

**METROPOLITAN PARK DISTRICT  
OF TACOMA**



**AGENDA**

**September 11, 2023**

**6:00 P.M.**

**District Headquarters**

**4702 S 19<sup>th</sup> St.**

**Tacoma, WA 98405**

Or

Join Remotely

Via Telephone: 1-253-215-8782

Enter Meeting ID: 872 5713 1676

Participant ID: no ID needed just press #

Join Zoom Meeting

<https://metroparkstacoma-org.zoom.us/j/87257131676>

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** PARK GUIDES & COMMUNITY SAFETY UPDATE

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

**ROLL CALL**

**FLAG SALUTE**

**SPECIAL PRESENTATIONS**

HISPANIC HERITAGE MONTH PROCLAMATION

WELCOMING WEEK PROCLAMATION

**PRESIDENT'S REPORT**

**STANDING COMMITTEE & COMMISSION REPORTS**

**EXECUTIVE DIRECTOR'S REPORT**

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"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 September 11, 2023 by e-mailing them to [jenniferb@tacomaparks.com](mailto: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 September 11, 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**

(5-10) MINUTES OF THE AUGUST 28, 2023 REGULAR BOARD MEETING

**CONSENT AGENDA**

(11-12) **RESOLUTION NO. C70-23:** APPROVAL OF WARRANTS CLAIM FUND FOR AUGUST 2023

(Contact: Tania Wink, Chief Financial & Administrative Officer)

(13-16) **RESOLUTION NO. C71-23:** NW TREK WILDLIFE PARK TRAM STATION BID #J2021-05 FINAL ACCEPTANCE TO LAKE TAPPS CONSTRUCTION UNLIMITED

(Contact: Debbie Russell, Director of Business Administration & Planning)

**REGULAR AGENDA**

**PURCHASING RESOLUTIONS**

*(Requiring one reading for adoption)*

**PUBLIC WORKS PURCHASING RESOLUTIONS**

*(Requiring one reading for adoption)*

**SINGLE READING RESOLUTION**

*(Requiring one reading for adoption)*

**SECOND READING RESOLUTIONS**

*(Requiring two readings for adoption)*

(17-23) **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)

**FIRST READINGS:**

*(Requiring two readings for adoption)*

**UNFINISHED BUSINESS**

**NEW BUSINESS**

**BOARD COMMENTS**

**ADJOURNMENT**

**UPCOMING BOARD MEETINGS**

September 13, 2023	Capital Improvement Committee	5:00 PM	District Headquarters
September 18, 2023	Committee of the Whole	5:30 PM	District Headquarters
September 25, 2023	Regular Park Board Meeting	6:00 PM	District Headquarters
September 27, 2023	Capital Improvement Committee	5:00 PM	District Headquarters

\*Remote Option meeting details can be found on the Metro Parks Website [www.metroparkstacoma.org](http://www.metroparkstacoma.org)

\*Committee Meetings are subject to change - please check the Metro Parks Website, [www.metroparkstacoma.org](http://www.metroparkstacoma.org) for the most up to date meeting schedules.





**MINUTES OF REGULAR MEETING  
BOARD OF PARK COMMISSIONERS  
August 28, 2023**

**PRESENT:** Andrea Smith, President  
Michael Liang, Acting Clerk  
Tim Reid  
Rosie Ayala

**EXCUSED:** Aaron Pointer

**IN THE CHAIR:** Andrea Smith

**PLACE:** District Headquarters  
4702 S 19<sup>th</sup> St.

**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 excuse Commissioner Pointer and passed unanimously. Commissioner Liang was named acting clerk.

**SPECIAL PRESENTATIONS** Tacoma Parks Foundation

Hannah Fields, Interim Director of the Tacoma Parks Foundation was welcomed by the Board. Hannah commented that tonight the Board will be considering a resolution to accept and appropriate the August funds distribution for youth development programs, recreation scholarships, and a transit van for outdoor adventures. She noted additional funds received by Metro Parks included \$1,164,000 from the WA State Department of commerce for the Eastside Community Center construction. Hannah Fields also informed the Board about the Foundation's role with the final administration of the Beyond the Bell/Club B programs, and the Summer Teen Late Night Program. Ms. Fields also spoke about the community presence the Foundation had over the summer with local partners and businesses. Three new Foundation Board members were also introduced in the presentation.

Board members thanked the Foundation for their continued support and work on behalf of the District.

**PRESIDENT'S REPORT**

President Smith commented that a public meeting regarding the Fire Station 7 proposal is scheduled for August 31<sup>st</sup> at 6pm at the STAR Center.

## **STANDING COMMITTEE AND COUNCIL REPORTS**

### **Nature & Environment Advisory Council**

Commissioner Ayala commented that at their last meeting, agenda items included Titlow Park development plans, and the idea of a exploring a clam garden for the park.

### **Arts & Heritage Advisory Council**

Commissioner Liang commented that the council met last week. Agenda items included the idea of rotating art at community centers, and a City in a Park Master Plan update.

### **Business & Responsive Agency Advisory Council**

Commissioner Reid commented that this council met August 17<sup>th</sup>. Agenda items at the meeting included Human Resources Policy review, 2<sup>nd</sup> quarter financial review, and proposed improvements at Meadow Park Golf Course. Commissioner Reid noted that the council will be making nominations for the quarterly Parks Champion Award.

## **EXECUTIVE DIRECTOR'S REPORT**

Executive Director, Shon Sylvia commented on the following:

- Alan Varsik introduced the following new employees: Katie Schachtsick, Bianca Martin & Megan Rusin.
- ZEED won a Public Relations Society of America award under the category of Public Relations at the 2023 Puget Sound Summit Awards, for their hard work and collaboration with the development and implementation of the Wildlife Trafficking display at SeaTac airport.
- The Park Board- Mid Year Retreat is scheduled for Thursday, September 7th beginning at 9am at Titlow Lodge.

## **COMMUNITY COMMENTS**

Curt Mehlhaff commented on a recent article in the News Tribune about the Park Guide Program. He noted that he feels this program does not appropriately address safety funding as noted in the Levy Lid Lift.

## **MINUTES OF THE AUGUST 14, 2023 REGULAR BOARD MEETING**

Commissioner Liang moved to adopt the minutes as presented; seconded by Commissioner Ayala and passed on a vote of 4-0 (Commissioner Pointer being excused).

## **CONSENT AGENDA**

## **PURCHASING RESOLUTIONS**

**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)
2. PUGET SOUND HARDWARE FOR BEST KEY SYSTEM IN THE AMOUNT OF \$80,225.28 (INCLUDING WSST)
3. QUESTICA ENTERPRISE BUDGET MANAGEMENT SYSTEM IN THE AMOUNT OF \$326,157.29 (INCLUDING WSST)

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

Mark Knowlden commented that item 1 is for Meadow Park Golf Course and follows the Meadow Park Golf Course equipment replacement schedule.

Alan Varsik commented that item 2 is for an updated key system for Northwest Trek.

Tania Wink commented that item 3 is for an online budgeting system software. She noted that several other municipalities in the state use this particular software.

Being no additional comments the question was called, and the resolution passed on a vote of 4-0 (Commissioner Pointer being excused).

### **PUBLIC WORKS PURCHASING RESOLUTIONS**

**RESOLUTION NO. PW65-23:** POINT DEFIANCE PARK WATER UTILITY INVENTORY & ASSESSMENT- CONTRACT TO RH2 ENGINEERING, INC

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

Debbie Russell commented that this item was discussed at the August 16th CIC meeting with a recommendation for approval. Ms. Russell indicated that this went through an RFQ process, and a local firm was selected. Staff indicated that this contract will be for completing a water utility inventory for Point Defiance Park.

Being no additional comments the question was called, and the resolution passed on a vote of 4-0 (Commissioner Pointer being excused).

### **SINGLE READING RESOLUTIONS**

**RESOLUTION NO. R66-23:** ACCEPTING & APPROPRIATING \$219,327.67 IN CONTRIBUTIONS FROM THE TACOMA PARKS FOUNDATION FOR MULTIPLE METRO PARKS PROJECTS AND PROGRAMS

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

Mark Knowlden commented that staff is thankful for the work of the Foundation and for the funds brought in by the Tacoma Parks Foundation for multiple programs and projects.

Board members thanked the Tacoma Parks Foundation for their continued support.

Being no additional comments the question was called, and the resolution passed on a vote of 4-0 (Commissioner Pointer being excused).

**RESOLUTION NO. R67-23:** AMENDING OPERATING AGREEMENT WITH THE TACOMA PARKS FOUNDATION

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

Mark Knowlden commented that this resolution would allow for 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 for Beyond the Bell and Club B.

Being no additional comments the question was called, and the resolution passed on a vote of 4-0 (Commissioner Pointer being excused).

**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

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

Debbie Russell noted that this item was reviewed by the CIC on August 16<sup>th</sup> with a recommendation for approval. Ms. Russell commented that the permit is designed to protect and improve the water quality by requiring the City of Tacoma to implement a variety of stormwater management activities. Staff noted that MPT is a Secondary Permittee under the Permit with independent responsibility for discharges from small municipal separate storm sewers contained on its property.

Being no additional comments the question was called, and the resolution passed on a vote of 4-0 (Commissioner Pointer being excused).

**SECOND READINGS RESOLUTIONS** None

**FIRST READING RESOLUTIONS**

**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

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

Sandra Eliason noted that this resolution seeks to update two policies and their accompanying procedures. She commented on the policy review process. President Smith commented that both polices were discussed at the last COW meeting.



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.

Sandra Eliason commented that 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.

Being no additional comments, the resolution was moved to second reading at the September 11<sup>th</sup> Board Meeting.

**NEW BUSINESS** None

**UNFINISHED BUSINESS** None

**BOARD COMMENTS**

President Smith commented on her recent visit to NW Trek to experience the new electric trams.

**ADJOURN**

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

\_\_\_\_\_  
President

\_\_\_\_\_  
Clerk

Submitted by: Jennifer Bowman, Board Secretary



**METROPOLITAN PARK DISTRICT OF TACOMA**

**RESOLUTION NO. C70-23**

**APPROVAL OF WARRANTS CLAIM FUND FOR AUGUST 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 AUGUST 1, 2023 AND ENDING AUGUST 31, 2023.

WARRANTS CLAIM FUND

ACCOUNTS PAYABLE CLAIMS FUND:

Warrant Serial Numbers <u>340966</u> to <u>341230</u>	AMOUNT:	<u>\$7,372,389.67</u>
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PAYROLL CLAIMS FUND:

Warrant Serial Numbers <u>057503</u> to <u>057686</u>	AMOUNT:	<u>\$144,949.36</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>\$7,517,339.03</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 and Planning

**SUBJECT: NW Trek Wildlife Park Tram Station Bid #J2021-05  
Final Acceptance to Lake Tapps Construction Unlimited**

DATE: September 5, 2023

**EXECUTIVE SUMMARY:** This resolution authorizes final acceptance of NW Trek Wildlife Park Tram Station Improvements to Lake Tapps Construction Unlimited.

**BACKGROUND:** Metro Parks operates the Northwest Trek Wildlife Park. The tram station and tram tours are essential to the overall experience of every Trek visitor. NWT has purchased new electric trams for the free roaming area experience. The new tram station was designed to accommodate the operations of the electric trams. The tram station project improvements include:

- Three-phase electricity area for the trams and tram storage.
- Revised traffic access, updated animal security fencing, and pedestrian access improvements for ADA compliance and enhanced visitor experience.
- Electrical upgrades, improved traffic flow through the area, building charging “cradles” in the new tour station.

The construction contract was approved by the Board of Park Commissioners on May 10, 2021, with Resolution No. PW37-21 in the amount of \$1,476,935.20 for construction services. Change Orders No. 1-6 were all approved, consistent with MPT Purchasing Policy No. 100.003.

- Change Order #1 was issued to include the July 1, 2021 tax increase, removal of additional trees, temporary fencing, fire alarm copper lines and a temporary septic power installed. \$40,269.16.
- Change Order #2 was issued and included drainage modifications, and septic system revisions. \$68,820.39.
- Change Order #3 was issued and included additional construction days due to sewer issues, weather delays and shipping disruptions due to the global pandemic. Additional days: 63 days.
- Change Order #4 reviewed and passed by Park Board PW21-22 on March 28, 2022. CO#4 was issued to include fire alarm system installation, additional rebar, roadway grade adjustments additional chain link fencing installed, propone power and raceway revisions, and gate power raceway. \$44,458.44.

- Change Order #5 was issued for additional days and conduit re-work. \$21,323.60.  
Additional days: 20 days.
- Change Order #6 was issued for fire alarm AES Radio System, and downspout drainage.  
\$11,611.88.

The project was inspected by staff and was completed as specified. The final contract amount was \$1,663,418.67 with sales tax.

**FISCAL IMPACT:** The project funding includes:

**Funding:**

14TGO Regional Parks & Attractions/Northwest Trek Wildlife Park	\$624,345
2021 NW Trek Operating (05420910.597000.62094)	\$1,390,000
1 % for Art	-\$15,500
<b>Total</b>	<b>\$1,998,845</b>

**Budget:**

Planning & Design	\$263,087
Construction (includes tax)	\$1,663,419
Contingency & Permitting	\$72,339
<b>Total</b>	<b>\$1,998,845</b>

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

**METROPOLITAN PARK DISTRICT OF TACOMA**

**RESOLUTION NO. C71-23**

**NORTHWEST TREK WILDLIFE PARK TRAM STATION IMPROVEMENTS  
PROJECT NO J2021-05  
FINAL ACCEPTANCE TO LAKE TAPPS CONSTRUCTION UNLIMITED**

WHEREAS, the Board of Park Commissioners of the Metropolitan Park District of Tacoma desired to make improvements to Northwest Trek Wildlife Park Tram Station; and

WHEREAS, at the meeting of May 10, 2021, the Board of Park Commissioners approved the contract with Lake Tapps Construction Unlimited; and

WHEREAS, Lake Tapps Construction Unlimited has completed the project as specified and inspected by staff; Now, therefore, be it

RESOLVED by the Board of Park Commissioners of the Metropolitan Park District of Tacoma that: Acceptance of the Northwest Trek Wildlife Park Tram Improvements Project J2021-05;

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: 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](mailto:sandrae@tacomaparks.com), or Policy and Government Relations Officer Hunter George at 253-686-9553 or [hunterg@tacomaparks.com](mailto: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

**AUTHORITY OF THE BOARD AND EXECUTIVE DIRECTOR**

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

**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:

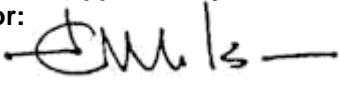
A. The Executive Director will be solely responsible to the Board for the administration of all units of Metro Parks Tacoma. Except for the purpose of seeking clarification of information provided by a staff member or for inquiry of a general nature, the Board and its members will deal with the administrative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

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

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

**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~~in 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 an MPT asset ~~park, recreation area, facility or feature.~~

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

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.