

**METROPOLITAN PARK DISTRICT
OF TACOMA**



AGENDA

September 25, 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: 853 3572 5177

Participant ID: no ID needed just press #

Join Zoom Meeting

<https://metroparkstacoma-org.zoom.us/j/85335725177>

**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

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 September 25, 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 September 25, 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 SEPTEMBER 11, 2023 REGULAR BOARD MEETING

CONSENT AGENDA

(9-12) **RESOLUTION NO. C72-23:** MEADOW PARK GOLF COURSE BRIDGE REPAIRS (HOLE #13) PROJECT NO J2021-06 FINAL ACCEPTANCE TO WILDWOOD CARPENTRY LLC.
(Contact: Debbie Russell, Director of Business Administration & Planning)

REGULAR AGENDA

PURCHASING RESOLUTIONS

(Requiring one reading for adoption)

(13-16) **RESOLUTION NO. P73-23:** AUTHORIZING PURCHASE OF GOOD AND SERVICES FOR METRO PARKS TACOMA
1. STATE OF WASHINGTON DEPARTMENT OF ECOLOGY- WASHINGTON CONSERVATION CORPS FOR HABITAT RESTORATION AND VEGETATION MANAGEMENT IN AN AMOUNT NOT TO EXCEED \$185,000 FOR 2023 & 2024
(Contact: Mark Knowlden, Interim Director of Parks & Recreation)

PUBLIC WORKS PURCHASING RESOLUTIONS

(Requiring one reading for adoption)

SINGLE READING RESOLUTION

(Requiring one reading for adoption)

(17-20) **RESOLUTION NO. R74-23:** AUTHORIZING THE EXECUTIVE DIRECTOR TO NEGOTIATE A CONTRACT WITH LANCER HOSPITALITY WASHINGTON FOR OPERATION AND MANAGEMENT OF THE FOOD & BEVERAGE OPERATIONS AT POINT DEFIANCE ZOO & AQUARIUM, NORTHWEST TREK WILDLIFE PARK AND OWEN BEACH RECREATION AREA
(Contact: Alan Varsik Director of Zoological & Environmental Education)

(21-24) **RESOLUTION NO. R75-23:** 2023 RECREATION & CONSERVATION OFFICE (RCO) LPM GRANT APPLICATIONS AUTHORIZING RESOLUTION: VERLO SPRAYGROUND FILTRATION
(Contact: Debbie Russell, Director of Business Administration & Planning)

SECOND READING RESOLUTIONS

(Requiring two readings for adoption)

FIRST READINGS:

(Requiring two readings for adoption)

(25-29) **RESOLUTION NO. RR76-23:** UPDATING POLICY 000.001 POLICY &
PROCEDURES OF THE BOARD OF PARK COMMISSIONERS
(Contact: Shon Sylvia, Executive Director)

UNFINISHED BUSINESS

NEW BUSINESS

BOARD COMMENTS

ADJOURNMENT

UPCOMING BOARD MEETINGS

September 27, 2023	Capital Improvement Committee	5:00 PM	District Headquarters
October 9, 2023	Regular Park Board Meeting	6:00 PM	STAR Center
October 16, 2023	Committee of the Whole	5:30 PM	District Headquarters
October 11, 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
September 11, 2023**

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

REMOTE: Aaron Pointer

IN THE CHAIR: Andrea Smith

PLACE: District Headquarters
4702 S 19th St.

STUDY SESSION PARK GUIDES & COMMUNITY SAFETY UPDATE

Mark Knowlden opened the presentation by informing the Board that the park guides are just a piece of the park ranger system being developed. He noted the challenges the District faces in keeping parks safe and secure. Mr. Knowlden commented that the guide program is a part of a tiered approach with other components that will be implemented over time.

Daniel Mero was introduced. Mr. Mero commented on the development of the park guide position and the role they play in incident response, policy education, visitor services, and external partner liaison. Mr. Mero then commented on the park guide mission: *MPT Park Guides create meaningful engagement with our community where they play, learn, and grow* and the park guide vision *MPT Park Guides are community's field connection to all the resources that Metro Parks Tacoma has to offer, and Metro Parks Tacoma's field connection to our community*. The four new park guides were introduced.

Mr. Mero commented that the primary focus to date has been the park guide role in the District's larger visitor compliance program. He then explained the delineation of their responsibilities in context with contracted security and commissioned police officers. Mr. Mero stated that this provides a tiered response to safety and compliance concerns: education and engagement from the guides, who can escalate concerns to contracted security in an effort to develop voluntary compliance, and ultimately, if appropriate commissioned officers for ordinance enforcement. Park Guide visitor engagement results data was then shared with the Board.

President Smith requested a status update on the program in 6 months.

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.

Commissioner Liang was named acting clerk as Commissioner Pointer attended the meeting remotely.

SPECIAL PRESENTATIONS

HISPANIC HERITAGE MONTH PROCLAMATION

Commissioner Ayala read the proclamation into the record recognizing and honoring September 15- October 15 as Hispanic Heritage Month.

WELCOMING WEEK PROCLAMATION

President Smith read the proclamation into the record recognizing and honoring September 8-17 as Welcoming Week.

PRESIDENT'S REPORT

President Smith commented that the Board held its mid-year retreat on Thursday, September 7th. Agenda items included discussion around the District's strategic plan work, capital planning and community safety.

President Smith commented that she attended the Asia Pacific Cultural ground breaking last week. Commissioners Reid and Laing commented they attended the event as well.

STANDING COMMITTEE AND COUNCIL REPORTS

Joint Municipal Action Committee

Commissioner Ayala commented that JMAC met last week. The committee was updated on the summer late night program.

Arts & Heritage Advisory Council

Commissioner Liang commented that the council is scheduled to meet next week.

EXECUTIVE DIRECTOR'S REPORT

Executive Director, Shon Sylvia commented on the following:

- Point Defiance Zoo & Aquarium has received accreditation from the Association of Zoos & Aquariums.
- Point Defiance Zoo & Aquarium recently celebrated the success of their summer Youth Volunteers for all their hard work at the zoo. Combined, the youth volunteers worked 7,421 hours during the summer of 2023.
- Northwest Trek is happy to announce that the new all-electric trams will be opening to the public on September 20th.
- Upcoming Co-create to Recreate Events: STAR Center September 12th at 5:30pm & Eastside Community Center September 20th at 5:30pm.
- Debbie Russell introduced new employee Amber Udelhoven.

COMMUNITY COMMENTS

Curt Mehlhaff thanked the Board for the opportunity to attend last week’s Board retreat. He noted that he appreciates the multi-agency planning occurring. He noted his concerns about city zoning changes that are impacting population density and affecting parks. Mr. Mehlhaff commented that the District’s 10-minute walk to a park goal is aspirational but will be difficult to achieve.

President Smith commented that through the Geen School Yards initiative more spaces are being opened up for public recreation and used to help achieve the 10-minute walk goal.

MINUTES OF THE AUGUST 28, 2023 REGULAR BOARD MEETING

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

CONSENT AGENDA

RESOLUTION NO. C70-23: APPROVAL OF WARRANTS CLAIM FUND FOR AUGUST 2023

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

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

PURCHASING RESOLUTIONS None

PUBLIC WORKS PURCHASING RESOLUTIONS None

SINGLE READING RESOLUTIONS None

SECOND READINGS 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

This resolution was moved and seconded at the August 28th Regular Board meeting.

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

FIRST READING RESOLUTIONS None

NEW BUSINESS None

UNFINISHED BUSINESS None

BOARD COMMENTS

ADJOURN

Being no further business, the meeting was adjourned at 6:30p.m.

President

Clerk

Submitted by: Jennifer Bowman, Board Secretary



MEMORANDUM

TO: Board of Park Commissioners

THROUGH: Shon Sylvia, Executive Director

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

**SUBJECT: Meadow Park Golf Course Bridge Repairs (Hole #13), Project No. J2021-06
Final Acceptance to Wildwood Carpentry LLC.**

DATE: September 20, 2023

EXECUTIVE SUMMARY: This resolution authorizes final acceptance of Meadow Park Golf Course Bridge Repairs (Hole #13) to WILDWOOD CARPENTRY LLC.

BACKGROUND: Metro Parks operates the Meadow Park Golf Course. The golf course includes a club house, pro shop, driving range, and the course. Overall improvements completed during previous phases and under separate contracts include the lighting for the driving range and the putting green, as well as upgrades to the restaurant and kitchen in the clubhouse building.

This bridge repair project at Hole 13 included repairing all undermined foundations associated with the bridge, supplementing the existing timber retaining wall below the southeastern end of the bridge (the existing timber wall will remain in place), improvements to the existing draining system at each end of the bridge, armoring the existing slopes beneath the existing bridge, remove and replace the existing railing on either side of the existing bridge, and repairs to the existing diagonal rod bracing between existing struts.

Upon completion of the initial project scope, a pre-existing wall downslope of the bridge unexpectedly began to fail. The failed existing timber wall created increased opportunities for erosion of the soil surrounding the existing bridge footings. As such, Change Order #4 was required to resolve the stabilization of the existing bridge footing and removal of the failed wall. A team of professional engineers designed a solution that kept the bridge footings in place by installing piles into the footings and protecting the slopes around them.

Substantial Completion for the project was issued on April 27, 2023. The bridge, which was shut down waiting for these structural improvements, is now back open to the users of the golf course.

The contract was approved by the Board of Park Commissioners on May 10, 2021, with Resolution No. PW35-21 in the amount of \$214,339.00 for construction services. Change Orders No. 1-6 were all approved, consistent with MPT Purchasing Policy No. 100.003

- CO#1 was issued to replace rotted deck planks and for a sales tax increase as of July 1, 2021. The additional contract amount and time extension for plank replacement were \$1,921.80. 72 additional days.

- CO#2 was issued for mitigation plan slope protection, basin relocation, basins out of CMU and split rain fencing for \$46,105.40. 14 additional days.
- CO#3 was issued for non-compensable days due to weather. 76 additional days.
- CO#4 was issued to repair the pre-existing wall downslope of the bridge that began to fail and increased erosion of soil surrounding the existing bridge footing. Change order #4 carried out a wall stabilization solution designed by professional engineers to keep the bridge footings in place by installing soil nails and piles into the footings and protecting the slopes around them, a new shotcrete-faced soil under the footings, and installation of erosion control matting on the steep slope below the footings for \$387,640.53. 162 additional days.
- CO#5 was issued for additional days required due to delays as a result of harsh weather conditions and unforeseen delays procuring products, materials, and subcontractors. 88 additional days.
- CO#6 was issued for additional work required to stabilize caving soil for grout adhesion, drilling, soil nail installation, silt fence and straw wattle for hillside stabilization for \$19,345.05. No additional days.

The project was inspected by staff and was completed as specified. The final contract amount was \$669,351.78 with sales tax.

FISCAL IMPACT: The project funding includes:

Funding:

2014 Park Bond (Neighborhood Parks & Recreations, Small Capital Improvements)	\$176,000
2014 Park Bond Meadow Park Golf Course	\$41,231
Meadow Park Golf Course Operating	\$670,000
1 % for Art	-\$6,150
Total	\$881,081

Budget:

Planning & Design	\$122,931
Construction (includes tax)	\$669,352
Other Costs-Permitting, Testing & Inspections	\$11,519
Contingency	\$77,279
Total	\$881,081

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. C72-23

**MEADOW PARK GOLF COURSE BRIDGE REPAIRS (HOLE #13)
PROJECT NO J2021-06
FINAL ACCEPTANCE TO WILDWOOD CARPENTRY LLC.**

WHEREAS, the Board of Park Commissioners of the Metropolitan Park District of Tacoma desired to make repairs to Meadow Park Golf Course Bridge; and

WHEREAS, at the meeting of September 13, 2021, the Board of Park Commissioners approved the contract with Wildwood Carpentry LLC; and

WHEREAS, Wildwood Carpentry LLC, 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 Meadow Park Golf Course Bridge Repairs (Hole #13) Project J2021-06;

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: Mark Knowlden, Interim Director of Parks and Recreation Department
SUBJECT: Purchasing Resolution
DATE: September 19, 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:

Item No. 1

VENDOR	State of Washington Department of Ecology - Washington Conservation Corps
GOODS OR SERVICES	Habitat Restoration and Vegetation Management
PRICE	2023 & 2024 – Not to exceed \$185,000.00
SOURCE OF FUNDING	2023 & 2024- Parks and Recreation Department Operating Funds
CONTACT	Mark Knowlden - (253) 255-2487

BACKGROUND: Metro Parks has been successful in our partnership with the Department of Ecology/Washington Conservation Corps (WCC) since 2009, we have and would like to continue to utilize crews for habitat restoration and vegetation management projects throughout our natural areas.

Metro Parks is committed to providing healthy parks and natural areas for our citizens to enjoy, as well as providing urban wildlife habitats. The WCC Crew consists of a fully-equipped six person field crew with leadership, tools, transportation, training and health insurance.

The WCC's mission is to conserve and enhance the natural resources of Washington State and provide young adults an opportunity to enrich themselves through meaningful work in service to the community. The partnership benefits the district in many ways, as the WCC shares and promotes many of the same values as MPT; natural resource stewardship, volunteerism, community service, and youth enrichment. This is an excellent opportunity which helps us achieve our continued environmental stewardship and habitat restoration goals. There are

currently no work crews which represent a functional equivalent relative to alignment of mission and cost savings for the district. WCC is the only practical provider to assist in achieving our environmental stewardship goals for habitat restoration and vegetation management.

FISCAL IMPACT: These expenses are budgeted in the department operating funds.

ADDITIONAL INFORMATION: For additional information, please contact, Mark Knowlden, Interim Director of Parks & Recreation at (253) 404-3966 or mark.knowlden@tacomaparks.com

METROPOLITAN PARK DISTRICT OF TACOMA

PURCHASING RESOLUTION NO. P73-23

**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. P73-23

Item No. 1

VENDOR	State of Washington Department of Ecology - Washington Conservation Corps
GOODS OR SERVICES	Habitat Restoration and Vegetation Management
PRICE	2023 & 2024 – Not to exceed \$185,000.00
SOURCE OF FUNDING	2023 & 2024 - Parks and Recreation Department Operating Funds
CONTACT	Mark Knowlden - (253) 255-2487



MEMORANDUM

TO: Board of Park Commissioners

THROUGH: Shon Sylvia, Executive Director

FROM: Alan Varsik, Director of Zoological & Environmental Education

SUBJECT: **Authorization for the Executive Director to negotiate a contract with Lancer Hospitality Washington for operation and management of the Food & Beverage Operations at Point Defiance Zoo & Aquarium, Northwest Trek Wildlife Park and Owen Beach Recreation Area**

DATE: September 14, 2023

EXECUTIVE SUMMARY: Staff requests that the Board of Park Commissioners authorize the Executive Director to negotiate a contract with Lancer Hospitality Washington LLC, a Washington limited liability company for operation and management of the food and beverage operations at Point Defiance Zoo & Aquarium, Northwest Trek Wildlife Park and Owen Beach Recreation Area.

BACKGROUND: Metro Parks Tacoma entered into an agreement with Lancer Hospitality Washington LLC on October 1, 2009, the agreement allowed one six-year extension. Due to Covid closure, Metro Park provided an additional year on the contract and the current contract ends on December 31, 2023. No additional extensions were permitted.

On April 17, 2023 Metro Parks Tacoma issued a request for proposals for food and beverage services for Point Defiance Zoo & Aquarium, Northwest Trek Wildlife Park and Owen Beach Recreation. A mandatory walk through of the facilities took place on May 1st and 2nd and six national companies participated. Proposals were due on June 16, 2023 and we received two; one from the SSA Group and Lancer Hospitality, we invited both vendors to present on July 17, 2023. Staff scored the proposals and the presentations, with Lancer scoring the highest points. The new agreement will include commitments to leveraging their network of supplier to create connections with local, smaller service providers for goods and services. Also, a commitment to having at least 25% of the menu items be healthy options adhering to the Healthy Food Guidelines.

This partnership supports ZEED's objective of promoting sustainability as it includes focused metrics on reducing carbon footprint of goods. This partnership also supports Performance Measure #5 of the current District Strategic Plan: Percentage of the MPT budget defined as non-tax revenue as follows:

- Develop, evaluate and implement strategies to expand the District's revenue base
- Explore means to improve overall financial efficiencies
- Ensure that business operations maximize efficiencies in operations and effectiveness in service delivery.

FISCAL IMPACT: Concession operations are one of the ways in which we support the core mission-related functions of conservation, education and zoological, so identifying ways to maximize the net return from food and beverage sales is critical. Based on the proposal, staff anticipates that Metro Parks would conservatively net nearly \$7.2 million over the ten-year term of the new agreement.

Lancer Hospitality Washington proposes to pay a fixed rent, a percentage of gross sales (less tax and discounts) in addition to a capital investment in the operations.

Proposed	Annual Range	10-year Projection
Sales:	\$5,669,116	\$56,691,162
Commission:	\$919k - \$1.1 million	\$9.2 million
Fixed Rent:	\$642k	\$6,438,488
Capital Investment:		\$1,484,300

ADDITIONAL INFORMATION: For additional information, please contact Alan Varsik, Director of Zoological & Environmental Education, at alan.varsik@pdza.org or 253-404-3634.

METROPOLITAN PARK DISTRICT OF TACOMA

RESOLUTION NO. R74-23

AUTHORIZING THE EXECUTIVE DIRECTOR TO NEGOTIATE A CONTRACT WITH LANCER HOSPITALITY WASHINGTON FOR OPERATION AND MANAGEMENT OF THE FOOD & BEVERAGE OPERATIONS AT POINT DEFIANCE ZOO & AQUARIUM, NORTHWEST TREK WILDLIFE PARK AND OWEN BEACH RECREATION AREA

WHEREAS, on April 17, 2023 Metro Parks Tacoma issued a request for proposals for food and beverage services for Point Defiance Zoo & Aquarium, Northwest Trek Wildlife Park and Owen Beach Recreation.; and

WHEREAS, a mandatory walk through of the facilities took place on May 1st and 2nd, and six national companies participated; and

WHEREAS, our facilities were two of six national attractions that Event Network (EN), LLC would assume the retail operations and purchasing at; and

WHEREAS, proposals were due on June 16, 2023 and we received two; one from the SSA Group and Lancer Hospitality, we invited both vendors to present on July 17, 2023; and

WHEREAS, staff scored the proposals and the presentations, with Lancer receiving the highest points; so 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 a contract with Lancer Hospitality Washington for operation and management of the Food & Beverage Operations at Point Defiance Zoo & Aquarium, Northwest Trek Wildlife Park and Owen Beach Recreation Area.

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: Debbie Russell, Director of Business Administration & Planning

SUBJECT: 2023 Recreation & Conservation Office (RCO) Local Parks Maintenance Program Grant Applicant Authorization – Verlo Playfield Sprayground Filtration

DATE: September 18, 2023

EXECUTIVE SUMMARY: The Recreation & Conservation Office (RCO) is accepting grant applications for the Local Parks Maintenance Program (LPM) in its first year. These funds are designated for deferred maintenance projects. Staff have been preparing an application for the LPM grant that is consistent with the criteria established by RCO to support the District’s Capital Improvement Program (CIP). As part of the application process, RCO requires that the submitting agency pass an Authorizing Resolution as a commitment to the funding request.

BACKGROUND: The RCO was established to coordinate and administer eleven outdoor recreation and conservation grant programs as a single clearinghouse for application, review, and contract award. Each organization can submit one application. RCO requires that local agencies approve a resolution authorizing application for funding assistance. The application due date is 9/18/2023 with a resolution authorization extension until 9/28/2023.

Funding announcements are expected in October 2023. Grant awarded funds must be used by June 30, 2025. The following is an overview of the grant process schedule for the RCO LPM Grant:

- | | |
|---|---------------------|
| ○ August 15, 2023 | Application Webinar |
| ○ August 15, 2023 | Applications Open |
| ○ September 18, 2023 | Applications Due |
| ○ September 28, 2023 – October 25, 2023 | Project Evaluation |
| ○ October 31, 2023 tentative | Grants Awarded |
| ○ June 30, 2025 | Project Completion |

Staff are proposing to submit the following application:

Verlo Playfield Sprayground Filtration RCO Local Parks Maintenance Grant Program:

- Total Project Cost: \$130,000
- Grant Request: \$100,000
- Matching Funds: Not Required

Description: Metro Parks Tacoma is seeking RCO Local Park Maintenance funds to support the maintenance and repair of filtration equipment at the Verlo Playfield Sprayground in Tacoma, WA. The current system is 20 years old and is failing frequently, reducing operation hours. Many of the system components are no longer in production and need to be manufactured or retrofitted to sustain function. This project will ensure reliable operation hours and improved water quality by addressing aging systems including the filtration pump and motor, feature supply pump and motor, a master control system, ultraviolet reactor, and controls, and installing a chemical feed and monitoring control that meets current standards for monitoring vitals real time and remotely. This work will be completed by a skilled contractor. The sprayground operates seven days a week in the summer months and provides neighbors with a place to cool off in hot weather in an area with only twenty percent tree canopy cover. Verlo Playfield serves a diverse, low-income community providing active and passive recreational opportunities. This grant would expedite construction and allow for completion by Spring 2024.

FISCAL IMPACT: RCO is offering \$5,000,000 in total grant funding. Each entity can apply for up to \$100,000 with no match required. The project cost including contingency is \$130,000. Parks and Recreation will commit funds from 2024 Major Maintenance to support this project.

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. R75-23

**2023 RECREATION & CONSERVATION OFFICE (RCO)
LPM GRANT APPLICATIONS
AUTHORIZING RESOLUTION:
VERLO SPRAYGROUND FILTRATION**

WHEREAS, this resolution authorizes the person(s) identified below to act as the representative/agent on behalf of our organization and to legally bind our organization with respect to the Project(s) for which we seek grant funding assistance managed through the Recreation and Conservation Office; and;

WHEREAS grant assistance is requested by our organization to aid in financing the cost of the Project referenced above;

NOW, THEREFORE, BE IT RESOLVED that:

1. Our organization has applied for or intends to apply for funding assistance managed by the Office for the above “Project.”

2. Our organization authorizes the following persons or persons holding specified titles/positions (and subsequent holders of those titles/positions) to execute the following documents binding our organization on the above projects:

Grant Document	Routing Order	Name of Signatory and Title of Person Authorized to Sign	Email Address
Grant application (submission thereof)		Kristi Evans, Chief Planning Officer	kristie@tacomaparks.com
Project contact (day-to-day administering of the grant and communicating with the RCO)		Kristi Evans, Chief Planning Officer	kristie@tacomaparks.com
Agreement/amendment approver ¹	1	Debbie Russell, Director of Business Admin & Planning	debbie.russell@tacomaparks.com
Agreement/amendment approver	2		
Agreement/amendment approver	3		
Agreement/amendment approver	4		
RCO Grant Agreement signer ²		Shon Sylvia, Executive Director	shons@tacomaparks.com
Agreement amendments signer ²		Shon Sylvia, Executive Director	shons@tacomaparks.com

The above persons are considered an “authorized representative(s)/agent(s)” for purposes of the documents indicated. Our organization shall comply with a request from the RCO to provide updated documentation of authorized signers, if needed.

3. Our organization acknowledges and warrants, after conferring with its legal counsel, that its authorized representative(s)/agent(s) have full legal authority to act and sign on behalf of the organization for their assigned role/document.

4. Grant assistance is contingent on a signed Agreement. Entering into any Agreement with the Office is purely voluntary on our part.

5. Our organization understands that grant policies and requirements vary depending on the grant program applied to, the grant program and source of funding in the Agreement, the characteristics of the project, and the characteristics of our organization.

6. Any grant assistance received will be used for only direct eligible and allowable costs that are reasonable and necessary to implement the project(s) referenced above.

7. Our organization acknowledges that the grant will only be used for maintenance of local park property owned by our organization.

8. This resolution/authorization is deemed to be part of the formal grant application to the Office.

9. Our organization warrants and certifies that this resolution/authorization was properly and lawfully adopted following the requirements of our organization and applicable laws and policies and that our organization has full legal authority to commit our organization to the warranties, certifications, promises, and obligations set forth herein.

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: Shon Sylvia, Executive Director

SUBJECT: Updating Policy & Procedures for the Board of Park Commissioners (000.001)

DATE: September 19, 2023

EXECUTIVE SUMMARY: This resolution seeks to update Policy 000.001, Policy & Procedures of the Board of Park Commissioners.

BACKGROUND: The District is committed to reviewing all of its policies and procedures and updating where necessary. Policy 000.001 establishes the Policies & Procedures Board of Park Commissioners. The policy is designed to provide elected and appointed officials, employees, and the general public with clearer information on how the Board of Park Commissioners conducts the public's business and what opportunities the public has for presenting its advice, requests and input on matters under consideration by Metro Parks Tacoma.

Policy 000.001, Policy & Procedures of the Board of Park Commissioners, is proposed to be modified in the following ways:

- Add clarifying definition related to the purpose of this policy
- Update with more inclusive language including gender neutral pronouns
- Update language to reflect more opportunities for community comment
- Add the formality of a motion to approve the location change of a future Regular Board Meeting
- Define the purpose of Committee of the Whole Meetings
- Establish guidelines for remote participation by Commissioners at meetings
- Minor language clean up to provide consistency throughout the policy
- Remove time constraints related to Study Sessions
- Moving Board meeting agenda and meeting details out of the policy and into the procedures

These policy and procedure changes were reviewed by ad hoc committees that included MPT staff. Additional review and edits were made following requests by Commissioners at the August 21, 2023 Committee of the Whole meeting. Staff and the Board have also completed equity reviews of this policy update.

The procedures for implementing Policy 000.001 will be updated separately by the Executive Director in consultation with the Board President.

FISCAL IMPACT: There is no known fiscal impact.

ADDITIONAL INFORMATION: For additional information place contact Executive Director, Shon Sylvia at 253.305.1072 or shons@tacomaparks.com.

METROPOLITAN PARK DISTRICT OF TACOMA

RESOLUTION NO. RR76-23

**UPDATING POLICY 000.001 POLICY & PROCEDURES
OF THE BOARD OF PARK COMMISSIONERS**

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 000.001, Policy & Procedures of the Board of Park Commissioners, identified a need to provide additional clarity and definition related to the purpose of this policy; change gender-specific language to gender-neutral language; update language to allow for additional opportunities for community comments; add definition to Board Committees; and add language to address remote meeting attendance, and

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

RESOLVED that the Board of Park Commissioners of the Metropolitan Park District of Tacoma adopt updates to Policy 000.0001, Policy & Procedures of the Board of Park Commissioners, 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

POLICY AND PROCEDURES OF THE BOARD OF PARK COMMISSIONERS

Policy No.: 000.001	Resolution No.: RR75- 49RR77-23	Date Approved: 12/9/19	Equity Review Date: 8/10/23	Supersedes the following Resolutions & Policies: 43-92, 5-97, 144-98, R10-99, 51-02, R106-02; Board motion on 3/27/07; Board Motion 2/22/10; RR86-09, RR76-19
Date procedures adopted by the Executive Director: 6/17/13		Procedure revision date:	Procedures approved by the Executive Director:	

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

Purpose: The Metropolitan Park District of Tacoma (Metro Parks Tacoma) is accountable to ~~its citizens~~ the community for its use of public dollars. ~~The limited financial resources of Metro Parks Tacoma must be wisely used to ensure adequate funding to support the services, public facilities, and infrastructure necessary to meet the community's present and future needs.~~

This *Policy and Procedures of the Board of Park Commissioners* establishes how the Board will conduct its governance and business affairs, with the intent of managing resources to ensure efficient and effective programs, services, and facilities to meet the community's present and future needs the operating policy for Board of Park Commissioners. ~~Within this policy, the Board of Park Commissioners establishes how it will conduct the business affairs of the Board and establish how business may be brought before the Board for action.~~

The policy is designed to provide elected and appointed officials, employees, and the general public with clearer information on how the Board of Park Commissioners conducts the public's business and what opportunities the public has for presenting its advice, requests and input on matters under consideration by Metro Parks Tacoma.

Definitions: A policy establishes the standards and requirements for managing affairs.
A procedure describes the operational processes necessary to implement policy.

Policy Requirements:

- Section I. The Board of Park Commissioners is charged with establishing the policy direction for the Metropolitan Park District of Tacoma under Washington State law. While recognizing the formal legal name of the entity as the Metropolitan Park District of Tacoma, Pierce County, Washington the Board desires that the name of Metro Parks Tacoma be utilized in all references not requiring the formal legal name of the organization.
- Section II. This *Policy and Procedures of the Board of Park Commissioners* identifies the enabling legislation for Metro Parks Tacoma, the Board-adopted rules and regulations governing the conduct of meetings of the Board of Park Commissioners and other matters related to the conduct of business by the Board.
- Section III. The enabling legislation governing Metro Parks Tacoma is RCW 35.61. In addition, other local, state, and federal laws and regulations govern the conduct and business of Metro Parks Tacoma.
- Section IV. Officers of the Board of Park Commissioners are as follows:
 - A. Board President
 - B. Board Clerk
 - C. Term of office is for one year or until new officers have been elected as provided below.
 - D. Nomination of officers of the Board shall be at the last meeting in the prior calendar year and at the first meeting in the new calendar year.
 - E. Election of officers shall be at the first meeting in the new calendar year. The new

officers shall immediately take office upon the conclusion of the voting by the Board of Park Commissioners.

- F. The Board shall appoint a Board Secretary from within the administrative staff of Metro Parks Tacoma to take minutes of the meetings of the Board of Park Commissioners.

Section V. The fiscal year of the Metropolitan Park District of Tacoma shall be from January 1 through December 31.

Section VI. Meetings of the Board of Park Commissioners shall be conducted as follows:

- A. Meetings shall be held in accordance with all provisions of the Washington State Open Public Meetings Act as provided in RCW 42.30.
- B. Regular meetings: Second and fourth Mondays of each month unless changed by resolution of the Board of Park Commissioners and announced to the public. The location of the Board meetings shall be at the administrative headquarters, 4702 South 19th Street, Tacoma, WA unless changed by ~~resolution~~ a motion approved by the Board.
- C. Time of Meeting: The Board will begin consideration of the Agenda at 6:00 PM or as close to that time as possible following the conclusion of any earlier Study Session. ~~No Study Session preceding a regular meeting shall begin earlier than 5:00 PM.~~
- D. Executive Session: May be held at any time during a regular or special meeting in accordance with the requirements of RCW 42.30.
- E. Study Sessions: Allows for the presentation of information to the Board by staff, consultants, or community members in an arena where the Board is not in a decision-making mode. Rather, the Board is afforded the opportunity to receive information, ask questions, and consider options regarding the various matters under discussion.
- ~~E.F.~~ Community comment or input may be accepted at the discretion of the Board President. The public is not permitted to ask questions during a Study Session. The Board may not take formal action during a Study Session.
- ~~F.G.~~ Public Hearings: Public hearings to seek and receive citizen input regarding matters under consideration by the Board of Park Commissioners may be scheduled as part of any regular or special meeting of the Board of Park Commissioners. During a public hearing citizen-community comments will be taken and included as part of the official record of proceedings of the Board of Park Commissioners.
- ~~G.H.~~ Community Comments: Community members are afforded an opportunity at each regular and special meeting of the Board of Park Commissioners to offer their comments to the Board. Community members are limited to a three (3) minute time limit and may only speak once during the Community Comment period at each meeting. Community Comments may also be accepted in writing or voicemail through the Board Secretary prior to a Board meeting and distributed to the Board. Comments will be included as part of the official record of the meeting.
- ~~H.I.~~ Special Meetings: May be called by the President of the Board of Park Commissioners or as agreed upon by at least three (3) members of the Board. Time and place of the meeting to be announced with notice given to the media at least 24 hours in advance of the meeting, except in the case of an emergency.
- J. Quorum: Three (3) commissioners.
- ~~I.K.~~ Committee of the Whole Meetings: The Committee of the Whole (COW) is a meeting in which the Board is considered one large committee. All members of the Board are members of such committee. This is usually done for the purposes of discussion, education and debate on a variety of issues, and allows for greater interactions between board members. Community comment or input may be accepted at the discretion of the Board President.
- ~~J.L.~~ Minutes: The Board Secretary shall take and prepare the meeting minutes for subsequent review and approval by the Board. Voice-tape/Digital recordings shall also be made of the Board meeting.
- M. Notice to the Media: Notice of Board meetings together with a copy of the agenda shall be forwarded to the Tacoma News Tribune and all other members of the media making formal request of the Board Secretary.

Section VII. Remote Participation in meetings

Park Board Members are encouraged to attend all meetings in-person; however, members may, from time to time, attend meetings remotely in accordance with the Open Public Meetings Act (OPMA) as provided in RCW 42.30.

Section VIII The Board of Park Commissioners authorizes the Executive Director to work with the Board

President to create the necessary procedures within three months to implement these policies.