

**Capital Improvement Committee Meeting (CIC)
Agenda & Meeting Materials
August 30, 2023 - 5:00 PM**

Metro Parks Headquarters
4702 S 19th St.
Tacoma, WA 98405



This Capital Improvement Committee Meeting (CIC) will be held at Metro Parks Headquarters, 4702 S 19th St., Tacoma, WA 98405. You can also join the meeting remotely by following the instructions below: (either by online link or by phone)

Topic: Metro Parks Tacoma Capital Improvement Committee (CIC)

Time: August 30, 2023 5:00 PM Pacific Time (US and Canada)

Join Zoom Meeting Online by clicking the link below:

<https://zoom.us/j/95041531173?pwd=ZUsvRmRLOUpNTWdZdGFxM085Zz09>

Or Dial:	(253) 215-8782
Enter Meeting ID:	950 4153 1173
Password:	039699
Participant ID:	No ID needed, just press #

Order of Presentation: In general, each agenda item will include a short staff presentation, followed by board discussion. Public Comment is not taken at this committee meeting.



**BOARD OF PARK COMMISSIONERS
CAPITAL IMPROVEMENT COMMITTEE
AGENDA**

**Wednesday, August 30, 2023
5:00 PM**

MINUTES FROM AUGUST 16, 2023

PROJECT STATUS REPORT

DISCUSSION ITEMS

ACTION ITEMS

- Memorandum of Understanding - Metro Parks Tacoma and Boy Scouts of America, Pacific Harbors Council
- Restated Lease and Development Agreement By and Between the Asia Pacific Cultural Center and the Metropolitan Park District of Tacoma for a new Community Center at South Park

FUTURE AGENDA TOPICS

ADJOURNMENT



BOARD OF PARK COMMISSIONERS CAPITAL IMPROVEMENT COMMITTEE

**August 16, 2023
5:00 PM
MINUTES**

Attendees: Commissioner Pointer, Commissioner Reid

Staff Support: **Marty Stump**, Deputy Director - Planning and Development; **Roger Stanton**, Capital Program Manager, Regional & ZEED; **Joe Brady**, Deputy Director, Parks and Recreation; **Erich Sachs**, Asset Management and Sustainability Manager; **Claire Keller-Scholz**, Planning and Asset Management Administrator; **Mary Kay Henley**, Planning Administration

Acceptance of Minutes: Minutes from the June 14, 2023, meeting were approved as written.

Discussion Item

Public Art – Storm Drain Murals

- Claire presented an overview of the storm drain mural project at the SERA Campus spray ground that MPT and City of Tacoma (COT) are collectively working on. Several existing drains within and around the spray ground will be selected for painting bright, fun, eye-catching mural art and/or the phrase “If it hits the ground, it hits the Sound.” The message’s intent is to encourage stewardship of the recycled water system of the spray ground.
- She added that the preliminary artist selection happened last Friday. The selected artist is well respected in Tacoma and will create a 3-D mural rendering and make sure products are nontoxic.
- September is the earliest work can begin, with installation hopefully happening in September or October before the rainy season.
- Commissioners asked how many spots are targeted for murals. Claire reported 5 and the artist can decide if they are individual pieces or a continuation of a story.
- Both Commissioners agreed it’s important to invite the Board to the community celebration. Claire reported COT will take the lead on the celebration, noting it might tie in with October’s art month. She will find out more about its timing and report back.
- Commissioner Reid asked if the artwork will be stenciled or individually painted. Claire reported each will be painted. Commissioner Reid then suggest they should sign their artwork.
- It was decided the final mural artwork mock-up will be presented to Commissioners at a future meeting or through a memo.

Action Items

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

- Marty reported this resolution is being presented preemptively and recommends that the Board authorizes senior management to enter into a MOU agreement with the City of Tacoma relating to the Phase 1 Municipal Stormwater Permit. He is meeting with the agency's attorney to see if this needs Board authorization or if can be handled administratively since it doesn't involved funds. He will know more by the end of this week.
- He explained the MOU coordinates the permitting roles and responsibilities between MPT and COT since we share stormwater responsibility across a number of properties. It also satisfies the Department of Ecology's formal legal requirement of stormwater responsibility between MPT and COT.
- Erich presented the Commissioners with the sample MOU. He pointed out that both staff and legal counsel have reviewed and approved it. Staff are hoping to have it signed and finalized by December of this year.
- Commissioner Reid asked if it should be included in our interlocal with COT. Joe stated because it is specific to permit requirement, it makes sense to keep it as a separate MOU. Marty added this is part of DOE compliance and includes training and is a multi-year agreement.
- Commissioner Pointer asked about drain maintenance responsibility. It was explained this MOU fleshes out more detailed responsibility and doesn't change any standing items.
- Marty concluded he will know by the end of this week if this resolution is required to be presented at the next Board meeting.
- If deemed necessary, this item was accepted for moving forward to the full Board with a recommendation of approval.

Point Defiance Park Water Utility Inventory & Assessment Contract Award to RH2 Engineering, Inc.

- This resolution authorizes the contract award of Point Defiance Park Water Utility Inventory & Assessment to RH2 Engineering for inventory and assessment services in the amount of \$242,738.
- It was explained that 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.
- 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.
- Joe led a discussion on the high cost of water for irrigation at Point Defiance Park and noted MPT is the 2nd highest user of water in Tacoma.
- It was reported we received 2 responses to this project's solicitation and RH2 was ultimately selected. The final report is targeted to be wrapped by the end of this year. Once completed there will be an executive-level policy discussion between agencies. They will review the condition of the current system and determine prioritization of replacements. The intention is to present ideas and recommendation by the end of this year or first of next year.

- Roger added this system assessment sets the stage for determining a new improved system for the future. Joe added it will help also curtail water waste from pipe leaks.
- Commissioner Reid suggesting staff remind the Board we are still in good shape regarding water protection of our forests.
- Commissioner Pointer asked how old the current water pipes are. Joe reported he hasn't been found any records of their age.
- Marty concluded that task one is to figure out what we have through the assessment, then move into modernization. He added this is a great learning opportunity, without this information we can't move forward.
- This item was accepted for moving forward to the full Board with a recommendation of approval.

Additional questions

- Commissioner Pointer asked if staff received a concerned citizen email implying Tacoma's west end isn't receiving funding like the rest of Tacoma. Marty said he has seen the letter, however noted that 99% of their issues were directed at COT. He said he will make sure staff respond to her inquiry.

Meeting Adjourned



MEMORANDUM

TO: Board of Park Commissioners

THROUGH: Shon Sylvia, Executive Director

FROM: Debbie Russell, Director of Business Administration and Planning

SUBJECT: Metro Parks Tacoma and Boy Scouts of America, Pacific Harbors Council Memorandum of Understanding

DATE: September 6, 2023

EXECUTIVE SUMMARY: This resolution authorizes the Executive Director to negotiate final terms outlined in Attachment A and enter into a Memorandum of Understanding (MOU) to lease space from the Boy Scouts of America, Pacific Harbors Council. As part of this agreement, Metro Parks shall provide capital improvements to the Boy Scouts Building estimated to not exceed \$200,000.

BACKGROUND: In February 1999, the Metropolitan Parks District of Tacoma (MPT) and the Boy Scouts of America (BSA), Pacific Harbors Council signed the original ground lease agreement for the BSA building on MPT property, and since have been partners, committed to providing programming to the community.

In 2007, MPT entered into an MOU with BSA to lease approximately 620 square feet (sq ft) to accommodate the growth of staffing levels at MPT headquarters.

MPT vacated the BSA building during the COVID 19 pandemic, since MPT staffing levels no longer required the use of the space.

As MPT brings its staffing levels back to pre-pandemic levels, continues to bring back and scale its programming in Parks & Recreation (P&R), such as Beyond the Bell and Club B, MPT is outgrowing the space available at MPT headquarters and is seeking additional office space to accommodate the current and future needs.

MPT is currently negotiating the terms for the use of the large, 3,500 sq ft, open office space at the BSA building to meet the immediate need and place 30 MPT staff in P&R.

FISCAL IMPACT: As part of this agreement, MPT will provide approximately \$200,000 worth of capital improvements- update carpeting, painting, and workstations and desks. In exchange for these improvements, BSA will reduce the per-square-foot lease rate.

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

METROPOLITAN PARK DISTRICT OF TACOMA

RESOLUTION NO. RXX-23

**METRO PARKS TACOMA AND
BOY SCOUTS OF AMERICA, PACIFIC HARBORS COUNCIL
MEMORANDUM OF UNDERSTANDING**

WHEREAS, Metro Parks has historically leased office space from the Boy Scouts of America to accommodate dynamic staffing levels at its headquarters building.

WHEREAS, the Boy Scouts of America, Pacific Harbors Council is a non-profit organization and long-term partner with Metro Parks for complementary programming services for the community

WHEREAS, The Boy Scouts of America has excess office space due to diminished staffing levels, and is interested in leasing its vacant office space to Metro Parks

WHEREAS, and the Metro Parks requires additional office space near its headquarters to provide sufficient employee space for program and service delivery; Now, therefore, be it

RESOLVED by the Board of Park Commissioners of the Metropolitan Park District of Tacoma, that they authorize the Executive Director to negotiate final terms and enter into a lease agreement at and with the Boy Scouts of America, Pacific Harbors, as outlined in Attachment A.

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: Debbie Russell, Director of Business, Administration and Planning

SUBJECT: RESTATED LEASE AND DEVELOPMENT AGREEMENT BY AND BETWEEN THE ASIA PACIFIC CULTURAL CENTER AND THE METROPOLITAN PARK DISTRICT OF TACOMA FOR A NEW COMMUNITY CENTER AT SOUTH PARK

DATE: September 6, 2023

EXECUTIVE SUMMARY: This resolution authorizes the Executive Director to negotiate the final terms with the Asia Pacific Cultural Center (APCC) for a restated lease agreement and development agreement for the demolition and construction of a new community center at South Park. As part of these agreement, APCC shall provide a new community center and continue its complementary programming services for the community at that location.

BACKGROUND: APCC is a non-profit organization that provides complementary cultural programming services for the community. Metro Parks entered into a lease agreement with APCC in 2012 to provide programming services at the South Park Community Center. This lease was updated in 2020 with a 20-year term and included capital improvements to the Community Center.

The current South Park Community Center has been assessed as functionally obsolete, so APCC and Metro Parks support and have advanced the concept to design and construct a new community center at South Park, rather than renovating the current building.

The design drawings place the new building in the same footprint as the existing South Park Community Center. Project funding and financing would be provided by APCC, and MPT would provide the ground lease.

APCC has a groundbreaking ceremony scheduled for September 8, 2023. Demolition and construction of the new Community Center would follow later in the fall 2023/ winter 2024, once the development agreement and restated lease have been finalized.

FISCAL IMPACT: APCC is providing the financing and construction for the new community center. Metro Parks is providing the ground lease for the premises within the current footprint.

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

METROPOLITAN PARK DISTRICT OF TACOMA

RESOLUTION NO. RXX-23

**RESTATED LEASE AND DEVELOPMENT AGREEMENTS BY AND BETWEEN THE
ASIA PACIFIC CULTURAL CENTER
AND THE METROPOLITAN PARK DISTRICT OF TACOMA
FOR A NEW COMMUNITY CENTER AT SOUTH PARK**

WHEREAS, the Board of Park Commissioners of the Metropolitan Park District of Tacoma desires to maintain quality facilities at South Park; and

WHEREAS, Metro Parks has leased the South Park Community Center to the Asia Pacific Cultural Center since 2012; and

WHEREAS, the Asia Pacific Cultural Center is a non-profit organization and long-term partner with Metro Parks providing complementary community programming services; and

WHEREAS, Metro Parks and the Asia Pacific Cultural Center jointly support the replacement and development of a new community center at South Park.

WHEREAS, the Asia Pacific Cultural Center requires a developmental agreement for the demolition and construction of a new community center at South Park; and

WHEREAS, the Asia Pacific Cultural Center requires a long-term restated lease agreement for their new building at South Park; Now, therefore, be it

RESOLVED by the Board of Park Commissioners of the Metropolitan Park District of Tacoma to authorize the Executive Director to negotiate final terms and enter into a restated lease agreement and development agreement with the Asia Pacific Cultural Center for a new community center at South Park.

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