253) 404-3634

Item No. 3

- **VENDOR** Questica
- **GOODS OR SERVICE** Enterprise Budget Management System
- **PRICE** \$326,157.29 (including WSST)
- **SOURCE OF FUNDING** Finance & Budget Management - Professional Services
- **CONTACT** Tania Wink, (253) 305-1081



MEMORANDUM

TO: Board of Park Commissioners

THROUGH: Shon Sylvia, Executive Director

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

**SUBJECT: Point Defiance Park Water Utility Inventory & Assessment RFQ No. J2023-11
Contract Award to RH2 Engineering, Inc.**

DATE: August 23, 2023

EXECUTIVE SUMMARY: This resolution authorizes contract award of Point Defiance Park Water Utility Inventory & Assessment RFQ No. J2023-11, to RH2 Engineering, Inc. for inventory and assessment services in the amount of \$242,738.00.

CAPITAL IMPROVEMENT COMMITTEE RECOMMENDATION: This resolution was reviewed by the Capital Improvement Committee at their meeting on August 16, 2023, and accepted for forwarding on to the full Board with a recommendation for approval.

BACKGROUND: The 760-acre Point Defiance Park contains miles of trails and many amenities including the Point Defiance Zoo and Aquarium, a full-service marina and boathouse, Fort Nisqually Living History Museum, and a plethora of gardens, historic buildings, and related attractions. The park is owned by the City of Tacoma but is operated under contract by Metro Parks Tacoma (MPT) and serves millions of visitors every year. The complexities of land ownership, historical shifts in maintenance responsibilities and elusive funding have created a patchwork system of water utility infrastructure throughout the park where additions and repairs have been made on an as needed basis and emergency (vs. preventative) maintenance of water service systems have become the norm.

The water utility system is extensive and, in many locations, old and failing. Records are incomplete or insufficient for park managers to utilize for future capital and budget planning. Furthermore, it is a priority for the District to manage park properties in the most environmentally sustainable manner possible, and old and decrepit utility systems are a hinderance to this goal.

The objective for this project is to develop a comprehensive condition assessment and inventory for the park's water utility system, complete with a prioritized upgrade phasing plan and associated cost projections to bring the network up to today's industry standards.

This project is expected to be completed by December 31, 2023. Joe Brady and Roger Stanton will act as Program Managers for this project.

FISCAL IMPACT: The funds for the Point Defiance Park Water Utility Inventory & Assessment contract to RH2 are derived from Executive Director Operating Reserves, 2023 Operating Budget, and future funding as required to complete construction will be determined at a later date. The following is a breakdown of the funding sources and project budgets.

Point Defiance Park Water Utility Inventory & Assessment:

Executive Director Operating Reserves, 2023 Operating Budget	\$242,738.00
Total	\$242,738.00

ADDITIONAL INFORMATION: For additional information, please contact Debbie Russell, Director of Business, Administration & Planning at 253.305.1086 or debbie.russell@tacomaparks.com

METROPOLITAN PARK DISTRICT OF TACOMA

RESOLUTION NO. PW65-23

**POINT DEFIANCE PARK WATER UTILITY INVENTORY &
ASSESSMENT - CONTRACT TO RH2 ENGINEERING, INC.**

WHEREAS, the Board of Park Commissioners of the Metropolitan Park District of Tacoma desires to improve the water utility facilities at Point Defiance Park; and

WHEREAS, staff has developed a planning framework to include a Site Analysis, Concept Development, and Final Concepts and Concept Statements; and

WHEREAS, RH2 Engineering, Inc. was selected to inventory, review, and develop a water system inventory and replacement plan from a review of two (2) Statement of Qualifications (SOQs) that were obtained from qualified engineering teams in response to Metro Parks public solicitation (RFQJ2023-11), with one (1) team being reviewed and accepted; and

WHEREAS, funds for the project are provided from the Executive Director Operating Reserves, 2023 Operating Budget; Now, therefore, be it

RESOLVED by the Board of Park Commissioners of the Metropolitan Park District of Tacoma to approve the design contract to RH2 Engineering Inc. for design services in the amount of \$242,738.00 (not including Washington State Sales Tax).

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.

President

ATTEST:

Secretary

Clerk





MEMORANDUM

TO: Board of Park Commissioners

THROUGH: Shon Sylvia, Executive Director

FROM: Hannah Fields, Interim Executive Director, Tacoma Parks Foundation

SUBJECT: Accepting & appropriating 2023 Mid-Year Funds from Tacoma Parks Foundation for various programs and projects

DATE: August 18, 2023

EXECUTIVE SUMMARY: A resolution is requested to accept funds from the Tacoma Parks Foundation, the first of two 2023 fund distributions. This particular 2023 fund distribution is to support the following Metro Parks Tacoma programs and projects:

Parks & Recreation Department

Nature Education	\$ 100.00
Scholarships-Recreation	\$ 1,419.20
Scholarships-Baseball	\$ 1,100.00
Scholarships-Marina	\$ 608.27
Sponsorship-Parks & Rec	\$ 5,000.00
Sponsorship-Zoo	\$ 5,000.00
Sponsorship-Mobile Teaching Kitchen	\$ 12,500.00
Youth Development (late night)	\$ 17,000.00
Memorials	\$ 15,225.46
Vans	\$ 40,000.00
Zina Linnik Project (Tile work #21108)	\$ 6,399.81
Eastside Community Center Programming	\$ <u>114,974.93</u>

\$ 219,327.67

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 \$219,327.67.

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

METROPOLITAN PARK DISTRICT OF TACOMA

RESOLUTION NO. R66-23

**ACCEPTING & APPROPRIATING \$219,327.67 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 2023 mid year disbursement of \$219,327.67 in contributed funds for the following programs and projects:

Parks & Recreation Department

Nature Education	\$ 100.00
Scholarships-Recreation	\$ 1,419.20
Scholarships-Baseball	\$ 1,100.00
Scholarships-Marina	\$ 608.27
Sponsorship-Parks & Rec	\$ 5,000.00
Sponsorship-Zoo	\$ 5,000.00
Sponsorship-Mobile Teaching Kitchen	\$ 12,500.00
Youth Development (late night)	\$ 17,000.00
Memorials	\$ 15,225.46
Vans	\$ 40,000.00
Zina Linnik Project (Tile work #21108)	\$ 6,399.81
Eastside Community Center Programming	\$ <u>114,974.93</u>

\$ 219,327.67

Now, therefore, be it

RESOLVED by the Board of Park Commissioners that the Metropolitan Park District of Tacoma accepts the cash contributions of \$219,327.67 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.

President

ATTEST:

Secretary

Clerk





MEMORANDUM

TO: Board of Park Commissioners

FROM: Mark Knowlden, Interim Director of Parks & Recreation

THROUGH: Shon Sylvia, Executive Director

SUBJECT: Amending the Operating Agreement with the Tacoma Parks Foundation

Date: August 23, 2023

EXECUTIVE SUMMARY: Staff is requesting the Board of Park Commissioners to approve a financial amendment of \$331,000 to the current Operating Agreement with the Tacoma Parks Foundation to help the District solicit additional program partners to meet community need.

BACKGROUND: Under Resolution R12-23 the Board of Park Commissioners approved a \$514,000 contract and authorized the Executive Director to represent the District and implement the Operating Agreement with the Tacoma Parks Foundation (TPF) for calendar year 2023. TPF has been an exemplary partner to find resources to fill revenue gaps and has helped seek additional funding opportunities for a variety of programs, services and furnishings. Additionally, TPF is serving as a fiduciary to facilitate payments in the Beyond The Bell and Club B programs in cooperation with Tacoma Public Schools and other agency partners.

With the success of this after school program, we are requesting an increase of \$331,000 in support of the Beyond The Bell/Club B program.

Metro Parks Tacoma is struggling to meet the program demand on our own without the support of partners. The amendment would allow the Tacoma Parks Foundation to increase their contribution to Elements of Education (EOE) based on our request for additional clubs & staffing support.

Last Fall we entered into an agreement with EOE and the TPF whereby EOE would provide programming support to Beyond The Bell/Club B during the past academic year. Since the EOE already supports our middle school program the executive director has entered into a memorandum of understanding to increase the number of activities in order to meet student demand. This resolution recognizes the need to also increase spending authority to the Foundation in order to have one payment process.

In accordance with District's purchasing policy, this added amount requires Board approval.

FISCAL IMPACT: Funding for this purchase comes from the 2023 Parks and Recreation Operating Budget.

ADDITIONAL INFORMATION: For additional information please contact Shon Sylvia,
Executive Director at 253-305-1091 or shons@tacomaparks.com

METROPOLITAN PARK DISTRICT OF TACOMA

RESOLUTION NO. R67-23

**AMENDING THE OPERATING AGREEMENT WITH
TACOMA PARKS FOUNDATION**

WHEREAS, under Resolution No. R12-23 the Board of Park Commissioners approved a \$514,000 contract and authorized the Executive Director to represent the district and implement the Operating Agreement with the Tacoma Parks Foundation (TPF) for the calendar year 2023; and

WHEREAS, an additional amount of \$331,000 is necessary to support its fiduciary role in administering the Beyond The Bell and Club B contracts; now, therefore

BE IT RESOLVED, the Board of Park Commissioners of the Metropolitan Park District of Tacoma authorizes the Executive Director to negotiate the terms of the operational agreement to amend the current Operating Agreement threshold to a contract amount not to exceed \$845,000

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

President

ATTEST:

Secretary

Clerk





MEMORANDUM

TO: Board of Park Commissioners

THROUGH: Shon Sylvia, Executive Director

FROM: Debbie Russell, Director of Business Administration & Planning

SUBJECT: Adopting a Memorandum of Understanding for the Phase 1 Municipal Stormwater Permit by and between the City of Tacoma and the Metropolitan Park District of Tacoma

DATE: August 22, 2023

EXECUTIVE SUMMARY: Staff is recommending that the Board endorse the Memorandum of Understanding (MOU) and authorize the executive Director to enter into an agreement with the City of Tacoma relating to the Phase 1 Municipal Stormwater Permit.

CAPITAL IMPROVEMENT COMMITTEE RECOMMENDATION: This resolution was reviewed by the Capital Improvement Committee at their meeting on August 16, 2023, and accepted for forwarding on to the full Board with a recommendation for approval.

BACKGROUND: On August 1, 2019, the Washington State Department of Ecology (Ecology) issued the 2019-2024 National Pollutant Discharge Elimination System (NPDES) Phase 1 Municipal Stormwater Permit (“Permit”), which includes the City of Tacoma. The Permit is available online at <https://ecology.wa.gov/regulations-permits/permits-certifications/stormwater-general-permits/municipal-stormwater-general-permits/municipal-stormwater-phase-i-permit>

The Permit regulates the discharge of stormwater to surface waters and groundwaters of the state from Tacoma’s Municipal Separate Storm Sewer System (MS4). The Permit is designed to protect and improve the water quality of receiving waters by requiring the City of Tacoma (City) to implement a variety of stormwater management activities.

The Metropolitan Park District of Tacoma (MPT) is a Secondary Permittee under the Permit with independent responsibility for discharges from small municipal separate storm sewers contained on its property.

In cases where a Permittee relies on another agency to fulfil Permit requirements, Ecology requires a Share Responsibility Statement under the Notice of Intent (NOI)- Permit requirements S3.B.1 and S3.B.2. Because of the overlapping nature of property management and stormwater management coordination between MPT and COT, this MOU was developed to outline the roles and responsibilities between these agencies, as required by Ecology and the Permit.

FISCAL IMPACT: There is no direct fiscal impact.

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

METROPOLITAN PARK DISTRICT OF TACOMA

RESOLUTION NO. R68-23

**ADOPTING A MEMORANDUM OF UNDERSTANDING FOR THE PHASE 1
MUNICIPAL STORMWATER PERMIT BY AND BETWEEN THE CITY OF TACOMA
AND THE METROPOLITAN PARK DISTRICT OF TACOMA**

WHEREAS, the Board of Park Commissioners recognizes the importance of protecting and improving the water quality of receiving waters; and

WHEREAS, the Board seeks compliance with the Department of Ecology's NPDES Permit; and

WHEREAS, the Memorandum of Understanding has been reviewed by staff and legal counsel to ensure it complies with Permit Section S3.B1 and S3.B.2- Responsibilities of Permittees; Now, therefore be it

RESOLVED by the Board of Park Commissioners of the Metropolitan Park District of Tacoma that they hereby authorize the Executive Director to negotiate final terms and execute the Memorandum of Understanding.

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



MEMORANDUM

TO: Board of Park Commissioners

THROUGH: Shon Sylvia, Executive Director

FROM: Hunter George, Policy and Government Relations Officer
Sandra Eliason, Chief Marketing & Communications Officer

SUBJECT: Updating policies for Authority of Park Board and Executive Director (511.001) and Naming of Assets (000.004)

DATE: August 22, 2023

EXECUTIVE SUMMARY: This resolution seeks to update two policies and their accompanying procedures. Policy 511.001, Authority of the Board and Executive Director, is edited to change gender-specific language to gender neutral, and the procedures are clarified to reflect that the Board will name a designee when the Executive Director is unable to act. Policy 000.004, Naming Metro Parks Tacoma's Assets, is updated to remove the barrier of the 51 percent cost threshold, add clarity about the types of assets that can be named, and better define the distinctions among naming for historic references, major gifts, and corporate partnerships.

BACKGROUND: The District is committed to reviewing all of its policies and procedures and updating where necessary. This resolution requests updates to two policies.

Policy 511.001 establishes the authority of the Board of Park Commissioners and the Executive Director and seeks to define the boundaries of their roles and responsibilities. This resolution changes gender-specific language ("his/her" and "he/she") to gender neutral ("their" and "they"), and it makes a formatting edit. The procedures, which are adopted separately by the Executive Director, will be edited to clarify that the Park Board will name a designee when the Executive Director is incapacitated or unable to act.

Policy 000.004, Naming Metro Parks Tacoma's Assets, is proposed to be modified in the following ways:

- Clarifies the types of assets that can be named.
- Changes the title of the policy to better summarize the types of assets that can be named.
- Updates the language to be more inclusive and consistent.
- Separates procedures from policy to allow more flexibility.
- Clarifies that the District shall name assets for people, organizations or places that reflect MPT's mission, vision, and values.
- Eliminates the requirement that a donor must cover 51 percent of the cost of the item in order to qualify for naming rights.
- Clarifies that the form of recognition should be consistent with District signage standards.

- Clarifies that a decision to remove a name from an asset due to “disrepute” must be approved by the Park Board.

The procedures for implementing Policy 000.004 will be updated separately by the Executive Director to reflect:

- Distinctions among naming for historic references, major gifts from donors, and corporate partnerships.
- Marginalized groups and underrepresented narratives will be part of the evaluation process for naming assets.
- Naming opportunities ranges and levels will be identified through a collaborative process based on the characteristics and circumstances of each item.
- Signage and naming recognition will be reviewed by appropriate MPT staff to ensure consistency with District standards.

For years, our MPT-connected foundations, community foundations, and donors have expressed frustration with the 51% cost threshold, and our corporate relations staff members have relayed feedback from corporate partners. These changes are intended to create more options for donors and supporters, which should help build deeper, lasting relationships that result in more and larger gifts. The changes benefit staff by clarifying and enhancing the processes for identifying, reviewing and executing naming opportunities.

These policy changes were reviewed by ad hoc committees that included MPT staff and members of Advisory Councils and supporting nonprofit foundations. Additional edits were made following requests by Commissioners at the August 21, 2023 Committee of the Whole meeting.

FISCAL IMPACT: There is no known fiscal impact.

ADDITIONAL INFORMATION: Please contact Chief Marketing and Communications Officer Sandra Eliason at 253-305-1016 or sandrae@tacomaparks.com, or Policy and Government Relations Officer Hunter George at 253-686-9553 or hunterg@tacomaparks.com.

METROPOLITAN PARK DISTRICT OF TACOMA

RESOLUTION NO. RR 69-23

**UPDATING POLICY 511.001- AUTHORITY OF THE BOARD AND EXECUTIVE DIRECTOR
&
UPDATING POLICY 000.004- NAMING METRO PARKS TACOMA’S ASSETS**

WHEREAS, consistent with 000.001 Policy and Procedures of the Board of Park Commissioners, the Board retains authority to authorize, amend and repeal policies; and

WHEREAS, the Board and staff of Metro Parks Tacoma are committed to reviewing policies and updating them when warranted; and

WHEREAS, a review of Policy 511.001, Authority of the Board and Executive Director, identified a need to change gender-specific language to gender-neutral language; and

WHEREAS, a review of Policy 000.004, Naming Metro Parks Tacoma’s Assets, identified a need to make changes that are intended to create more options for donors and supporters, which should help build deeper relationships that result in more financial support; and

WHEREAS, the policy updates being brought forward have been reviewed by staff, stakeholders, and Commissioners; now, therefore be it,

RESOLVED that the Board of Park Commissioners of the Metropolitan Park District of Tacoma adopt updates to Policy 511.001, Authority of the Board and Executive Director, and Policy 000.004, Naming Metro Parks Tacoma’s Assets, attached hereto.

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

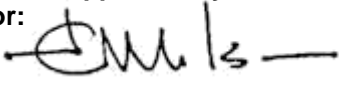
ATTEST:

President

Secretary

Clerk

NAMING METRO PARKS TACOMA'S ASSETS ~~PARKS, RECREATION AREAS, FACILITIES AND FEATURES~~

Policy No.: 000.004	Resolution No.: RR20-14	Date Approved: <u>3/10/14</u>	Equity Review Date: <u>07/28/23</u>	Supersedes the following Resolutions & Policies: R133-85; R40-90; R109-09
Date procedures adopted by the Executive Director: <u>XX/XX/23 8/19/10</u>		Procedure revision date:		Procedures approved by the Executive Director: 

POLICY SECTION: (Approved by the Board of Park Commissioners.)

Purpose: To establish criteria and guidelines for soliciting, ~~and~~ considering and entering into contracts for the naming and renaming of parks, recreation areas, zoological areas, natural areas, facilities, interior spaces, objects, programs, and features.

Goals: The goals of the Naming Policy are to:

- Recognize ~~individuals and affirm citizens, employees~~ and organizations that have contributed significantly to Metro Parks Tacoma or the community, through notable volunteer and in-kind efforts, outstanding service or financial contributions by naming parks, recreation areas, zoological areas, natural areas, facilities, interior spaces, objects, programs or features in their honor.
- ~~Set and maintain standards for consistent naming Maintain the aesthetics and integrity of our parks, and recreation and zoological systems areas~~ as public, open spaces ~~that welcome everyone.~~
- ~~Provide Encourage~~ opportunities for revenue-generation through naming of Metro Parks Tacoma park assets through capital campaigns, ~~or corporate~~ naming rights, or memorial donations bids as appropriate.

Policy Requirements:

Section I. It is the policy for designation of names for parks, recreation areas, zoological areas, natural areas, facilities, interior spaces, objects, programs and features (collectively referred to as assets) to be in accordance with District criteria and procedures reviewed, updated and approved by the Executive Director. ~~set forth in this resolution.~~

Section II. The District shall only name and rename its assets honoring people, organizations or places that are consistent with its vision, ~~and mission and values.~~ ~~The District's overall vision and mission is to endeavor to provide and preserve sufficient open space and recreational facilities to meet the needs of all of the citizens it serves, and to provide meaningful recreational and educational programs to those citizens.~~

Section III. The District reserves the right to refuse any naming submission, at its sole discretion, for any or no stated reason. The District may consider name changes or requests for name removals taking community values and cultural context into consideration.

Section IV. The form of recognition should be consistent and in alignment with the standards set and maintained in the naming an signage procedures to ensure proper placement and size ~~An appropriate sign or plaque may be properly placed~~ on the site, facility or feature identifying such names. (See the Accepting Donations Policy, Section VII. Memorial

donations for guidelines and restrictions on signage/plaques.) ~~Signage and naming recognition plaques will be reviewed by the MPT MarCom Committee and must be consistent with District standards and brand style guide. Signage will also be kept in the integrity of the park as a natural place.~~

Section ~~IV~~. ~~Naming rights are commonly offered in private fundraising campaigns.~~ All Metro Parks supporting non-profits engaging in capital campaigns that include naming rights benefits for Metro Parks' assets must adhere to this policy and procedures. Additionally, all naming rights options and gift levels created by ~~Metro Parks~~ supporting non-profits must be approved by the Executive Director or ~~his/her~~ designee. Any consideration of naming or renaming a park or total facility will be submitted to the Board for final approval.

Section ~~VI~~. Exception ~~to~~ this Naming Policy would occur by deed restriction or other legal constraints ~~(e.g. donor bequests or land exchange).~~

Section ~~VII~~. If an individual, business, organization, or foundation, of which a facility, or any portion thereof, has been named, comes into disrepute in relation to MPT or in the community at large, the use of the name may be discontinued as authorized by the Executive Director or ~~his/her~~ designee with approval by the Board of Park Commissioners.

Section ~~VIII~~. In the event that a named ~~park asset, recreation area, facility or feature~~ is moved, stolen, or broken, Metro Parks will do its best to repair damages within reason. If the named asset is rendered unfit for continued use or exhibition, or otherwise rendered unfit for continued use or exhibition, the donor will be notified that the item named on their behalf is no longer in use. Naming rights will not extend past the life of the item or beyond the normal life of the asset~~park, recreation area, facility or feature.~~

Section IX ~~Also, w~~When a naming right is recognized, a time period for use may be established (e.g. item will be named this for 5 years). At that time the donor may have the first opportunity to review and/or renew their naming right at an appropriate giving level determined by MPT.

Section ~~XVIII~~. There are no inherent privileges resulting from any adopted name or rename of a MPT asset~~park, recreation area, facility or feature.~~

Section ~~IXI~~. The Board of Park Commissioners authorizes the Executive Director to create the necessary procedures within three months necessary to implement these policies.

AUTHORITY OF THE BOARD AND EXECUTIVE DIRECTOR

Policy No.: 511.001	Resolution No.: RR6-1069-23	Date Approved: 02/22/10	<u>Equity Review</u> Date: 8/8/23	Supersedes the following Resolutions & Policies: R23-94, <u>RR6-10</u>
Date procedures adopted by the Executive Director: 05/23/2019				Procedures approved by the Executive Director:

POLICY: (Adopted by the Board of Park Commissioners)

Purpose: To establish a policy regarding the authority of the Board of Park Commissioners_ and the Executive Director in accordance with RCW 35.61-

Policy Requirements:

Section I. The Board will establish a system of human resource policies consistent with applicable laws and regulations for employees of Metro Parks Tacoma. Administration of the human resource policies shall be the responsibility of the Executive Director and ~~his/her~~their designee.

Section II. Recognizing the need to establish and delineate the responsibilities of the Board and its appointed Executive Director and ~~his/her~~ their staff, the Board acknowledges that:

A. The Executive Director will be solely responsible to the Board for the administration of all units of Metro Parks Tacoma. Except for the purpose of seeking clarification of information provided by a staff member or for inquiry of a general nature, the Board and its members will deal with the administrative officers and employees under the jurisdiction of the Executive Director solely through the Executive Director in order to provide for efficient and effective administration of Metro Parks Tacoma.

A.B. Neither the Board nor any member of the Board will give orders to the Executive Director's subordinates or otherwise interfere with the managerial functions through such means as directing or requesting the interviewing, appointment, or removal of any of the Executive Director's subordinates, the making of particular purchases from or contracts with any specific individual or organization, or the granting or denying of any benefit or opportunity not made available to the general public.

B.C. The Executive Director will supervise and be responsible for the administrative and managerial affairs of Metro Parks Tacoma. ~~He/she~~They will give general direction regarding personnel matters and will be ultimately responsible for the proper execution of policies and directions set by the Board and for the enforcement of local, state, and federal laws and regulations impacting Metro Parks Tacoma. The Executive Director will keep the Board informed of the conditions and needs of Metro Parks Tacoma and will make reports and recommendations including the modification or deletion of existing policies or the adoption of new policies regarding personnel as the Executive Director may deem desirable or as may be requested by the Board.

Section III. Should an existing policy be determined to be in conflict with newly enacted laws or regulations, including interpretations of law or regulation by a court, the Executive Director will have the authority to suspend enforcement of the policy until the Board has

had the opportunity to either modify or repeal the policy. The Executive Director will promptly notify the Board of any actions the Executive Director has taken to suspend a policy pursuant to this sub-section.

Section IV. The Board of Park Commissioners authorizes the Executive Director to create the necessary procedures within three months to implement these policies.