

**METROPOLITAN PARK DISTRICT
OF TACOMA**



AGENDA

October 9 2023

6:00 P.M.

STAR Center

3873 S. 66th St.

Tacoma, WA 98409

Or

Join Remotely

Via Telephone: 1-253-215-8782

Enter Meeting ID: 858 8498 3614

Participant ID: no ID needed just press #

Join Zoom Meeting

<https://metroparkstacoma-org.zoom.us/j/85884983614>

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

VISION STEP TEAM

INDIGENOUS PEOPLES DAY PROCLAMATION

GREEN TACOMA DAY PROCLAMATION

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 October 9, 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 October 9, 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 25, 2023 REGULAR BOARD MEETING

CONSENT AGENDA

(9-10) **RESOLUTION NO. C78-23:** APPROVAL OF WARRANTS CLAIM FUND FOR SEPTEMBER 2023
(Contact: Tania Wink, Chief Financial & Administrative Officer)

REGULAR AGENDA

PURCHASING RESOLUTIONS

(Requiring one reading for adoption)

(11-14) **RESOLUTION NO. P79-23:** AUTHORIZING PURCHASE OF GOOD AND SERVICES FOR METRO PARKS TACOMA
1. ASSOCIATED PETROLEUM PRODUCTS, INC. FOR BULK FUEL (RESALE & OPERATING) CHANGE ORDER IN THE AMOUNT OF \$75,000
(Contact: Mark Knowlden, Interim Director of Parks & Recreation)

PUBLIC WORKS PURCHASING RESOLUTIONS

(Requiring one reading for adoption)

(15-18) **RESOLUTION NO. PW80-23:** POINT DEFIANCE ZOO & AQUARIUM SOUTH PACIFIC AQUARIUM (SPA) EXHIBIT IMPROVEMENTS CHANGE ORDER NO. 7 CONTRACT 2022103J PEASE CONSTRUCTION, INC. BID NO. J2022-14
(Contact: Debbie Russell, Director of Business Administration & Planning)

SINGLE READING RESOLUTION

(Requiring one reading for adoption)

(19-20) **RESOLUTION NO. R81-23:** ACCEPTING AND APPROPRIATING \$135,000 EVENT NETWORK FOR CAPITAL IMPROVEMENTS OF PLAZA GIFTS AT POINT DEFIANCE ZOO & AQUARIUM
(Contact: Alan Varsik, Director of Zoological & Environmental Education)

(21-22) **RESOLUTION NO. R82-23**: ACCEPTING AND APPROPRIATING \$350,000 FROM THE ZOO SOCIETY FOR CAPITAL IMPROVEMENTS OF THE SOUTH PACIFIC AQUARIUM AT POINT DEFIANCE ZOO & AQUARIUM
(Contact: Alan Varsik, Director of Zoological & Environmental Education)

(23-26) **RESOLUTION NO. R83-23**: RENAMING MCCARVER PARK TO EDNA TRAVIS PARK
(Contract: Shon Sylvia, Executive Director)

SECOND READING RESOLUTIONS

(Requiring two readings for adoption)

(27-31) **RESOLUTION NO. RR77-23**: UPDATING POLICY 000.001 POLICY & PROCEDURES OF THE BOARD OF PARK COMMISSIONERS
(Contact: Shon Sylvia, Executive Director)

FIRST READINGS:

(Requiring two readings for adoption)

UNFINISHED BUSINESS

NEW BUSINESS DISTRICT HUMAN RESOURCES POLICIES

BOARD COMMENTS

ADJOURNMENT

UPCOMING BOARD MEETINGS

October 11, 2023	Capital Improvement Committee	5:00 PM	District Headquarters
October 16, 2023	Committee of the Whole	5:30 PM	District Headquarters
October 23, 2023	Regular Park Board Meeting	6:00 PM	District Headquarters
October 25, 2023	Capital Improvement Committee	5:00 PM	District Headquarters
October 30, 2023	Committee of the Whole	5:30 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 25, 2023**

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

IN THE CHAIR: Andrea Smith

PLACE: District Headquarters
4702 S 19th 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.

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

SPECIAL PRESENTATIONS None

PRESIDENT'S REPORT

President Smith moved to change the location of the October 9, 2023 Regular Park Board Meeting to the STAR Center; seconded and passed unanimously.

President Smith commented that the District has two upcoming Co-Create to Recreate events: Norpoint, September 27th at 5:30pm and Peoples Ctr. October 4th 5:30pm

STANDING COMMITTEE AND COUNCIL REPORTS

Business & Responsive Agency Advisory Council

Commissioner Reid commented that the council met last week. Agenda items included Parks Champion Award nominations, and a discussion related to revenue bond funding.

Nature & Environment Advisory Council

Commissioner Ayala commented that this council is scheduled to meet tomorrow.

Arts & Heritage Advisory Council

Commissioner Liang commented that at their last meeting the council received a presentation related to the District's outreach and engagement efforts. The public art project for Melanie's Park was also discussed.

Tacoma Parks Foundation

President Smith commented she attend the Tacoma Parks Foundation meeting. Agenda items included discussion about the search process for a new executive director for the foundation.

EXECUTIVE DIRECTOR’S REPORT

Executive Director, Shon Sylvia commented on the following:

- On Tuesday, September 19, the Pierce County Council unanimously adopted a resolution in favor of funding recommendations by the Conservation Futures Citizens’ Advisory Board. Among the Board’s recommendations was \$850,000 to Metro Parks for acquisition of the Probst property adjacent to Swan Creek Park.
- The full roof replacement at Peoples Center Natatorium was completed last week in advance of the rain.
- Debbie Russell introduced new employee Abdo Abdelrasoul.

COMMUNITY COMMENTS

Curt Mehlhaff commented that he is glad to see the electric trams are finally running at NW Trek, and encouraged the District to publicize the accomplishment.

MINUTES OF THE SEPTEMBER 25, 2023 REGULAR BOARD MEETING

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

CONSENT AGENDA

RESOLUTION NO. C72-23: MEADOW PARK GOLF COURSE BRIDGE REPAIRS (HOLE #13) PROJECT NO J2021-06 FINAL ACCEPTANCE TO WILDWOOD CARPENTRY LLC.

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

President Smith requested that in the future staff include change order dates in reports.

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

PURCHASING RESOLUTIONS

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

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

Hollie Rogge commented that the District would like to continue to use the WCC crews. She commented on the positive opportunity this provides for youth. Ms. Rogge also noted the MPT staff education role with these crew members.

There was brief Board conversation about local youth being a part of the WCC Crew.

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

PUBLIC WORKS PURCHASING RESOLUTIONS None

SINGLE READING RESOLUTIONS

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

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

Alan Varsik commented that on the RFP process noting that two responsive proposals were received. Mr. Varsik commented that Lancer has a commitment to sourcing local, engaging in sustainable practices, and making capital investments.

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

RESOLUTION NO. R75-23: 2023 RECREATION & CONSERVATION OFFICE (RCO) LPM GRANT APPLICATIONS AUTHORIZING RESOLUTION: VERLO SPRAYGROUND FILTRATION

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

Debbie Russell commented that 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. She briefly commented on the process staff went through in selecting this particular location & project.

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

SECOND READINGS RESOLUTIONS None

FIRST READING RESOLUTIONS

RESOLUTION NO. RR76-23: UPDATING POLICY 000.001 POLICY & PROCEDURES OF THE BOARD OF PARK COMMISSIONERS

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

President Smith moved to amend to update section IV F. to reflect that the executive director shall appoint a board secretary; the motion was second and passed unanimously.

Hunter George commented that the Board and staff have completed a technical and equity review of this policy. He then commented that the following revisions are being suggested:

- Update with more inclusive language including gender neutral pronouns
- Add clarifying definition related to the purpose of this policy
- 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

Being no additional comments, the resolution was moved to second reading at the October 9th regular Board Meeting.

NEW BUSINESS None

UNFINISHED BUSINESS None

BOARD COMMENTS

ADJOURN

Being no further business, the meeting was adjourned at 6:35p.m.

President

Clerk

Submitted by: Jennifer Bowman, Board Secretary

METROPOLITAN PARK DISTRICT OF TACOMA

RESOLUTION NO. C78-23

APPROVAL OF WARRANTS CLAIM FUND FOR SEPTEMBER 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 SEPTEMBER 1, 2023 AND ENDING SEPTEMBER 30, 2023.

WARRANTS CLAIM FUND

ACCOUNTS PAYABLE CLAIMS FUND:

Warrant Serial Numbers <u>341231</u> to <u>341503</u>	AMOUNT:	<u>\$8,101,144.04</u>
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PAYROLL CLAIMS FUND:

Warrant Serial Numbers <u>57687</u> to <u>57818</u>	AMOUNT:	<u>\$102,873.32</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>\$8,204,017.36</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: Mark Knowlden, Interim Director of Parks and Recreation Department
SUBJECT: Purchasing Resolution
DATE: October 3, 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	Associated Petroleum Products, Inc
GOODS OR SERVICES	Bulk Fuel (Resale & Operating)
PRICE	\$75,000- change order
SOURCE OF FUNDING	2023 & 2024- Parks and Recreation Operating Budget
CONTACT	Mark Knowlden - (253) 255-2487

BACKGROUND: Associated Petroleum holds the State Contract (#00311) for bulk propane and fuel, which was originally awarded in 2011; APP has been supplying both gasoline and propane for resale and operations for several years. The Boathouse Marina is the primary user of Associated Petroleum which is used for resale. Meadow Park Golf Course has a fuel tank on site and uses fuel for their vehicles and equipment for maintenance and operations.

Purchase Order #2300347 in the amount of \$250,000 was approved by the Board on January 24, 2023. The PO is virtually exhausted due to the significant increase in the price of fuel throughout the year. The Marina will require at least one more purchase before year end.

Change Order #1 on 08/02/23 for \$50,000.00 was needed to increase this PO to meet the demands that are being requested for fuel resale.

Change Order #2 in the amount of \$75,000.00 is being requested, per our purchasing policy 100.003 "C.2.a" (page 12) Board Approval is required when spending over \$50,000.00. The current change order that we are requesting will allow us to purchase additional fuel for resale at

the Pt. Defiance Marina. This will bring the purchase order total to \$375,000 including Washington State Sales Tax.

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

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

METROPOLITAN PARK DISTRICT OF TACOMA

PURCHASING RESOLUTION NO. P79-23

**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. P79-23

Item No. 1

VENDOR	Associated Petroleum Products, Inc
GOODS OR SERVICES	Bulk Fuel (Resale & Operating)
PRICE	\$75,000 – change order
SOURCE OF FUNDING	2023 & 2024- Parks and Recreation Operating Budget
CONTACT	Mark Knowlden - (253) 255-2487



MEMORANDUM

TO: Board of Park Commissioners

THROUGH: Shon Sylvia, Executive Director

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

SUBJECT: **Point Defiance Zoo & Aquarium South Pacific Aquarium (SPA) Exhibit Improvements – Change Order No. 7 to Pease Construction Inc. Construction Contract**

DATE: October 3, 2023

EXECUTIVE SUMMARY: This resolution authorizes Change Order No. 7 to Pease Construction, Inc. contract for the Point Defiance Zoo & Aquarium South Pacific Aquarium (SPA) Exhibit Improvements Project in the amount of \$61,873.89, bringing the contract total to an amount not-to-exceed \$4,476,926.76 (includes Washington State Sales Tax).

CAPITAL IMPROVEMENT COMMITTEE RECOMMENDATION: This resolution was reviewed by the Capital Improvement Committee at their meeting on September 27, 2023, and accepted for forwarding on to the full Board with a recommendation for approval.

BACKGROUND: A Scope Definition for Point Defiance Zoo & Aquarium SPA Exhibit Improvements was approved by the Capital Projects Group on March 2, 2018, with a total project budget of \$183,500 to begin pre-design studies with cost estimates for the South Pacific Aquarium. As the project progressed, funding was added to reflect work completed through schematic design and ultimately construction.

In February of 2021, the design firm of Schemata Workshop was selected through a Request for Proposal (RFP) Process to further design the improvements to the 32-year-old salt-water South Pacific Aquarium at the Point Defiance Zoo & Aquarium (PDZA). A competitive bid announcement was run in April 2022. The lowest responsive bidder was Pease Construction, Inc. On May 9, 2022, Park Board approved Resolution #PW31-22, awarding the contract to Pease Construction, Inc., in the amount of \$3,736,964.00 including tax.

The following are specific improvements to be implemented under this project:

- Structural repairs of failing concrete throughout the back of house, visitor side, and in the 32-year-old exhibit.

- Modern controls of Life Support Systems including remote monitoring capability.
- Replacement of failed valves allowing independent control of different exhibits.
- Repair of failed or failing seals on the acrylic viewing windows.
- Construction of a new Coral Exhibit with Jewel Tanks.
- Structurally shoring up the building where rot was discovered under the deck.
- New waterproofing exhibit liner system.
- Hidden walkways into exhibits allowing for better staff safety during animal care and maintenance.
- New skylight roofing system to replace the failed 21-year-old existing system.
- New epoxy flooring system around the pool edge to prevent future damage to concrete walkways.
- Improved design of the public shark dive experience.
- New artwork through the MPT 1% for the Arts Public Art Program
- Repair of failed louvers and replacement of fans to prevent future problems related to humidity.

As the work progressed, change orders were approved previously for the following:

- **Change Order No. 1** (10/11/2022 approved administratively): in the amount of \$23,006.14 was for the change in additional concrete removal and replacement beyond what was expected, extending epoxy flooring to this space and an extension of time to the contract of 56 days due to long lead items.
- **Change Order No. 2** (11/09/2022 approved administratively): in the amount of \$141,761.97 was for additional concrete fill, additional administrative costs, replacement of existing gutter which was damaged beyond reinstallation ability, and cost increases and time extension associated with additional cure times of required materials.
- **Change Order No. 3** (12/13/2022 approved administratively): in the amount of \$82,740.45 was for repair after discovery of additional concrete spalling and damage as well as shoring within the Ozone Tank beyond what was expected. Rot in the wooden purlins was discovered during the installation of the new skylight.
- **Change Order No. 4** (02/08/2023 approved administratively): in the amount of \$45,295.79 was for changes to the skimmer located in the shark dive experience to resolve a conflict with the dive cage, discovery of stucco wall and the removal of this in the coral area, and other discrepancies in that area between the original as-builts and the existing state.
- **Change Order No. 5** (03/27/2023 approved by Park Board Resolution PW19-23): in the amount of \$52,089.19 to cover the expense of extending the epoxy flooring into the dive building to prevent further structural damage discovered by the contractor, and vacuuming out the feed line to the SPA which was unable to be inspected prior to construction but has visible debris throughout the line.
- **Change Order No. 6** (04/12/2023 approved administratively): in the amount of \$333,195.34) for replacing a corroded floor drain with PVC, unforeseen additional anchors in the main pool and handrail changes to provide for greater staff safety, additional concrete repairs in the locker rooms, FRP lids to replace the corroded Ozone tank lid, waterproofing of newly poured concrete, and additional concrete repair and crack sealing.

The following Change Order is currently being recommended for Board consideration:

Change Order No. 7 for Pease Construction, Inc--in the amount of \$61,873.89 for a total contract amount not to exceed \$4,476,926.76-- is for clearing of additional debris in seawater lines to the main exhibit and exploration of the line up to 150 feet and final unit pricing payment for concrete walkway/catwalk repairs.

FISCAL IMPACT: The funds for this project are from the 2014 UTGO Bond Funds, PDZA Misc. Capital Improvements, PDZA Operating Funds and Zoo Society contributions.

Since the original construction contract award to Pease Construction, the total project budget has been adjusted upward through formal CPG (Capital Planning Group) action from \$4,916,808 to \$6,277,034 as shown below to add PDZA Operating Funds for Phase II of the project, which is currently entering the bid phase.

<i>PDZA SPA (South Pacific Aquarium) Improvements (May 2022 Funding Plan):</i>	
<i>2014 UTGO Bond, PDZA; Misc. Capital Improvements</i>	\$3,492,034
<i>PDZA Operating Funds</i>	\$1,455,000
<i>1% for Art</i>	-\$30,226
<i>Total</i>	<i>\$4,916,808</i>

<i>PDZA SPA (South Pacific Aquarium) Improvements (Current Funding Plan):</i>	
<i>2014 UTGO Bond, PDZA; Misc. Capital Improvements</i>	\$3,522,034
<i>PDZA Operating Funds</i>	\$2,755,000
<i>Art Funds used in project</i>	-\$40,000
<i>Total</i>	<i>\$6,277,034</i>

Project Budget:

Planning & Design	\$820,355.00
Construction Phase 1 (Pease Construction)	\$4,476,926.76
Remaining funds applied to future SPA Phase 2	\$730,140.40
Owner Cost- Equipment	\$65,000.00
Commissioning	\$40,000.00
Misc. Expenses (Permits, Rentals, Ads, inspections)	\$104,611.84
1% for Art	\$40,000.00
Total	\$6,277,034.00

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. PW80-23

**POINT DEFIANCE ZOO & AQUARIUM SOUTH PACIFIC AQUARIUM (SPA)
EXHIBIT IMPROVEMENTS CHANGE ORDER NO. 7
CONTRACT 2022103J PEASE CONSTRUCTION, INC.
BID NO. J2022-14**

WHEREAS, the Board of Park Commissioners of the Metropolitan Park District of Tacoma desires to make improvements to the Point Defiance Zoo and South Pacific Aquarium; and

WHEREAS, funds for the project consist of Metro Parks Tacoma 2014 Bond: Point Defiance Zoo and Aquarium Misc. Capital Improvements; Point Defiance Zoo & Aquarium Operating Funds and donations received by the Zoo Society; and

WHEREAS, the advertisement for formal bids was used to solicit the bids required and one (1) bid was received with one (1) being considered responsive; and

WHEREAS, the low bid was submitted by Pease Construction, Inc. in the amount of \$3,736,964.00 (includes Washington State Sales Tax), was reviewed by contract compliance, was considered a responsive bid and awarded on May 9, 2022 through Resolution #PW31-22; and

WHEREAS, Change Orders No. 1, 2, 3, 4, 5 and 6 have been previously approved for an aggregate amount of \$614,767.79; Now, therefore, be it

RESOLVED by the Board of Park Commissioners of the Metropolitan Park District of Tacoma to approve Change Order No. 7 to Pease Construction, Inc., in the amount of \$61,873.89 for total contract amount not to exceed \$4,476,926.76 (includes Washington State Sales Tax).

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



MEMORANDUM

TO: Board of Park Commissioners

THROUGH: Shon Sylvia, Executive Director

FROM: Alan Varsik, Director of Zoological & Environmental Education

SUBJECT: Accepting and Appropriating Funds from Event Network for capital improvements of Plaza Gifts at Point Defiance Zoo & Aquarium

DATE: October 4, 2023

EXECUTIVE SUMMARY: Staff is recommending that funding be accepted and appropriated from Event Network for capital improvements of Plaza Gifts at Point Defiance Zoo & Aquarium.

CAPITAL IMPROVEMENT COMMITTEE RECOMMENDATION: This resolution was reviewed by the Capital Improvement Committee at their meeting on September 27, 2023, and accepted for forwarding on to the full Board with a recommendation for approval.

BACKGROUND: On July 21, 2022, the Park Board of Commissions approved resolution R51-22 which authorized the Executive Director to negotiate a contract with Event Network, LLC, for operation and management of the retail operations at Point Defiance Zoo & Aquarium and Northwest Trek Wildlife Park. As part of the agreement, Event Network committed \$300,000 in capital improvements to the retail areas at Point Defiance Zoo and Aquarium. Event Network is prepared to move forward with Phase One of the improvements, which involves interior renovations to Plaza Gifts at the Point Defiance Zoo & Aquarium including moving the counter and point of sale, paint, new shelving, and new lighting.

FISCAL IMPACT: The improvements are being funded by Event Network as part of their concessions retail agreement with Metro Parks Tacoma in the amount of \$135,000.

ADDITIONAL INFORMATION: For additional information, please contact Alan Varsik at 253-404-3634 or alan.varsik@pdza.org

METROPOLITAN PARK DISTRICT OF TACOMA

RESOLUTION NO. R81-23

**ACCEPTING AND APPROPRIATING \$135,000 FROM EVENT NETWORK FOR
CAPITAL IMPROVEMENTS TO PLAZA GIFTS AT
POINT DEFIANCE ZOO & AQUARIUM**

WHEREAS, Metro Parks Tacoma wishes to enhance the visitor service amenities at Point Defiance Zoo & Aquarium; and

WHEREAS, Event Network, as part of their retail concessions agreement with Metro Parks Tacoma committed to capital improvement of the retail spaces at Point Defiance Zoo & Aquarium; and

WHEREAS, Event Network is prepared to begin the Phase One renovations this fall; Now, therefore, be it

RESOLVED by the Board of Park Commissioners of the Metropolitan Park District of Tacoma to accept and appropriate funds from Event Network in an amount of \$135,000 for Phase One improvements at Point Defiance Zoo & Aquarium, and

FURTHER RESOLVED, that any remaining funds will be returned to Event Network or any additional funds needed to complete the project will be provided by Event Network prior to proceeding.

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

President

ATTEST:

Secretary

Clerk



MEMORANDUM

TO: Board of Park Commissioners

THROUGH: Shon Sylvia, Executive Director

FROM: Alan Varsik, Director of Zoological & Environmental Education

SUBJECT: Accepting and Appropriating Funds from the Zoo Society for capital improvements to the South Pacific Aquarium at Point Defiance Zoo & Aquarium

DATE: October 4, 2023

EXECUTIVE SUMMARY: Staff is recommending that funding be accepted and appropriated from the Zoo Society for capital improvements to the South Pacific Aquarium at Point Defiance Zoo & Aquarium.

CAPITAL IMPROVEMENT COMMITTEE RECOMMENDATION: This resolution was reviewed by the Capital Improvement Committee at their meeting on September 27, 2023, and accepted for forwarding on to the full Board with a recommendation for approval.

BACKGROUND: The Point Defiance Zoological Society is committing funds to the South Pacific Aquarium Improvements Project to provide an enhanced visitor experience which includes restoring and refreshing the murals behind the exhibits, additional paint, graphics and back of house equipment for the new coral exhibit, improved audiovisual equipment and other improvements.

FISCAL IMPACT: The improvements are being funded by the Zoo Society as part of their agreement with Metro Parks Tacoma in the amount of \$350,000.

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

METROPOLITAN PARK DISTRICT OF TACOMA

RESOLUTION NO. R82-23

**ACCEPTING AND APPROPRIATING \$350,000 FROM THE ZOO SOCIETY FOR
CAPITAL IMPROVEMENTS TO THE SOUTH PACIFIC AQUARIUM AT POINT
DEFIANCE ZOO & AQUARIUM**

WHEREAS, Metro Parks Tacoma wishes to enhance the visitor service amenities at Point Defiance Zoo & Aquarium; and

WHEREAS, the Zoo Society, as part of their agreement with Metro Parks Tacoma has committed to supporting capital improvements at the Point Defiance Zoo & Aquarium; and

WHEREAS, the Zoo Society is prepared to provide additional funding for the South Pacific Aquarium Exhibit Improvements project; Now, therefore, be it

RESOLVED by the Board of Park Commissioners of the Metropolitan Park District of Tacoma to accept and appropriate funds from the Zoo Society in an amount of \$350,000 for improvements at Point Defiance Zoo & Aquarium, and

FURTHER RESOLVED, that these funds will not be used outside the South Pacific Aquarium Exhibit Improvements project.

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



MEMORANDUM

TO: Board of Park Commissioners

FROM: Shon Sylvia, Executive Director

SUBJECT: Renaming McCarver Park to Edna Travis Park

DATE: October 3, 2023

EXECUTIVE SUMMARY: This resolution recognizes that the Tacoma Public Schools Board of Directors changed the name of McCarver Elementary to Edna Travis Elementary, and it directs staff to implement the name change on the park portion of the school district-owned property.

BACKGROUND: In fall 2022, a community member asked Tacoma Public Schools (TPS) and Metro Parks Tacoma to change the name of McCarver Elementary and McCarver Park, asserting that the name is associated with a bigoted historical figure and does not represent modern community values. While the park site is managed by Metro Parks, the land that houses the school and the park is owned by TPS.

The school and park were originally named in honor of Morton Matthew McCarver, who came west in one of the early wagon trains in the 1840s and settled near the Willamette Valley in Oregon. From his first days in the Oregon Territorial legislature, McCarver campaigned against allowing any Black people to settle in the territory. After the discovery of gold in California in 1849, he tried his hand at both prospecting and the mercantile side of things. He was elected to several local government positions during his time there, and once again sought to prevent “free Blacks” from settling or living in the West. He and like-minded legislators were unsuccessful in California, but Oregon passed a series of measures in the mid-19th century aimed at excluding Black settlers from the territory. This practice was overruled by the 14th Amendment to the Constitution, passed after the Civil War.

McCarver invested in various businesses and followed gold rushes in the Northwest until he ended up in what is now Tacoma in 1868, lured by the news that the Northern Pacific Railroad was looking for a terminus in the area. He purchased land from Job Carr and started “Tacoma City” next door to “Tacoma.” (At one point there were three platted settlements with the name: Tacoma, Tacoma City, and New Tacoma. Ultimately, they were all combined into “Tacoma” in the 1880s.) McCarver was a prominent booster and businessman, supporting the burgeoning lumber mills, shoreline industries, and numerous real estate ventures. He died in 1875. The school was built and named in his honor in 1925.

Following the community request in 2022, TPS followed its policy and procedures for the consideration of renaming a school, which included creating an 18-person advisory committee consisting of parents, students, staff, and community members. After extensive research and a community survey, the committee recommended renaming the school after Edna Travis. The School Board voted unanimously on July 13, 2023 to adopt the name change, and the school became Edna Travis Elementary on Aug. 21, 2023.

As TPS describes in its announcement: Edna Travis lived in Tacoma's Hilltop neighborhood for over 60 years, and her impact and service to the community is immeasurable. She was one of the first Black female pastors in the Hilltop neighborhood, and she began a feeding program that still operates today. She opened safe transitional housing, and she hosted a weekly radio show focused on issues affecting the Black community. It's the individual lives she touched that created her legacy of kindness and hope.

TPS included multiple rounds of discussion with diverse steering committees made up of community members and subject matter experts. They prioritized the desires of the local community in the decision-making process, and the name change has been well received by the neighborhood.

Metro Parks staff concur with the School District's findings and decision. Since the school district owns the entire property, this resolution directs MPT staff to implement the name change at the park.

FISCAL IMPACT: Metro Parks would incur some costs to update park signage. The amount has not been determined, but it is expected that it can be absorbed within the parks operations budget.

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

METROPOLITAN PARK DISTRICT OF TACOMA

RESOLUTION NO. R83-23

RENAMING MCCARVER PARK TO EDNA TRAVIS PARK

WHEREAS, Metro Parks Tacoma desires to operate a parks, recreation and zoological system that reflects the community’s values of being open and welcoming to all; and

WHEREAS, in 2020 the Board of Park Commissioners adopted Resolution 32-20, which directs the agency to actively engage in work to undo racist structures; and

WHEREAS, Metro Parks Tacoma operates and maintains McCarver Park on property owned by Tacoma Public Schools (TPS); and

WHEREAS, TPS conducted extensive research and community outreach and concluded that the name of McCarver Elementary should be changed because of Morton McCarver’s efforts to exclude Blacks from the California and Oregon territories; and

WHEREAS, Edna Travis was a powerful force for good in Tacoma’s Hilltop neighborhood for 60 years, including work to support education, housing, food, women’s rights, pastoral care, and other critical needs; and

WHEREAS, the TPS Board of Directors voted unanimously on July 13, 2023 to rename McCarver Elementary to Edna Travis Elementary, and that decision applies to the entire TPS-owned property, including the park; now, therefore be it,

RESOLVED that the Board of Park Commissioners of the Metropolitan Park District of Tacoma recognizes that the Tacoma Public Schools Board of Directors has changed the name of the property and it directs MPT staff to implement the change from McCarver Park to Edna Travis Park as soon as possible.

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





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:

Secretary

President

Clerk

POLICY AND PROCEDURES OF THE BOARD OF PARK COMMISSIONERS

Policy No.: 000.001	Resolution No.: RR75- <u>19RR77-23</u>	Date Approved: 12/9/19	Equity Review Date: <u>8/10/23</u>	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, <u>RR76-19</u>
Date procedures adopted by the Executive Director: <u>6/17/13</u>		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 Executive Director~~ 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.~~ 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.~~ 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.~~ 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.~~ 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~~ 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.~~ 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.~~ 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.~~ 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.