

**METROPOLITAN PARK DISTRICT  
OF TACOMA**



**AGENDA**

**November 27, 2023  
6:00 P.M.**

**MPT Park Headquarters  
4702 S. 19th St.  
Tacoma, WA 98405**

Join Remotely  
Via Telephone: 1-253-215-8782  
Enter Meeting ID: 842 8265 1485  
Participant ID: no ID needed just press #

Join Zoom Meeting

<https://metroparkstacoma-org.zoom.us/j/84282651485>

MEETINGS ARE RECORDED  
AND MAY BE HEARD UPON REQUEST

**COMMISSIONERS**

**ANDREA SMITH, PRESIDENT  
AARON POINTER, CLERK  
TIM REID  
ROSIE AYALA  
MICHAEL LIANG**

5:30 P.M. **STUDY SESSION** PECK SPORTS PARK MASTER PLAN

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

**LAND ACKNOWLEDGEMENT**

**ROLL CALL**

**FLAG SALUTE**

**SPECIAL PRESENTATIONS**

**PRESIDENT'S REPORT**

**STANDING COMMITTEE & COMMISSION REPORTS**

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"Park District meeting sites are accessible to people who require special accommodations, please contact 305-1091 48 hours prior to the meeting time."



**EXECUTIVE DIRECTOR’S REPORT**

**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 November 27, 2023 by e-mailing them to [jenniferb@tacomaparks.com](mailto:jenniferb@tacomaparks.com) Comments will be compiled and sent to Board members in advance of the meeting. Comments may also be left on voicemail at 253-305-1091 by 4 p.m. on November 27, 2023. Verbal comments will also be allowed during the meeting both in-person and remotely. To request to speak during community comments, please press the Raise Hand button near the bottom of your Zoom window or \*9 on your phone. All speakers will have up to three minutes to speak.

**MINUTES**

(5-10) MINUTES OF THE NOVEMBER 13, 2023 REGULAR BOARD MEETING

**CONSENT AGENDA**

(11-12) **RESOLUTION NO. C95-23**: REVISING DECEMBER 2023 MEETING SCHEDULE FOR THE BOARD OF PARK COMMISSIONERS  
(Contact: President Smith)

(13-16) **RESOLUTION NO. C96-23**: STEWART HEIGHTS POOL IMPROVEMENTS, BOILER REPLACEMENT & SOLAR LOOP PROJECT- BID NO. J2022-29 FINAL ACCEPTANCE TO APEX MECHANICAL, LLC  
(Contact: Debbie Russell, Director of Business Administration & Planning)

(17-20) **RESOLUTION NO. C97-23**: POINT DEFIANCE PARK LOOP TRAIL IMPROVEMENTS, PHASE 1- BID NO. J2022-28 FINAL ACCEPTANCE TO SOUND PACIFIC CONSTRUCTION, LLC  
(Contact: Debbie Russell, Director of Business Administration & Planning)

**REGULAR AGENDA**

**PURCHASING RESOLUTIONS**

*(Requiring one reading for adoption)*

- (21-28) **RESOLUTION NO. P98-23**: AUTHORIZING THE PURCHASE OF GOODS AND SERVICES FOR METRO PARKS TACOMA
1. ELEMENTS OF EDUCATION FOR BEYOND THE BELL PROGRAMS IN THE AMOUNT OF \$198,000  
(Contact: Mark Knowlden, Interim Director of Parks and Recreation)
  2. JOY RIOT FOR BRAND UPDATE AND VISUAL IDENTITY IN THE AMOUNT OF \$79,246 ( INCLUDING WSST)  
(Contact: Debbie Russell, Director of Business Administration & Planning)

3. GOVERNMENTJOBS.COM DBA NEOGOV FOR SUBSCRIPTIONS FOR HUMAN RESOURCES EMPLOYMENT PLATFORM FOR 2024-2025 IN THE AMOUNT OF \$302,657.33 (INCLUDING WSST)  
(Contact: Debbie Russell, Director of Business Administration & Planning)

**PUBLIC WORKS PURCHASING RESOLUTIONS**

*(Requiring one reading for adoption)*

- (29-32) **RESOLUTION NO. PW99-23:** POINT DEFIANCE ZOO & AQUARIUM SOUTH PACIFIC EXHIBIT IMPROVEMENTS PHASE II CONSTRUCTION CONTRACT AWARD TO PEASE CONSTRUCTION  
(Contact: Debbie Russell, Director of Business Administration & Planning)

**SINGLE READING RESOLUTION**

*(Requiring one reading for adoption)*

**FIRST READINGS:**

*(Requiring two readings for adoption)*

- (33-36) **RESOLUTION NO. RR100-23:** ACCEPTING THE 2023 PECK COMMUNITY SPORTS PARK MASTER PLAN  
(Contact: Debbie Russell, Director of Business Administration & Planning)
- (37-52) **RESOLUTION NO. RR101-23:** ADOPTION OF NEW AND REVISED DISTRICT HUMAN RESOURCES POLICIES  
(Contact: Debbie Russell, Director of Business Administration & Planning)

**SECOND READING RESOLUTIONS**

*(Requiring two readings for adoption)*

- (53-56) **RESOLUTION NO. RR92-23:** AUTHORIZING 2023 GENERAL TAX LEVY OF REGULAR PROPERTY TAX FOR COLLECTION IN 2024  
(Contact: Tania Wink, Chief Financial & Administrative Officer)
- (57-60) **RESOLUTION NO. RR93-23:** AUTHORIZING EXCESS TAX LEVY FOR UNLIMITED TAX GENERAL OBLIGATION (UTGO) BOND REDEMPTION  
(Contact: Tania Wink, Chief Financial & Administrative Officer)
- (61-85) **RESOLUTION NO. RR94-23:** A RESOLUTION OF THE BOARD OF PARK COMMISSIONERS OF THE METROPOLITAN PARK DISTRICT OF TACOMA, PIERCE COUNTY, WASHINGTON, AUTHORIZING THE ISSUANCE AND SALE OF ONE OR MORE SERIES OF UNLIMITED TAX GENERAL OBLIGATION BONDS IN THE AGGREGATE PRINCIPAL AMOUNT OF NOT TO EXCEED \$42,000,000 TO CONSTRUCT, EQUIP, RENOVATE, ACQUIRE, AND MAKE CAPITAL IMPROVEMENTS TO THE FACILITIES OF THE DISTRICT, TO REFUND CERTAIN OUTSTANDING GENERAL OBLIGATION BONDS OF THE DISTRICT, TO CAPITALIZE INTEREST, AND TO PAY COSTS OF ISSUANCE OF THE BONDS; PROVIDING FOR THE ANNUAL LEVY OF TAXES TO PAY THE BONDS; AND DELEGATING THE AUTHORITY TO DETERMINE THE FINAL

TERMS OF THE BONDS UNDER THE TERMS AND CONDITIONS SET FORTH HEREIN.  
(Contact: Tania Wink, Chief Financial & Administrative Officer)

**UNFINISHED BUSINESS**

**NEW BUSINESS**

**BOARD COMMENTS**

**ADJOURNMENT**

**UPCOMING BOARD MEETINGS**

December 11, 2023	Regular Park Board Meeting	6:00 PM	Peoples Center
December 13, 2023	Capital Improvement Committee	5:00 PM	District Headquarters
December 18, 2023	Committee of the Whole	5:30 PM	District Headquarters
December 25, 2023	Regular Park Board Meeting	Canceled	
December 27, 2023	Capital Improvement Committee	Canceled	

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

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



**MINUTES OF REGULAR MEETING  
BOARD OF PARK COMMISSIONERS  
November 13, 2023**

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

REMOTE: Aaron Pointer

IN THE CHAIR: Andrea Smith

PLACE: MPT Headquarters, 4702 S. 19th St. Tacoma, WA

**STUDY SESSION** ADA TRANSITION PLAN

Marty Stump opened the session by noting the ADA transition plan is a work in progress being managed by the District's Planning and Asset Management Team. Erich Sachs was then introduced to update the Board on the status of the plan. Mr. Sachs commented on the timeline noting several milestones that have occurred this year including ADA assessment, a past Board study session, and a public survey. Mr. Sachs then commented that through the assessment there have been about 3400 barriers identified with an estimated cost of \$10M. Mr. Sachs led a brief conversation with Board members regarding the prioritization and strategies for barrier removal. Criteria for prioritization levels was then shared by Mr. Sachs. The Board was then informed about the costs by barrier type.

Staff commented that many of the barriers can be addressed during capital improvement projects while other items can be addressed with maintenance & operations funds. Staff shared a phased approach by park that is being recommended in order to address the barriers.

**REGULAR MEETING**

The regular meeting of the Metropolitan Park District Board of Park Commissioners was called to order at 6:00 p.m. Commissioner Smith read a land acknowledgement.

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

**SPECIAL PRESENTATIONS**

**NATIVE AMERICAN HERITAGE MONTH PROCLAMATION**

Following introduction from Debbie Russell, President Smith read a proclamation into the record recognizing November 2023 as Native American Heritage Month, honoring the vibrant, living culture and valuable contributions of Native American people within our community and committing to our continued partnership for a sustainable, equitable future.

**PRESIDENTS REPORT**

President Smith commented positively on the Peck Field Public meeting.

President Smtih commented that the Tacoma Parks Foundation will be interviewing this Wednesday for its new executive director.

**STANDING COMMITTEE AND COUNCIL REPORTS****Nature & Environment Advisory Council**

Commissioner Ayala commented that at its monthly meeting the council received information from staff on the work being done on District branding.

**Joint Municipal Action Committee**

President Smith commented that JMAC is being held this Friday.

**Arts & Heritage Advisory Council**

Commissioner Liang commented that the council will be meeting later this week.

**Zoo Liaison Committee**

Commissioner Reid commented that the Committee received an attendance and budget update. Commissioner Reid stated they also received a presentation on the pump replacement project at NW Trek, noting the savings as the project was done by staff. The committee also learned about the TPS school field trip partnership, an addition to the Trek bison herd, and a large donation made to NW Trek.

**EXECUTIVE DIRECTOR'S REPORT**

Executive Director, Shon Sylvia commented on the following:

- Zoo/Trek Authority Meeting this Wednesday, November 15th at 5:00pm
- Free Friendsgiving at Eastside Community Center Thursday, November 16<sup>th</sup> from 5:30-7:30 pm
- Alan Varsik and Hollie Rogge introduced new ZEED and Parks & Recreation employees

**COMMUNITY COMMENTS**

Curt Mehlhaff commented on his concerns about remote Board attendance at the October 13, 2023 Regular Board meeting.

**MINUTES OF THE NOVEMBER 13, 2023 REGULAR BOARD MEETING**

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

**CONSENT AGENDA**

**RESOLUTION NO. C88-23:** APPROVAL OF WARRANTS CLAIM FUND FOR OCTOBER 2023

**RESOLUTION NO. C89-23:** APPROVAL OF QUARTERLY FINANCIAL REPORTS FOR PERIOD JANUARY 1, 2023, THROUGH SEPTEMBER 30, 2023

**RESOLUTION NO. C90-23:** APPOINTING ZEPHYRA BURT AND MATTHEW KERNS TO THE NATURE & ENVIRONMENT ADVISORY COUNCIL

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

**PURCHASING RESOLUTIONS**

**RESOLUTION NO. P91-23:** AUTHORIZING THE PURCHASE OF GOODS AND SERVICES FOR METRO PARKS TACOMA

1. SERVICEMASTER FOR REMEDIATION & CLEAN UP SERVICES CHANGE ORDER IN THE AMOUNT \$52,694.45 (INCLUDING WSST)
2. SKYHAWKS SPORTS ACADEMY FOR BEYOND THE BELL PROGRAMS IN THE AMOUNT OF \$193,000 (INCLUDING WSST)
3. HOME DEPOT FOR GROUND & OPERATING TOOLS & SUPPLIES CHANGE ORDER NOT TO EXCEED \$20,000 (INCLUDING WSST)

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

Hollie Rogge commented that additional funding is needed to address the emergency work that needed to be done resulting from burst pipes at the Boathouse. Ms. Rogge commented that the total for this ServiceMaster contract is now \$108,723.49. Staff commented that most of the \$25,000 deductible has been met. Washington Cities Insurance Authority (WCIA) has reviewed the ServiceMaster charges and most of these charges will be reimbursed from insurance.

Ms. Rogge commented that in August of 2023 the need for sports programs in Beyond the Bell was so extensive, that Metro Parks could not cover all the schools and programs alone. Metro Parks put out a Request For Proposal (RFP) to highlight the need of programming partners for the Beyond the Bell program, to meet service and program goals. Ms. Rogge stated that Skyhawks was the only organization to submit a proposal. The contract will be for \$193,000.

Ms. Rogge commented that a change order is needed to purchase materials at Home Depot. Materials include paint supplies, tools, flooring, cleaning products, lumber, electrical and mechanical supplies and more. The change order is for \$20,000 bringing the total PO to \$70,000.

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**

**SECOND READINGS RESOLUTIONS** None

**FIRST READING RESOLUTIONS**

**RESOLUTION NO. RR92-23: AUTHORIZING 2023 GENERAL TAX LEVY OF REGULAR PROPERTY TAX FOR COLLECTION IN 2024**

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

Tania Wink commented that a public hearing was held on October 13, 2023 to address the General and Excess Property Tax collection in 2024. Ms. Wink commented that Metro Parks Tacoma levies its property tax on an annual basis even though it has adopted a biennial budget. Ms. Wink stated that Pierce County has estimated the assessed value of the District, excluding annexation, at \$43,485,346,245. The County's preliminary figures estimate the 2024 amount of the District's levy under the statutory rate limitation to be \$32,614,009.68 which is a decrease of 1.2% from 2023.

Being no additional comments, the resolution was moved to second reading on November 27, 2023.

**RESOLUTION NO. RR93-23: AUTHORIZING EXCESS TAX LEVY FOR UNLIMITED TAX GENERAL OBLIGATION (UTGO) BOND REDEMPTION**

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

Ms. Wink reviewed a graph that showed the levy of tax on property in 2023 for collection in 2024 for principal and interest payments associated with the referenced bonds at \$.4658. Ms. Winke commented that the amounts for the 2023 Bonds are preliminary and subject to change since the bonds have not yet been sold. The final levy rate will be determined by the Pierce County Assessor-Treasurer's office once the final property values have been established for Metro Parks Tacoma by the end of the year.

Being no additional comments, the resolution was moved to second reading on November 27, 2023.

**RESOLUTION NO. RR94-23: A RESOLUTION OF THE BOARD OF PARK COMMISSIONERS OF THE METROPOLITAN PARK DISTRICT OF TACOMA, PIERCE COUNTY, WASHINGTON, AUTHORIZING THE ISSUANCE AND SALE OF ONE OR MORE SERIES OF UNLIMITED TAX GENERAL OBLIGATION BONDS IN THE AGGREGATE PRINCIPAL AMOUNT OF NOT TO EXCEED**



\$42,000,000 TO CONSTRUCT, EQUIP, RENOVATE, ACQUIRE, AND MAKE CAPITAL IMPROVEMENTS TO THE FACILITIES OF THE DISTRICT, TO REFUND CERTAIN OUTSTANDING GENERAL OBLIGATION BONDS OF THE DISTRICT, TO CAPITALIZE INTEREST, AND TO PAY COSTS OF ISSUANCE OF THE BONDS; PROVIDING FOR THE ANNUAL LEVY OF TAXES TO PAY THE BONDS; AND DELEGATING THE AUTHORITY TO DETERMINE THE FINAL TERMS OF THE BONDS UNDER THE TERMS AND CONDITIONS SET FORTH HEREIN.

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

Bond counsel and District’s financial advisors gave details related to the resolution. The Board was informed that this resolution authorizes the fourth and final sale of bonds associated with the successful passage of the \$198 million bond in 2014. Staff stated that the funds from the new bond issuance are required to continue executing and funding the capital projects as approved in the capital improvement program. Staff also noted that in addition to authorizing the new bond issuance, the resolution delegates authority to the Delegated Representatives to undertake the transactions. The District’s financial team stated that since market conditions for bond interest rates fluctuate and may increase, the most favorable market conditions may occur on a day other than a regularly scheduled Board meeting. Therefore, it is important for the Delegated Representatives to have the discretion to take advantage of the most favorable market conditions. The Board was informed that the delegation authority establishes certain parameters that must be met for the issues, including maximum issue amounts and interest costs. The authority expires December 31, 2024.

Being no additional comments, the resolution was moved to second reading on November 27, 2023.

**NEW BUSINESS** None

**UNFINISHED BUSINESS** None

**BOARD COMMENTS**

Commissioner Pointer commented that he is pleased to see how the plans for Peck Sports Fields are coming along.

**ADJOURN**

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

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President

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Clerk

Submitted by: Jennifer Bowman, Board Secretary





**MEMORANDUM**

TO: Board of Park Commissioners

FROM: Andrea Smith, Board President

**SUBJECT: Revising December 2023 Board Meeting Schedule**

DATE: November 20, 2023

**EXECUTIVE SUMMARY:** It is requested that the Board of Park Commissioners revise its meeting schedule for the month of December 2023. It is requested that the December 25<sup>th</sup> meeting be canceled.

**BACKGROUND:** The Park Board of Commissioners passed resolution RR73-23 that states meetings of the Board of Park Commissioners are to be on the 2<sup>nd</sup> and 4<sup>th</sup> Mondays of each month unless changed by Board action and announced to the public. The Board is requesting that the December 25, 2023 Regular Board Meeting be canceled.

**FISCAL IMPACT:** None.

**ADDITIONAL INFORMATION:** For additional information, contact President Smith at (253) 305-1091 or [asmith@tacomaparks.com](mailto:asmith@tacomaparks.com)

**METROPOLITAN PARK DISTRICT OF TACOMA**

**RESOLUTION NO. C95-23**

**REVISING DECEMBER 2023 MEETING SCHEDULE FOR  
THE BOARD OF PARK COMMISSIONERS**

WHEREAS, the Metropolitan Park District of Tacoma’s Board of Park Commissioners established its meeting schedule with the adoption of Resolution No. RR73-23; and

WHEREAS, Resolution No. RR73-23 provides the meeting of the Board of Park Commissioners are to be on the 2<sup>nd</sup> and 4<sup>th</sup> Mondays of each month unless changed by Board action and announced to the public; and

WHEREAS, from time to time the Board of Park Commissioners desires to revise and amend its meeting schedule; and

WHEREAS, the second Board Meeting in December falls on December 25, 2023; now, therefore, be it

RESOLVED by the Board of Park Commissioners of the Metropolitan Park District of Tacoma that it hereby revise its meeting schedule by canceling the December 25, 2023 regularly scheduled Board Meeting.

The foregoing resolution was adopted by the Board of Park Commissioners of the Metropolitan Park District of Tacoma at a 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 and Planning

**SUBJECT: Stewart Heights Pool Improvements, Boiler Replacement & Solar Loop Project-  
Bid No. J2022-29  
Final Acceptance to Apex Mechanical, LLC**

DATE: November 20, 2023

**EXECUTIVE SUMMARY:** This resolution authorizes final acceptance of Stewart Heights Pool Improvements, Boiler Replacement & Solar Loop Project, LLC.

**BACKGROUND:** The construction contract was awarded to Apex Mechanical, LLC by the Board of Park Commissioners on January 9, 2023, with Resolution No. PW6-23 in the amount of \$373,326.90. The project improvements included renovation of Aquatics Facilities at Stewart Heights Pool to upgrade failing or sub-performing operational infrastructure for public safety and operational efficiencies.

The overall project included:

- Separate the solar heating system from the pool filtration loop and plumb an independent system with its own circulation pump.
- Upgrade the original boiler that is now used as a secondary boiler to a high efficiency boiler.

The project was inspected by staff and was completed as specified. The final contract amount was \$ 376,389.93 with sales tax.

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

**Funding:**

14TGO Neighborhood Parks, Natural Areas & Recreation Facilities, Community Parks, Stewart Heights Park & Pool	\$500,000
1 % for Art	-\$3,450
<b>Total</b>	<b>\$496,550</b>

**Budget:**

Planning & Design	\$63,371
Construction (includes tax)	\$376,390
Advertisement/Other	\$1,323
Contingency (Remaining)	\$55,466
<b>Total</b>	<b>\$496,550</b>

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

**METROPOLITAN PARK DISTRICT OF TACOMA**

**RESOLUTION NO. C96-23**

**STEWART HEIGHTS POOL IMPROVEMENTS, BOILER REPLACEMENT & SOLAR LOOP PROJECT- BID NO. J2022-29**

**FINAL ACCEPTANCE TO APEX MECHANICAL, LLC**

WHEREAS, the Board of Park Commissioners of the Metropolitan Park District of Tacoma desired to make improvements to Stewart Heights Pool, Boiler & Solar Loop; and

WHEREAS, at the meeting of January 9, 2023, the Board of Park Commissioners approved the contract with Apex Mechanical, LLC; and

WHEREAS, Apex Mechanical, 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 Stewart Heights Pool Improvements, Boiler Replacement & Solar Loop Project J2022-29;

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: Debbie Russell, Director of Business, Administration and Planning

**SUBJECT: Point Defiance Park Loop Trail Improvements, Phase 1- Bid No. J2022-28  
Final Acceptance to Sound Pacific Construction, LLC**

DATE: November 20, 2023

**EXECUTIVE SUMMARY:** This resolution authorizes final acceptance of Point Defiance Park Loop Trail Improvements, Phase I to Sound Pacific Construction, LLC.

**BACKGROUND:** During the 2015 Point Defiance Master Plan Update process, one of the key improvements to the Park that the public identified was the need for increased pedestrian and bicyclist safety. Through the planning and with grant funding from the Washington State Recreation Conservation Office (RCO), the Loop Trail and Viewpoints project was developed. When fully completed this Loop Trail is to be a “shared-use” trail for pedestrians and bicyclists and will be separated from the vehicular road network. This shared-use trail will connect to the new roundabout at the Pearl Street entrance, the Wilson Way bridge landing within the Park, and the neighborhood. Work was performed in 2016 and 2017 under the “Parking & Circulation Study” to develop the 30% design and a preferred location of the new Loop Trail. Public meetings, design options, workshops, and surveys were conducted to arrive at the most desired alignment. Tree protection, safety, reuse of existing pavement, accessibility, and user experiences were all taken into consideration.

Upon completion of schematic design in 2019, an initial construction cost estimate was completed for the full scope of the viewpoints and outer loop trail. The budget available for the project was well below the estimate. After a value engineering process, a design strategy was proposed to only include a middle-loop trail and defer construction at the view points to a future project. After achieving 30% design of the middle loop trail, the project went through early buildability and permitting review. That review process highlighted an unacceptable level of environmental impact and construction costs that exceeded the available budget.

The final design includes an inner loop that will safely connect pedestrians and bicyclists from the roundabout at the entrance of the park, to the new Wilson Way bridge, to the Pagoda, to the Main picnic area, up to the Zoo entrance, out to the neighborhood on North Park Avenue, and return to the park’s entry roundabout. In addition, the project will provide a safe passage for pedestrians and bicyclists to get to the redesigned pedestrian and bicycle access to Owen Beach. The overall project includes creating new routes, paving over existing gravel routes, utilizing existing paved paths, and revisions to existing paths and parking.

To meet the construction deadlines set by RCO, the project was divided into two construction phases.

**Phase 1 Scope (this project):**

- Constructed a 5’ wide concrete walking path along the north side of North Park Avenue from the roundabout at the entrance of the Park to North Bristol Street. This path includes necessary retaining walls, accessible ramps, and relocation of existing benches.
- Constructed a 14’ wide concrete walking path upon what was the gravel path called Trolley Lane. This path extends along Trolley Lane from the northeast corner of the roundabout at the entrance of the Park to the north side of the Kitakyushu Street crossing near the Pagoda gardens.

**Phase 2 Scope (future project):**

Construct the remainder of the design, which includes a pedestrian and bicycle trail that continues the Phase 1 path near the Pagoda gardens, around the Pagoda, around the main picnic area, up to the entrance of the zoo, past the zoo entrance and the zoo staff lot, through the foliage south of the zoo parking lots, and to the top of North Park Avenue where it will connect to the end of the path created in Phase 1.

Phase 2 will also include reducing the width of a portion of the 5-mile Drive by eliminating a vehicle lane and installing new parking and a multi-use trail from the gate near the Main restroom out to the revised pedestrian and bicycle Owen Beach access. As required and as funding allows, infrastructure updates will be made around the disturbed construction areas.

The construction contract with South Pacific Construction LLC for Phase I was approved by the Board of Park Commissioners on September 26, 2022, with Resolution No. PW80-22 in the amount of \$1,397,872.71 for construction services. The project was inspected by staff and was completed as specified. The final contract amount was \$ 1,592,073.51\_with sales tax.

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

<b>Funding</b>	
14UTGO Regional Parks & Attractions Point Defiance Park	\$ 3,250,000
WA State RCO WWRP#14-1694, Point Defiance Loop Trail	\$ 3,250,000
<b>Total</b>	<b>\$ 6,500,000</b>
<b>Project Budget</b>	
Planning and Design	\$ 1,350,000
Phase 1 Construction (including tax)	\$ 1,592,074
Other Project Costs	\$ 100,000
Construction Contingency	\$ 57,926
1% for Art	\$ 16,000
Future Project Costs	\$ 3,384,000
<b>Total</b>	<b>\$ 6,500,000</b>

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

**METROPOLITAN PARK DISTRICT OF TACOMA**

**RESOLUTION NO. C97-23**

**POINT DEFIANCE PARK LOOP TRAIL IMPROVEMENTS, PHASE 1- BID NO. J2022-28**

**FINAL ACCEPTANCE TO SOUND PACIFIC CONSTRUCTION, LLC**

WHEREAS, the Board of Park Commissioners of the Metropolitan Park District of Tacoma desired to make improvements to Point Defiance Park Loop Trail Improvements, Phase I; and

WHEREAS, at the meeting of September 26, 2022, the Board of Park Commissioners approved the contract with Sound Pacific Construction, LLC; and

WHEREAS, Sound Pacific Construction, 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 Point Defiance Park Loop Trail Improvements, Phase I Project J2022-28;

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 & Recreation  
Debbie Russell, Director of Business Administration & Planning  
SUBJECT: Purchasing Resolution  
DATE: November 21, 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:

<b><u>Item Number</u></b>	<b><u>Proposed Vendor</u></b>	<b><u>Proposed Purchase</u></b>	<b><u>Price</u></b>
1.	Elements of Education	Beyond the Bell Programs	\$198,000
2.	Joy Riot	Brand Update and Visual Identity	\$79,246 (including WSST)
3.	Governmentjobs.com DBA NEOGOV	Renewal of Software Subscriptions for Human Resources Employment Platform for 2024-2025	\$302,657.33 (including WSST)

**Item No. 1**

- **VENDOR** Elements of Education
- **GOODS OR SERVICES** Beyond the Bell Programs
- **PRICE** \$198,000.00 - Parks and Recreation
- **SOURCE OF FUNDING** 2023 Parks and Recreation Operating Budget – Metro Parks Beyond the Bell Expanded Learning Opportunities (ELO)
- **CONTACT** Mark Knowlden- (253) 255-2487

**BACKGROUND:** Elements of Education will provide multiple Science, Technology, Engineering, Arts & Mathematics (STEAM) programs for Beyond the Bell (elementary school)

and Club B (middle school) programs within the Tacoma Public School (TPS) locations. This is for the 2023-24 school year.

Elements of Education staff will provide training to high school students who will be interns (students interested in becoming educators) developing and implementing STEAM programs for Beyond the Bell and Club B. Elements of Education will work with Metro Parks Tacoma to develop, approve and implement STEAM programs. Metro Parks will be responsible for determining where the programs will be provided.

Elements of Education worked with Metro Parks to develop the Beyond the Bell and Club B programs from the beginning. As a result, these programs have flourished and are widely recognized as unique and innovative programming that engages student interest and creativity in STEAM programs. Elements of Education is a unique local organization focused on STEAM education for out of school time learning that bridges school instruction and after school programming to create a seamless experience for youth. The program is innovative in its ability to provide continuous curriculum that aligns with Tacoma Public Schools as they leverage their experience of teaching in Tacoma Public Schools to serve students.

As an incubator for leadership, Elements of Education has taken learning to a new level, by finding how to leverage the love of learning and STEAM to mentor and create community leaders through its high school instructor recruitment. This model of providing older students the opportunity to share their knowledge and inspire their younger counterparts is not only beneficial to them as they gain experience in the educational career field, but also for our younger students who can better relate to older youth.

Presently, TPS is not contracting with any other service providers that provide similar programming. Metro Parks will continue to contract with Elements of Education to provide the programming during the 2023-24 school year.

Beyond the Bell started as a pilot program in 2019-20 in ten (10) elementary schools and has since expanded to 37 elementary schools and 12 middle schools.

**FISCAL IMPACT:** The 2023-24 Parks and Recreation Operating Budget. The price of \$2200/session was determined by the Executive Leadership Team of Metro Parks, Tacoma Public Schools and Greentrike (a non-profit advocate for children, youth, and families).

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

## **ITEM NO. 2**

- **VENDOR** Joy Riot
- **GOODS OR SERVICE** Updated Brand and Visual Identity
- **PRICE** \$79,246 (including 10.3% sales tax)
- **SOURCE OF FUNDING** Business Administration & Planning Marketing Budget
- **CONTACT** Debbie Russell at (253) 305-1086

**BACKGROUND:** The marketing managers from the cross-District marketing and communications team selected Joy Riot through a Request for Proposals, completed in October 2023, to develop an updated brand with positioning and a visual identity system. This brand update will build upon the community research, brand audit and architecture work recently completed to strengthen and clarify the framework for representing District facilities, programs, places and events.

Eight firms submitted responsive proposals, and staff interviewed four finalists. Joy Riot stood out to each of the team members as the best qualified agency to create an aligned visual identity and framework that more clearly communicates the District's parent brand and related sub-brands.

While Metro Parks Tacoma experiences favorable community opinions, recent research clearly shows that people are confused about the variety and range of programs and places we provide. The variety of logos, colors and typefaces these programs exhibit contributes to this lack of recognition.

The District identity is central to helping people understand the full breadth of what Metro Parks Tacoma offers. Weak associations equal lost opportunity for program participation and revenue, corporate sponsorships, grant support and community investment.

Recognizing that strategic directions change, it is recommended that organizations evaluate their brands every seven to 10 years. Metro Parks Tacoma's last comprehensive update was about 25 years ago.

The total cost is \$79,246 (including 10.3% sales tax) to create an aligned visual identity, framework and updated positioning for the District's brand and related programs and places.

Deliverables include:

- Visual identity and positioning for Metro Parks Tacoma brand and recommended visual representation for sub-brands that guide message development and design.
- Comprehensive Brand Style Guide that provides clarity and direction for brand alignment, including positioning framework, logo standards, brand color systems, typography system and templates.
- Rollout and training plan to explain the brand update to people inside and outside of Metro Parks Tacoma.

**FISCAL IMPACT:** These expenses are budgeted in the Business Administration & Planning Marketing – Professional Services budget.

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

**ITEM NO. 3**

- **VENDOR** Governmentjobs.com DBA NEOGOV
- **GOODS OR SERVICE** Renewal of Software Subscriptions for Human Resources Employment Platform for 2024-2025
- **PRICE** \$302,657.33 (including 10.3% WSST)
- **SOURCE OF FUNDING** Business Administration & Planning – General Fund Operating
- **CONTACT** Debbie Russell at (253) 305-1086

**BACKGROUND:** The District has been using NEOGOV products for just short of 10 years, specifically for the NEOGOV Insight module which provides applicant tracking. Since that time, the District has increased the usage of several additional products besides Insight, including: Onboard, Learn, Perform, an integration to Munis, and eForms. These products have allowed the District to automate many of our processes and enhance the overall employee experience. Since modules were added sporadically, NeoGov has since been billing for these products individually. The desire is to bring the billing more in line with one resolution so that we are billed once a year.

**FISCAL IMPACT:** The total three-year contract renewal cost is \$274,394.68 (\$302,657.33 with tax). Below is a breakdown of the cost by year:

<b>YEAR</b>	<b>COST</b>
2023	\$4,711.53
2024	\$125,373.10
2025	\$144,310.05
<b>SUBTOTAL =</b>	<b>\$274,394.68</b>
<b>10.3 % WSST =</b>	<b>\$28,262.65</b>
<b>TOTAL THROUGH 2025 =</b>	<b>\$302,657.33</b>

The costs from NEOGOV cover the following:

- **Insight:** A service that allows potential candidates to apply for positions from anywhere they have internet access. This product eliminated the manual process for the applicant, the HR team, and hiring managers. This is the most widely used product for governments across the nation. We also advertise our open positions through governmentjobs.com, one of the leading public sector job boards in the U.S.
- **Onboard:** A service that allows the onboarding process for new hires to be paperless and standardized, based on the need of the new hire or the position they are being hired for.
- **Learn:** A service for a learning management system that allows MPT to tailor the learning needs for each employee and supports our organizational development goals.
- **Perform:** A service that automates annual and probationary employee evaluations, allowing the HR team, managers, and department heads to identify skills gaps and areas of improvement in their employees. Perform is the only full-featured performance management software in the marketplace with specific public sector functionality and a mobile-friendly interface.



- eForms: A service to centralize electronic employee files, create electronic forms and convert existing ones, and build routing and approval workflows in a secure repository.
- Integration: From Munis to NEOGOV when new hires are entered in the system.

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

**METROPOLITAN PARK DISTRICT OF TACOMA**

**PURCHASING RESOLUTION NO. P98-23**

**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. P98-23**

**Item No. 1**

- **VENDOR** Elements of Education
- **GOODS OR SERVICES** Beyond the Bell Programs
- **PRICE** \$198,000.00 - Parks and Recreation –  
Metro Parks Beyond the Bell ELO
- **SOURCE OF FUNDING** 2023 Parks and Recreation Operating Budget
- **CONTACT** Mark Knowlden (253) 255-2487

**Item No. 2**

- **VENDOR** Joy Riot
- **GOODS OR SERVICE** Updated Brand and Visual Identity
- **PRICE** \$79,246 (including 10.3% sales tax)
- **SOURCE OF FUNDING** Business Administration & Planning Marketing  
Budget
- **CONTACT** Debbie Russell (253) 305-1086

**Item No. 3**

- **VENDOR** Governmentjobs.com DBA NEOGOV
- **GOODS OR SERVICE** Renewal of Software Subscriptions for Human  
Resources Employment Platform for 2024-2025
- **PRICE** \$302,657.33 (including 10.3% WSST)
- **SOURCE OF FUNDING** Business Administration & Planning – General  
Fund Operating
- **CONTACT** Debbie Russell at (253) 305-1086





## **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 Exhibit Improvements Phase 2 – Contract Award to Pease Construction**

DATE: November 20, 2023

**EXECUTIVE SUMMARY:** This resolution authorizes a Construction Contract with Pease Construction for the Phase II building improvements at Point Defiance Zoo & Aquarium's South Pacific Aquarium Exhibit Improvements in the amount of \$1,258,346.52 (including WSST).

**CAPITAL IMPROVEMENT COMMITTEE RECOMMENDATION:** This resolution was reviewed by the Capital Improvement Committee at their meeting on November 15, 2023, and accepted for forwarding on to the full Board with a recommendation for approval.

**BACKGROUND:** Phase 1 of the PDZA SPA Exhibit Improvements included repairs to concrete, new exhibitry in the main exhibit, new waterproof lining, improvements to building ventilation, life support system improvements in the filtration room, a new epoxy coating to floors around the pools, repairs to seals around exhibit viewing windows, a new skylight ceiling system, artwork, and new dive program features.

Phase 2 of the facility improvements--the focus of this project--shall include replacement of the flooring in the staff office, animal food prep kitchen improvements, improvements to the guest side experience such as new sound systems for keeper talks and new exhibit labels, completion of the Coral Exhibit, and shotcrete improvements in the lagoon area.

This resolution authorizes a construction contract with Pease Construction for the completion of the work identified under the Point Defiance Zoo & Aquarium South Pacific Aquarium Exhibit Improvements Phase 2 project.

The bid opening was held on October 20, 2023. Three (3) bids were received and three (3) were considered responsive.

Please refer to the attached bid tabulation for the list of contractors and bid amounts. Pease Construction submitted the low Base Bid in the amount of \$ \$850,140.00 (not including WSST). Reference checks by staff have confirmed that Pease Construction is a responsible contractor and performs quality work. They are currently under contract for SPA Phase 1 and for the Melanie's Park construction project.

Staff is recommending award of the Base Bid \$850,140.00 and Bid Alternate 1 \$290,700.00 for the Coral Exhibit, for a total of \$1,140,840.00, not including Washington State Sales Tax.

**FISCAL IMPACT:** Staff is recommending the construction contract award to Pease Construction in the amount of \$1,258,346.52 (includes 10.3% sales tax). The total funds allocated to this project are from the Point Defiance Zoo & Aquarium Operating budget.

<b><u>Current Project Funding Plan (Phases 1 and 2)</u></b>	
14UTGO Bond, PDZA; Misc. Capital Improvements	\$3,522,034
PDZA Operating Funds	\$3,222,716
Donated Funds: Zoo Society	\$350,000
<b>Total</b>	<b>\$7,094,750</b>
<b><u>Project Budget</u></b>	
Planning and Design	\$912,395
Phase 1 Construction (including tax)	\$4,476,927
Phase 2 Construction (including tax) (this contract)	\$1,258,347
Other Project Costs	\$211,407
Construction and Design Contingency	\$183,677
Art Funds used in Project	\$51,997
<b>Total</b>	<b>\$7,094,750</b>

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

**METROPOLITAN PARK DISTRICT OF TACOMA**

**RESOLUTION NO. PW99-23**

**POINT DEFIANCE ZOO & AQUARIUM SOUTH PACIFIC  
EXHIBIT IMPROVEMENTS PHASE 2  
CNSTRUCTION CONTRACT AWARD TO PEASE CONSTRUCTION**

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

WHEREAS, it was determined that construction services for the Point Defiance Zoo & Aquariums, South Pacific Aquarium Improvements were needed, resulting in a request for qualifications; and

WHEREAS, Pease Construction was selected from a review of three (3) bids that were obtained through a Formal Bidding process in response to Metro Parks' public solicitation; and

WHEREAS, Pease Construction was asked to provide construction administration services, materials, labor, and construction documents for the Point Defiance Zoo & Aquarium South Pacific Aquarium Exhibit Improvements Phase 2 Project; and

WHEREAS, funds for the project are provided from the Metro Parks Tacoma Point Defiance Zoo & Aquarium Operating Budget; Now, therefore, be it

RESOLVED by the Board of Park Commissioners of the Metropolitan Park District of Tacoma that the Executive Director is authorized to execute a contract with Pease Construction for the Point Defiance Zoo & Aquarium South Pacific Aquarium Exhibit Improvements Phase 2 Project Base Bid and Bid Alt #1 for total of \$1,258,346.52 (including WSST).

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



**METRO PARKS TACOMA**  
**DEPARTMENT OF PLANNING, DESIGN & DEVELOPMENT**  
**SPA Exhibit Improvements Phase II**  
**Bid #12023-26**

4702 S. 19th Street  
 Tacoma, WA 98405  
 T: (253) 305-1000

**Project Manager Name:** Fred Ramey  
**Bid Due Date:** 20-Oct-23

BIDDER NAME	Pease Construction	WA Patriot Construction	HHJ Inc.
Address	3815 100th ST SW #4	PO Box 339	601 St Helens Ave.
City/State/Zip	Lakewood WA 98499	Gig Harbor WA 98335	Tacoma, WA 98402
Contact	Loren Pease	Michael Traugott	Gar Hansen
Telephone	253.584.6606	253.853.2304	253.922.4168
UBI No.	600-448-371	602-932-517	603-083-299
Email Address	loren@peaseinc.com	mtraugott@wapatriot.com	gar@hhinc.com

**BIDDING DOCUMENTATION**

	Pease Construction	WA Patriot Construction	HHJ Inc.
Bid Proposal Signed	X	X	X
Certificate of Compliance w/Wage Payment Statutes Form	X	X	X
Non-Collusion Affidavit	X	X	X
Bid Bond (signed/notarized)	X	X	X
MWBE Utilization Form	X	X	X
Subcontract Listing Form	X	X	X
Receipt of Addendum	X	X	X

BASE BID	Pease Construction	WA Patriot Construction	HHJ Inc.
Base Bid: \$	850,140.00	1,104,009.00	1251597
<i>All bid alternate amounts listed below do not include WSST</i>	\$ 87,564.42	\$ 113,712.93	\$ 128,914.49
<b>Base Bid Amount w/Tax:</b>	<b>\$ 937,704.42</b>	<b>\$ 1,217,721.93</b>	<b>\$ 1,380,511.49</b>
<b>ALTERNATE(S)</b>			
Coral Exhibit:	\$ 290,700.00	\$ 233,800.00	\$ 304,088
Tax	\$ 29,942.10	\$ 24,081.40	\$ 31,321.06
	<b>\$ 320,642.10</b>	<b>\$ 257,881.40</b>	<b>\$ 335,409.06</b>
Base bid plus Alternate	\$ 1,258,346.52	\$ 1,475,603.33	\$ 1,715,920.56

**BIDS OPENED BY:** *Sheryl Russell*      **BIDS VERIFIED BY:** *Teresa Edmonds*  
 SIGNED BY: *Sheryl Russell*      SIGNED BY: *Teresa Edmonds*  
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## **MEMORANDUM**

TO: Board of Park Commissioners

THROUGH: Shon Sylvia, Executive Director

FROM: Debbie Russell, Director of Business Administration and Planning

**SUBJECT: Peck Community Sports Park Master Plan -Final Acceptance**

DATE: November 20, 2023

**EXECUTIVE SUMMARY:** This resolution authorizes acceptance of the 2023 Peck Community Sports Park Master Plan.

**CAPITAL IMPROVEMENT COMMITTEE RECOMMENDATION:** This resolution was reviewed by the Capital Improvement Committee at their meeting on November 15, 2023, and accepted for forwarding on to the full Board with a recommendation for approval.

**BACKGROUND:** The site of Peck Athletic Complex is historically the location of Tacoma's first baseball stadium, called Tacoma Athletic Field. Completed in 1907, with a 7,500 person capacity, it was the premiere stadium for amateur baseball and softball in Tacoma at the time. Following a brief six-year stint as a racetrack for midget autos, in 1950 work began to transform it into the Peck Field we know today. Park District programming began in 1954, and the property transfer to Metro Parks was completed in 1956. Peck Athletic Complex has been since managed as a traditional four field natural grass ballfield complex.

The Peck Community Sports Park Master Plan is intended to provide a long range plan with the potential for design development and construction document phases for the implementation of improvements at Peck Community Sports Park (formerly known as the Peck Athletic Complex). This effort is intended to provide a comprehensive vision and broader context to concurrent re-development efforts at this park location. The Metro Parks Board of Commissioners asked for Metro Parks Tacoma to work with Tacoma Public Schools to plan, design, construct and program an all-season multi-use sport field at the existing Peck Athletic Complex site for TPS and MPT sports teams. In partnership, the all-season multi-use field will serve as the home field for Stadium High Schools baseball team, and also be available for soccer, lacrosse, and other community sports needs. The full Peck Community Sports Park master plan includes amenities representative of a community/neighborhood park and embodies the emerging principles of Community Sports Parks, informed by community feedback gathered through public meetings and on-line dialog.

The Walker/Macy consultant team assimilated information garnered through the public process and developed a range of long-term site redevelopment concepts, including illustrative graphics, brief program and project narrative, and rough order of magnitude costs for future development. The proposed 2023 Peck Community Sports Park Master Plan represents the culmination of a

community-driven program for a Sports Park with high activity sports, neighborhood play, walking paths and passive green space.

**FISCAL IMPACT:** The construction cost estimate for full implementation of the master plan is estimated to be approximately \$10M to \$12M. The implementation of the plan is likely to be phased, as funds are made available. The Master Plan funding was allocated from Planning Department operational funds in the amount of \$131,000.

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

**METROPOLITAN PARK DISTRICT OF TACOMA**

**RESOLUTION NO. RR100-23**

**ACCEPTING THE 2023 PECK COMMUNITY SPORTS PARK MASTER PLAN**

WHEREAS, the Metropolitan Park District of Tacoma owns and operates Peck Athletic Complex located at 1425 S State Street, Tacoma; and

WHEREAS, an in-house staff team in conjunction with the landscape architectural consulting firm Walker/Macy, led an effort to develop a Master Plan for the Peck Athletic Complex (Peck Community Sports Park); and

WHEREAS; Metro Parks Tacoma worked with our partner organizations; and conducted public outreach to gather input, develop design criteria, review development options, and identify a preferred development concept for the new Peck Community Sports Park; and

WHEREAS, the Master Plan for the Peck Community Sports Park includes provisions for improvements including a high school baseball / multi-use field, flex sport field, restrooms, playground, covered areas for shade, sport courts, trails, parking and drainage upgrades and landscaping; passive play and garden areas; and

WHEREAS, The Master Plan supports a wide variety of outdoor amenities, sports, natural landscapes, and gathering spaces to serve community; Now, therefore, be it

RESOLVED by the Board of Park Commissioners of the Metropolitan Park District of Tacoma to accept and adopt the 2023 Peck Community Sports Park Master Plan.

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



- Key**
- ① Community Connection
  - ② Orchard
  - ③ Existing Trees
  - ④ Community Green
  - ⑤ Walking Loop
  - ⑥ Garden Building
  - ⑦ Native Plant Garden
  - ⑧ Parking Lot
  - ⑨ Traffic Garden & Wave Wheels Track
  - ⑩ De-pave Program Raingarden
  - ⑪ Raised Crossing
  - ⑫ On-street Parking
  - ⑬ Playground, Garden, & Exercise Equipment
  - ⑭ Picnic Shelter
  - ⑮ Passive Lawn
  - ⑯ Comfort Station
  - ⑰ Sport Courts
  - ⑱ Green Edge
  - ⑲ Flex Field
  - ⑳ TPS Multi-use Field



## **MEMORANDUM**

TO: Board of Park Commissioners

THROUGH: Shon Sylvia, Executive Director

FROM: Debbie Russell, Director of Business Administration and Planning

**SUBJECT: Adoption of Human Resources Policies**

DATE: November 21, 2023

**EXECUTIVE SUMMARY:** This resolution authorizes the amendment of four policies and the adoption of two new policies to provide updated Human Resource guidance after a comprehensive process of review, including equity impacts.

The policies being recommended for amendment and adoption include:

- **511.007 Promotions**
  - Updates inclusive language and best practices.
  - Adds language to allow for temporary or interim appointments to last longer than 120 days.
  - Clarifies confusion around salary placement for non-represented staff when promoted.
  - Aligns section IX to Probation Policy.
- **512.002 Probationary Period**
  - Updates inclusive language and best practices.
  - Reduces the probationary period from nine (9) to six (6) months for new hires and promoted employees.
  - Moves several sections to the Pay Increase Policy.
  - Adds new section VIII to clarify what would happen if a promoted employee does not pass probation.
  - Adds new section IX to denote credit for time in a temporary or interim appointment.
- **515.001 Job Classification and Compensation**
  - Updates inclusive language and best practices.
  - Updates language referring to Compensation Philosophy.
  - Moves Section VI to the Pay Increase Policy.
- **515.002 Pay Increases**
  - Updates inclusive language and best practices.
  - Adds several sections that were moved from the Probationary Period and Job Classification and Compensation Policies.

- Adds language allowing non-represented employees that were promoted, but still on probation, to receive a merit increase.
- Adds language noting pay increase process for represented staff members and eligibility for premium pay for non-represented staff that are working out of their job classification.

New policies recommended for adoption include:

- **Volunteer Time Off (NEW)**
  - Allows for Volunteer Time Off per year for employees to participate in MPT/TPS/COT events and programs;
  - Can be used as a template for a consistent policy across other partner agencies.
- **Washington Paid Family and Medical Leave (NEW)**
  - Establishes a policy regarding paid leave provided by the Washington Paid Family and Medical Leave program (PFML.)
  - Provides information to employees about how MPT, state and federal leave policies interact.

**FISCAL IMPACT:** There will be minor fiscal impacts to the remaining 2023 budget and future 2024 budget associated with a few of the revisions; some may slightly increase costs, while others may slightly decrease costs. Any significant fluctuations will be noted in future quarterly reports.

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

**METROPOLITAN PARK DISTRICT OF TACOMA**  
**RESOLUTION NO. RR101-23**  
**ADOPTION OF NEW AND REVISED**  
**DISTRICT HUMAN RESOURCES POLICIES**

WHEREAS, the Board of Park Commissioners recognizes the importance of maintaining a current comprehensive policy package that is relevant for decision-making; and

WHEREAS, the policies being brought forward have been thoroughly reviewed in order to provide clear direction for application; and

WHEREAS, the adjustments to policies will not compromise the quality of service provided to the community, now, therefore be it,

RESOLVED that the Board of Park Commissioners of the Metropolitan Park District of Tacoma amend policy 511.007 Promotions; policy 512.002 Probationary Period; policy 515.001 Job Classification and Compensation; policy 515.002 Pay Increases; and adopt NEW policy Volunteer Time Off; and NEW policy WA Paid Family Leave.

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

\_\_\_\_\_  
President

ATTEST:

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Clerk

**PROMOTIONS**

<b>Policy No.:</b> 511.007	<b>Resolution No.:</b> RR75-19	<b>Date Approved:</b> 12-9-19	<b>Equity Review Date:</b> <u>10/11/2023</u>	<b>Supersedes the following Resolutions &amp; Policies:</b> R23-94; RR6-10; RR19-18
<b>Date procedures adopted by the Executive Director:</b>		<b>Procedure revision date:</b>		<b>Procedures approved by the Executive Director:</b>

**POLICY:** (Adopted by the Board of Park Commissioners)

**Purpose:** To establish a policy regarding promotion of a current employee based on the employees' education, skills, ability, previous work record and other applicable factors to fill a position.

**Policy Requirements:**

- Section I. Promotion: A promotion is defined as upward movement for a career ~~non-represented~~ employee to a newly created or ~~open~~vacant position in a higher ~~job~~classification and pay range that has been approved by the Executive Director or designee for recruitment, career appointment, or interim appointment.
- Section II. Requests to fill a promotional position within Metro Parks Tacoma shall be ~~done on forms~~completed through a process developed by Human Resources and shall require the written approval of the Executive Director or designee prior to any recruitment/~~placement or appointment~~.
- Section III. Promotions made on a competitive basis shall be designed to:
- A. Offer qualified employees the opportunity for advancement.
  - B. Provide an opportunity for an employee to demonstrate skills, abilities, training, and other factors to Metro Parks Tacoma.
  - C. Assure maximum utilization of qualified employees for the best interests of Metro Parks Tacoma.
  - D. Foster a culture of internal development and investment in employees as an intentional succession planning strategy.
- Section IV. The Executive Director or designee, with recommendation from Human Resources, may authorize a non-competitive appointment to a promotional position when it is in the best interests of Metro Parks Tacoma provided two or more of the criteria listed below have been met:
- A. The employee meets all ~~of~~ the minimum qualifications for the job.
  - B. It would create a hardship on Metro Parks Tacoma to undertake a competitive recruitment process due to the need for immediate filling of the position.
  - C. The employee has served successfully in an interim role.
  - D. Other factors regarding the promotion are deemed in the best interests of Metro Parks Tacoma.
- Section V. Promotions may be on a temporary or an interim basis. Appointment to a temporary or interim promotion shall not give the ~~affected~~selected employee any vested right to ~~fill~~ the position during a competitive recruitment ~~process, to fill the position~~ or should the



**PROBATIONARY PERIOD**

<b>Policy No.:</b> 512.002	<b>Resolution No.:</b> RR81-15	<b>Date Approved:</b> 12/14/15	<b>Equity Review Date:</b> <u>10/11/2023</u>	<b>Supersedes</b> R17-96; RR6-10 <b>the following Resolutions &amp; Policies:</b>
<b>Date procedures adopted by the Executive Director:</b>		<b>Procedure revision date:</b>		<b>Procedures approved by the Executive Director:</b>

**POLICY:** (Adopted by the Board of Park Commissioners)

**Purpose:** To establish a policy regarding probationary periods.

**Policy Requirements:**

- Section I. All newly hired career employees, new classification to a career position, promoted career employees, or former employees who have been re-hired as career employees, enter a probationary period. The probationary period ~~which~~ is an integral part of the selection process. During the probationary period an employee is required to demonstrate suitability for the position by actual their ability to meet expectations, job standards, and workplan goals through performance of their work.
- Section II. The probationary period shall be ~~nine-six (96)~~ months from the date of hire or promotion effective date for all career employees. During the probationary period, the employee's supervisor shall observe and evaluate the employee's work performance and shall counsel the employee regarding performance concerns where appropriate.
- Section III. A new-hire probationary employee is considered an at-will employee and may be terminated at any time during the probationary period with or without cause and without the right of appeal. Metro Parks Tacoma is not required to counsel a probationary employee prior to termination. Successful completion of the probationary period does not modify at-will status unless ~~modification is provided for~~ otherwise stated in a written employment agreement or labor agreement.
- Section IV. The new-hire probationary period may be extended for up to an additional ~~ninesix (96)~~ months if extenuating circumstances have prevented Metro Parks Tacoma from adequately determining the employee's ~~suitability~~ ability to meet expectations for their position. Extension of the probationary period is at Metro Parks Tacoma's sole option.
- Section V. ~~Probationary non-represented career employees are not eligible for yearly pay for performance awards without department director approval. Pay increases are granted in accordance with the Pay Increase Policy and Collective Bargaining Unit Agreement.~~
- Section VI. Probationary career employees are eligible for holiday pay. Floating holiday hours will not be granted until the probationary period has been completed. ~~Vacation and sick leave will be granted in accordance with the Collective Bargaining Unit Agreement, Vacation Use and Accrual Policy and Sick Leave Use and Accrual Policy.~~
- Section VII. ~~The probationary period for a non-represented career employee receiving a promotion shall be six (6) months from date of the promotion effective date. During the probationary period, the employee's supervisor shall observe and evaluate the employee's work~~

~~performance and shall counsel the employee regarding performance concerns where appropriate. Prior to completion of the promotional probationary period, employees shall be evaluated on their work performance. A probationary employee is considered an at-will employee and may be terminated at any time during the probationary period with or without cause and without the right of appeal. Metro Parks Tacoma is not required to counsel a probationary employee prior to termination. Successful completion of the probationary period does not modify at-will status unless modification is provided for otherwise stated in a written employment agreement or labor agreement. The promotional probationary period and procedures for a represented career employee is determined by the Collective Bargaining Unit Agreement.~~

Section VIII. Should an employee fail to successfully pass the promotional probationary period, Metro Parks Tacoma may elect to:  
A. Return the employee to their former or similar position at their former rate of pay.  
B. Transfer the employee to another vacant position for which the employee is qualified.  
C. Lay off the employee if Metro Parks Tacoma cannot identify a position to which they can transfer the employee and assure continued productive operations. Metro Parks Tacoma is not required to create a position for the employee who fails a promotional probationary period.

~~Section VIII — Employees may be returned to a probationary status based on poor work performance or other work-related factors considered essential by Metro Parks Tacoma.~~

Section IX. Employees that receive a promotion to a classification that they held in a temporary or interim capacity may receive credit towards the probationary period, or have the probationary period waived, if they performed the full scope of the classification's job duties.

~~Section IX — Following the end of a successful 9 month new hire probationary period for non-represented positions, and for an additional period not to exceed 3 months, the department director may submit a wage adjustment to the base salary if the employee's performance warrants either a pay increase that does not exceed the midpoint of the pay band or pay adjustment supported by an improvement plan approved by Human Resources.~~

~~Section X — Following the end of a successful six month promotion probationary period for non-represented positions, and for an additional period not to exceed 6 months, the department director may submit an additional wage adjustment to the base salary if the employee's performance warrants either a pay increase or a pay decrease. The Executive Director must approve any pay increase that would provide more than a 20% increase (including any original promotion increase) to the employee's pre-promotion salary.~~

Section X. Nothing in this policy shall supplant, replace, or supersede conflicting provisions in collective bargaining agreements.

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

Executive Director or designee ~~elect~~decide to fill the vacancy ~~through~~on a non-competitive ~~basis~~process.

Section VI. Temporary or interim promotional appointments which are reasonably expected to be greater than one month in duration may be eligible for a temporary adjustment in salary. The adjustment shall not exceed 10% of the employee's current base salary or the minimum salary range of the new position, whichever is greater. ~~Temporary increases are not adjusted by cost of living or merit increases.~~ Temporary or interim promotional appointments may end at any time, with or without notice, but shall not exceed 120 days unless a recruitment is underway and/or express permission from the Executive Director has been granted.

Section VII. Career non-represented ~~E~~e employees promoted to a new position will move to the appropriate job ~~group~~ classification and pay range. Promoted employees are eligible for an adjustment in salary up to 10% of the employee's current base salary. If the minimum of the new position's pay range exceeds 10% the employee will be placed at the minimum. ~~, or will be moved to the minimum of the new job range, whichever is greater.~~

Section VIII. ~~The promoted employee shall serve a six (6) month promotional probationary period during which time their performance in the promoted position will be evaluated. Evaluation of the promoted employee shall be in a similar manner to a newly hired employee. Probationary period timeframes and procedures for promoted employees are determined by the Probationary Period policy or Collective Bargaining Unit Agreement as appropriate.~~

Section IX. ~~Should an employee fail to successfully pass the promotional probationary period, Metro Parks Tacoma may elect to:~~  
~~Return the employee to their former or similar position at their former rate of pay.~~  
~~Transfer the employee to another vacant position for which the employee is qualified.~~  
~~Lay off the employee if Metro Parks Tacoma cannot identify a position to which they can transfer the employee and assure continued productive operations. Metro Parks Tacoma is not required to create a position for the employee who fails a promotional probationary period.~~

Section X. Nothing in this policy shall supplant, replace, ~~supersede, or supersede~~ conflicting provisions in collective bargaining agreements.

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

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**515.001****JOB CLASSIFICATION AND COMPENSATION**

<b>Policy No.:</b> 515.001	<b>Resolution No.:</b> RR19-18	<b>Date Approved:</b> 02/26/2018	<b>Equity Review Date:</b> <u>11/9/2023</u>	<b>Supersedes the following Resolutions &amp; Policies:</b>	R23-94; R178-96; R100-98; R28-00; RR21-04; RR6-10
<b>Date procedures adopted by the Executive Director:</b>		<b>Procedure revision date:</b>		<b>Procedures approved by the Executive Director:</b>	

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**POLICY:** (Adopted by the Board of Park Commissioners)

**Purpose:** To establish a ~~non-represented employee~~ job classification system for career non-represented positions based on a total compensation philosophy that considers both ~~cash salary~~ and benefits in the equation of compensation value.

**Policy Requirements:**

Section I. The Executive Director has the authority to create, adjust, add, or eliminate classifications in accordance with the needs and resources of Metro Parks Tacoma. Such adjustments may be based on an examination of work programs, plans or designs; administrative re-organization; technological advancements, and other factors.

Section II. A classification system shall be created to rank positions based on their comparable external market value and internal equity value within Metro Parks Tacoma and support the Total Compensation Philosophy as outlined by the Executive Director. ~~A classification system shall be created to rank positions based on their comparable external market value and internal equity value within Metro Parks Tacoma.~~ This classification system will consider organizational impact factors that differentiate employees by job group and job pay range.

Section III. The classification system shall group positions together in a classification or salary range utilizing such organizational impact factors as:

- A. Knowledge and skills utilized,
- B. Financial development or oversight,
- C. Supervision of others,
- D. Organizational risk and scope of work,
- E. Management oversight and decision-making authority,
- F. Breadth of services provided to the district or its customers,
- G. Judgement and extent of independent discretion, and
- H. Other factors deemed essential to the best interests of Metro Parks Tacoma

Section IV. The Executive Director, following consultation with HR staff, shall review and adjust the classification plan as necessary.

Section V. No employee shall be paid below the minimum rate of pay established for the salary range of ~~his/hers~~their current or interim position.

~~Section VI. Changes in the method of compensation of employees such as education pay, shift, hazardous duty or other special pay differentials will be allowed, as necessary, to recruit or retain qualified employees and when it is in the best interests of Metro Parks Tacoma.~~

Section VI† Nothing in this policy shall supplant, replace, or supersede conflicting provisions in collective bargaining agreements.

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

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**PAY INCREASES**

<b>Policy No.:</b> 515.002	<b>Resolution No.:</b> RR75-19	<b>Date Approved:</b> 12/9/2019	<b>Equity Review Date:</b> <u>10/28/2023</u>	<b>Supersedes the following Resolutions &amp; Policies:</b> R23-94, R178-96, R100-98, R28-00; RR21-04; RR6-10; RR19-18
<b>Date procedures adopted by the Executive Director:</b>		<b>Procedure revision date:</b>		<b>Procedures approved by the Executive Director:</b>

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**POLICY:** (Adopted by the Board of Park Commissioners)

**Purpose:** To establish a policy for granting pay increases for career employees within Metro Parks Tacoma.

**Policy Requirements:**

- Section I. The Executive Director or designee shall establish the necessary administrative procedures for carrying out the intent of the Board's policy direction for employee compensation. The Executive Director shall comply with applicable local, state, ~~or~~and federal laws and regulations in establishing the administrative procedures required.
- Section II. Career non-represented employees of Metro Parks Tacoma may be eligible for an annual merit pay increase on an annual basis for a pay increase after completion of a formal performance review during the designated timeframe. The decision ~~whether~~ to grant award an annual merit pay increase will be dependent on the following:
- ~~(a) A. whether t~~The employee has met the job requirements and goals established by their job description and through their work plans as determined set by the ~~employee's assigned~~ supervisor.
  - ~~(b) B. and h~~The employee ~~has~~ not reached the top of their ~~specific position's~~ salary range. ~~and~~
  - ~~(c) C. whether~~ Metro Parks Tacoma has the financial resources to ~~afford~~ provide pay increases.
  - D. ~~The~~ Newly hired or re-hired career non-represented employee is not currently serving a probationary period.
  - E. Promoted career non-represented employees on probation are eligible for an annual merit pay increase.
- Seniority and length of service are ~~generally not factors for determining a pay increase considered in deciding whether an employee shall receive a pay increase~~
- ~~Section III.~~ Newly hired or re-hired career represented employees shall be eligible ~~with acceptable performance~~ for one step increase after one year following the date of hire with acceptable performance, then one step increase every two years thereafter until the top step is reached. Promoted career represented employees shall be eligible for one step increase after successfully passing a promotional probation, and subsequent steps are based on the promotion effective date.
- Section IV~~H~~. Newly hired or re-hired career non-represented may be eligible for the annual merit pay increase on a sliding scale after successfully passing probation, and a formal performance review has been completed.

Section V. If an employee is denied a pay increase due to ~~his/her failure to not~~ meeting job requirements and goals ~~established by the work plan~~, the employee's supervisor ~~may be tasked with~~ will be required to establishing and monitoring a development plan ~~for the next annual period in an effort~~ to improve the employee's performance for the next annual review period sufficient to merit a future pay increase.

Section VII.V. Employees who reach the top of the salary range for their position shall not be entitled to pay increases unless, and until, the top of the salary range increases. Should employees ~~be at reach~~ the top of the salary range for their position, the Executive Director or ~~their~~ designee may authorize a lump sum payment.

Section VII.V. ~~E~~Career employees ~~that receive a promotion may will receive may be eligible for a~~ pay increases ~~under the provisions of the~~ as determined by the Promotion Policy.

Section VIII. Executive Director or designee may also grant wage adjustments deemed essential to the best interest of Metro Parks when considering such factors as internal/external ~~alignment~~ equity, retention, performance, ~~&~~ experience, and special skills. The Executive Director or designee may also grant temporary wage adjustments, not to exceed 10% of the employee's current salary, when the employee has taken on at least 20% higher level additional duties ~~of at least twenty percent 20% of effort~~ outside of the employee's job description positions typical duties for an extended period of time. Non-represented employees who are assigned special duties outside of their job description, may be eligible for an additional premium pay for the actual hours worked in this capacity.

Section IX.VI. Employees may be eligible for an equity pay increase after completion of a formal review process by Human Resources. ~~has been completed.~~ Equity ~~increases~~ are meant to ~~help~~ correct cases of salary inequity (internal or external) or ~~inappropriate-inadequate~~ salary differences between Supervisors and those they supervise (referred to as "salary compression"). Equity Increases are not meant to replace or supplement merit increases or reclassification increases, nor are they given solely on the basis of longevity, performance or increased workload. Criteria for submitting an Equity Review Request is as follows:

- A. The employee must be actively working (not on leave), ~~and-~~
- B. Have satisfactory performance for the last 3 years, ~~and-~~
- C. Been in the position for the last 3 years, ~~and~~
- D. And mMeet one or more of the following criteria:
  1. Internal salary inequity between employees in the same or similar job title.
  2. Internal salary inequity between new hires and current employees in the same or similar job title in a particular department or division of Metro Parks Tacoma.
  3. External market inequity, as evidenced by one or more of the ~~below following~~ situations:
    - a. Valid market data showing that our competition pays higher salaries for similar work
    - b. Recruitment difficulties
    - c. Sharp increase in turnover for similar work.
  4. Salary compression between supervisors and those whom they supervise.

Section X.VI. Nothing in this policy shall supplant, replace, or supersede conflicting provisions in collective bargaining agreements.

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

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**VOLUNTEER TIME OFF (VTO)**

<b>Policy No.:</b>	<b>Resolution No.:</b>	<b>Date Approved:</b>	<b>Equity Review Date:</b> 11/13/2023	<b>Supersedes the following Resolutions &amp; Policies:</b>
<b>Date procedures adopted by the Executive Director:</b>		<b>Procedure revision date:</b>	<b>Procedures approved by the Executive Director:</b>	

**POLICY:** (Adopted by the Board of Park Commissioners)

**Purpose:** The purpose of this policy is to allow for Volunteer Time Off each year to participate in Beyond the Bell Afterschool Clubs/Sport Leagues/Field Trips and Tacoma Festivals/Special Events.

**Policy Requirements:**

- Section I. Volunteerism is defined as work performed voluntarily by an employee for an external organization or cause of their choice, reflecting their personal values and interests. Service refers to work performed internally within Metro Parks Tacoma that is not associated with that employee's assigned duties within their position description.
- Section II. During any volunteer or service hours, employees are expected to uphold the values and reputation of Metro Parks Tacoma as outlined in our Department and District policies. Employees engaging in volunteer service shall comply with all applicable laws, rules, and regulations.
- Section III. Metro Parks Tacoma provides eligible employees Volunteer Time Off (VTO) each calendar year. The VTO hours are non-accruing and should be used for approved volunteer events/activities.
- VTO requests should be submitted and approved in advance through the designated process outlined by Human Resources.
- Section IV. Employees must submit VTO requests to their supervisors or designated personnel for review and approval.
- Human Resources will oversee the VTO approval process and provide guidelines to ensure equitable distribution of VTO opportunities.
- Section V. Employees are responsible for accurately tracking and reporting their VTO hours through the designated time-tracking system or process.
- Human Resources will periodically review and audit VTO records to ensure compliance and provide support as needed.
- Section VI. In addition to the annual Volunteer Time Off entitlement, Metro Parks Tacoma will organize an annual Day of Service to encourage employee participation in a community-wide service event.



During the Day of Service, employees will represent Metro Parks Tacoma and are expected to adhere to our policies and code of conduct.

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

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**WASHINGTON PAID FAMILY AND MEDICAL LEAVE**

<b>Policy No.:</b>	<b>Resolution No.:</b>	<b>Date Approved:</b>	<b>Equity Review Date:</b> 10/28/2023	<b>Supersedes the following Resolutions &amp; Policies:</b>
<b>Date procedures adopted by the Executive Director:</b>		<b>Procedure revision date:</b>		<b>Procedures approved by the Executive Director:</b>

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**POLICY:** (Adopted by the Board of Park Commissioners)

**Purpose:** To establish a policy regarding paid leave provided for by the Washington Paid Family and Medical Leave.

**Policy Requirements:**

Section I. The Washington Paid Family and Medical Leave (PFML) law (Chapter 50A RCW) and supporting regulations establish a program administered by the Washington Employment Security Department (ESD) to provide paid leave benefits and job protection where applicable to eligible employees who need leave for certain family and medical reasons. This policy provides a summary of the PFML program. Employees may obtain additional information at [www.paidleave.wa.gov](http://www.paidleave.wa.gov). To the extent an issue is not addressed in this policy, Metro Parks Tacoma will administer this benefit program consistent with applicable statutes and regulations.

Section II. Under PFML, employees may be eligible for monetary benefits and job protection when taking leave for covered reasons. Eligibility requirements are as follows:

- A. Monetary Benefits: In order to be eligible for monetary benefits from ESD, an employee must have worked 820 hours in Washington (for any employer or combination of employers) during the year preceding the claim.
- B. Job Protection: In order to be eligible for job protection under PFML, an employee must meet eligibility requirements, specifically, the employee must have worked for Metro Parks Tacoma for at least 12 months and have worked 1250 hours in the last year.

An employee is ineligible for PFML benefits during any period of suspension from employment or during which the employee works for remuneration or profit (e.g., outside employment or contracting).

Section III. Eligible employees are entitled to take up to 12 weeks of medical or family leave, or a combined total of 16 weeks of family and medical leave per claim year; an additional two weeks of leave may be available in the event the employee's leave involves incapacity due to pregnancy. The claim year begins when the employee files a claim for PFML benefits or upon the birth/placement of the employee's child. PMFL leave may be taken for the following reasons:

- A. Medical Leave: Medical leave may be taken due to the employee's own serious health condition, which is an illness, injury, impairment or physical or mental condition that involves inpatient care or continuing treatment by a health care provider, as those terms are defined under the FMLA and RCW 50A.05.010. However, an employee is not eligible for PFML benefits if the employee is receiving time loss benefits under the workers compensation system.

- B. Family Leave: Family leave may be taken to care for a covered family member with a serious health condition; for bonding during the first 12 months following the birth of the employee's child or placement of a child under age 18 with the employee (through adoption or foster care); or for qualifying military exigencies as defined under the FMLA. For purposes of family leave, covered family members include the employee's child, grandchild, parent (including in-laws), grandparent (including in-laws), sibling, or spouse.

PFML runs concurrently with FMLA where an absence is covered by both laws. PFML leave may be taken intermittently, provided that there is a minimum claim requirement of eight consecutive hours of leave in a week for which benefits are sought.

Section IV. An employee must submit an application to ESD in order to seek PFML benefits. For guidance on the application process, please refer to the ESD website ([www.paidleave.wa.gov](http://www.paidleave.wa.gov)). Eligibility determinations will be made by ESD. If approved, the employee will need to file weekly benefit claims with ESD to continue receiving benefits.

Section V. An employee must provide written notice to Metro Parks Tacoma of the intent to take PFML leave. If the need for leave is foreseeable, notice must be given at least 30 days in advance of the leave. For unforeseeable leave, notice must be given as soon as practicable. The employee's written notice must include the type of leave taken (family or medical), as well as the anticipated timing and duration of the leave. If an employee fails to provide this required notice to Metro Parks Tacoma, ESD will temporarily deny PFML benefits. After receiving the employee's notice of the need for leave, Metro Parks Tacoma will advise the employee whether the employee is eligible for job protection under PFML or FMLA or both.

If leave is being taken for the employee's or employee's covered family members planned medical treatment, the employee must make a reasonable effort to schedule the treatment so as not to unduly disrupt Metro Parks Tacoma operations.

If taking leave intermittently, an employee must notify Metro Parks Tacoma each time PFML leave is taken so that Metro Parks Tacoma may properly track leave use.

Section VI. If ESD approves a claim for PFML benefits, partial wage replacement benefit payments will be made by ESD directly to the employee. The amount of the benefit is based on a statutory formula, which generally results in a benefit in the range of 75-90 percent of an employee's average weekly wage, subject to a maximum of \$1,000 per week. ESD's website is expected to include a benefits calculator to assist employees in estimating their weekly benefit amount.

With the exception of leave taken in connection with the birth or placement of a child, monetary PFML benefits are subject to a seven-day waiting period. The waiting period begins on the Sunday of the week in which PFML leave is first taken. The waiting period is counted for purposes of the overall duration of PFML leave, but no monetary benefits will be paid by ESD for that week. Employees may use available accrued leave to cover absences during the waiting period.

Paid leave accruals (vacation, sick leave, floating holidays, compensatory time, or any other accrued leave) are not supplemental to PFML benefits. An employee may elect to use such accrued leave during a PFML-covered absence, although the receipt of accrued leave must be reported to ESD as part of the PFML claims process and will result in a pro-rated weekly PFML benefit. Important note: failure to report the receipt of accrued leave may result in an overpayment by ESD, which ESD may recoup from the employee.

Section VII. When an employee is on leave and only receiving PFML benefits, the employee is deemed to be in unpaid status for purposes of Metro Parks Tacoma policies and benefit programs. Insurance coverage will be handled in the same manner as other unpaid leaves of absence, pursuant to Metro Parks Tacoma policy and subject to any FMLA or other legal requirements requiring continuation of coverage.

Section VIII. An employee who is eligible for job-protected leave will be restored to the same or equivalent position at the conclusion of PFML leave, unless unusual circumstances have arisen (*e.g.*, the employee's position or shift was eliminated for reasons unrelated to the leave). Metro Parks Tacoma may require a return-to-work certification from a health care provider before restoring the employee to work following PFML leave where the employee has taken leave for the employee's own serious health condition and under certain conditions, Metro Parks Tacoma may deny job restoration to a salaried employee who is among the highest paid ten percent of Metro Parks Tacoma employees. If an employee taking PFML leave chooses not to return to work for any reason, the employee should notify Metro Parks Tacoma as soon as possible.

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



## **MEMORANDUM**

**TO:** Board of Park Commissioners

**THROUGH:** Shon Sylvia, Executive Director

**FROM:** Tania Wink, Chief Financial and Administrative Officer

**SUBJECT:** **Authorizing 2023 General Tax Levy of Regular Property Tax for Collection in 2024**

**DATE:** November 8, 2023

**EXECUTIVE SUMMARY:** This resolution establishes the 2023 levy of regular property tax for Metro Parks that will be collected during 2024. 1) Authorizing a 1.06 percent statutory increase in the property tax levy for 2023, (2) certifying the total property tax levy amount inclusive of levy increases per RCW 84.55.010, and (3) authorizing the preparation of the levy certification forms.

**BACKGROUND:** Metro Parks Tacoma (MPT) has regular property tax levy authority that totals \$0.75 per \$1,000 of assessed value.

MPT's levy rate history over the last ten years shows a period of decreasing levy rates as a result of the imposition of a one percent growth in property tax revenue along with significant growth in assessed property values, followed by the recession and declining property values and the approval of a levy lid lift on April 27, 2010, to restore our levy to the maximum allowable amount of \$.75.

In November 2007, the State Legislature approved new legislation that imposed a one percent annual property tax growth limitation, following voter approval of I-747 in 2001. The legislation limits annual property tax revenue growth to 1%, plus new construction. The impact is that regardless of assessed valuation growth, revenues cannot grow more than the limit.

The passage of a levy lid lift in 2010 and the subsequent decline in assessed valuations in 2012 and 2013 resulted in Metro Parks' property tax revenue decreasing significantly during this time. However, with five years of increasing assessed valuations since 2014, Metro Parks continued to surpass previous years' levy amounts.

On November 8, 2022, there was approval of a levy lid lift to restore our levy to the maximum allowable amount of \$.75 resulting in a historical certified levy amount of \$32,994,192 in 2023.

In September 2023, the Pierce County Assessor's Office released the Preliminary Certification of Assessed Values for our taxing district. According to the County's Assessor's Office, the average single-family home decreased in value by 5.4% in 2023 when compared to 2022, dropping from

\$506,2224 to 478,948. Preliminary assessed values in 2023 are projected to total \$43,485,346,245, a 1.2% decrease when compared to 2022.

The chart below provides a ten-year history of our assessed value and levy rates.

Collection Year	Assess Value	Percent Change	Levy Rate	Total Tax Levy Amount
2014	\$ 16,935,340,498	3.7%	0.75000	12,701,505.37
2015	\$ 18,254,065,447	7.8%	0.75000	13,690,549.09
2016	\$ 19,407,365,221	6.3%	0.75000	14,555,523.92
2017	\$ 21,207,605,958	9.3%	0.70726	14,999,273.68
2018	\$ 23,662,776,999	11.6%	0.65333	15,459,635.89
2019	\$ 27,079,667,891	14.4%	0.58918	15,954,897.36
2020	\$ 30,338,365,452	12.0%	0.54255	16,460,155.41
2021	\$ 33,024,517,373	8.9%	0.51073	16,866,742.87
2022	\$ 37,804,920,641	14.5%	0.45581	17,231,948.03
2023	\$ 43,992,256,412	16.4%	0.75000	32,994,192.31

The district’s resolution must identify three components:

- The dollar amount of the previous year’s levy (the actual levy certified, including refunds.
- The dollar amount of increase which reflects the difference between the previous year’s actual levy and the limit factor growth of the highest lawful levy, OR a lesser amount if banking levy capacity.
- The percent of increase which equals the change over the prior year’s actual levy plus the dollar amount of increase to the district’s highest lawful levy for this year, or a lesser amount if banking levy capacity.

Below is a table that identifies these components:

Collection Year	Prior Year Certified Levy Amount	Highest Lawful Regular Levy	Percent Change	Levy Rate	Preliminary Assess Value	Preliminary Allowable Levy
2024	\$ 32,994,192	\$ 34,973,844	6.0%	0.75000	\$43,485,346,245	\$ 32,614,010

**FISCAL IMPACT:** Metro Parks Tacoma levies its property tax on an annual basis even though it has adopted a biennial budget. Pierce County has estimated the assessed value of the district, excluding annexation, at \$43,485,346,245. The county’s preliminary figures estimate the 2024 amount of the district’s levy under the statutory rate limitation to be **\$32,614,009.68** which is a decrease of 1.2% from 2023.

**ADDITIONAL INFORMATION:** If you have any questions before the Board meeting, please contact Tania Wink, Chief financial & Administrative Officer at 253-305-1081 or [tania.wink@tacomaparks.com](mailto:tania.wink@tacomaparks.com)

**METROPOLITAN PARK DISTRICT OF TACOMA**

**RESOLUTION NO. RR92-23**

**AUTHORIZING 2023 GENERAL TAX LEVY  
OF REGULAR PROPERTY TAX FOR COLLECTION IN 2024**

WHEREAS, the Board of Park Commissioners of the Metropolitan Park District of Tacoma has met and considered its budget for the 2023-2024 biennium; and

WHEREAS, the District's actual levy from the previous year was \$32,994,192.31; and

WHEREAS, the population of this district is more than 10,000; Now, therefore be it

RESOLVED by the Board of Park Commissioners of the Metropolitan Park District of Tacoma that an increase in the regular property tax levy is hereby authorized for the levy to be collected in the 2024 tax year.

The dollar amount of the increase over the actual levy amount from the previous year shall be \$1,979,651.54 which is a percentage increase of 6.0% from the previous year. This increase is exclusive of additional revenue resulting from new construction, improvements to property, newly constructed wind turbines, any increase in the value of state-assessed property, any annexations that have occurred and refunds made.

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:** Tania Wink, Chief Financial and Administrative Officer

**SUBJECT:** **Authorizing Excess Tax Levy for Unlimited Tax General Obligation (UTGO) Bond Redemption**

**DATE:** November 8, 2023

**EXECUTIVE SUMMARY:** The resolution provides for excess property taxes to be levied for debt service payments on voter-approved unlimited tax general obligation (UTGO) bonds 2012A, 2014A, 2014B, 2015, 2016, 2018, 2019, and 2023. Similar to our regular property taxes, the Board must authorize the tax levy in 2023 for collection in 2024.

Unlike regular property taxes where the Board certifies the amount of increase in revenue (up to the statutory maximum of one percent), with excess levies the Board specifies the exact dollar amount to be collected based on district's debt service payment schedule and the Pierce County Assessor-Treasurer's Office calculation of the appropriate levy rate to collect the tax. Adoption of this resolution is required by state law to enact the Metro Parks Tacoma excess property tax levy.

**BACKGROUND:** Debt Service funds are used to manage bond principal and interest payment obligations for governmental funds. For 2024, there will be eight (8) UTGO bonds, which are paid for with an excess property tax levy approved by the votes. A history of the outstanding bonds are below:

On June 13, 2012, \$9,995,000 of refunding bonds were issued to refund a portion of bonds issued for PDZA projects in 2003 and 2005 bonds. The remaining 2003 and 2005 bonds were paid off in December 2013 and 2015, respectively.

Following voter approval in April 2014 of a \$198,000,000 bond issue, \$33,400,000 in UTGO and \$18,040,000 in refunding (2006 issue) bonds were issued following Board approval on October 13, 2014. The remaining 2006 bonds were paid off in December 2016. In 2015, \$14,280,000 in refunding (2005 issue) bonds were issued following Board approval on July 13, 2015. Following Board approval on October 24, 2016, the district issued \$70,000,000 of UTGO bonds and \$6,290,000 of refunding (2008 issue) bonds. On April 9, 2018, the district issued \$40,020,000 of UTGO bonds. On April 22, 2019, the Board approved the refunding of the \$25,000,000 Build America Bonds originally issued in 2010, which generated an estimated savings of \$2 million in debt payments over the remaining life of the bonds. Finally, on

November 27, 2023 the Board is anticipated to authorize a not-to-exceed \$42,000,000 issuance of UTGO and Refunding (2012A issue) Bonds which are expected to be issued and sold before the end of 2023 (the “2023 Bonds”). The refunding of the 2012A Bonds, while authorized, is not expected to occur with the issuance of the 2023 Bonds due to a lack of savings.

**FISCAL IMPACT:** We know from our current debt service payment schedule established at the time of the bond sales the exact principal and interest due each year. Included in the levy is a small reserve in each fund to accommodate non-payment or late-payment of taxes by property owners. Subsequent collection of delinquent taxes provides additional cash on hand which reduces the ensuing year’s levy. All taxes collected remain within the bond redemption fund until we are able to make principal and interest payments. In the final years of the debt service associated with each individual issue, we may reduce the levy by any excess cash available in the fund.

The Park Board is authorizing the levy of tax on property in 2023 for collection in 2024 for the following principal and interest payments associated with the referenced bonds:

Bond Issue	Principal Due in 2024	Interest Due in 2024	Total Tax Collection Required in 2023	Assessed Value for Excess Levy for Bonds	Estimated Levy Rate for Bond Debt Service
Unlimited Tax GO Ref. Bonds, 2012A	940,000	58,200	998,200	43,149,749,638	0.0231
Unlimited Tax GO Bonds, 2014A	-	447,325	447,325	43,149,749,638	0.0104
Unlimited Tax GO Ref. Bonds, 2014B	2,725,000	287,750	3,012,750	43,149,749,638	0.0698
Unlimited Tax GO Ref. Bonds, 2015	2,170,000	226,500	2,396,500	43,149,749,638	0.0555
Unlimited Tax GO & Ref. Bonds, 2016	2,410,000	2,117,400	4,527,400	43,149,749,638	0.1049
Unlimited Tax GO Bonds, 2018	2,110,000	1,111,900	3,221,900	43,149,749,638	0.0747
Unlimited Tax GO Ref. Bonds, 2019	-	914,800	914,800	43,149,749,638	0.0212
Unlimited Tax GO Bonds, 2023	2,740,000	1,840,006	4,580,006	43,149,749,638	0.1061
<b>Total</b>	<b>13,095,000</b>	<b>7,003,881</b>	<b>20,098,881</b>		<b>0.4658</b>

The amounts for the 2023 Bonds are preliminary and subject to change since the bonds have not yet been sold. However, the 2023 Bonds’ debt service amount will be sized to target the Total Tax Collection amount shown above.

The final levy rate will be determined by the Pierce County Assessor-Treasurer’s office once the final property values have been established for Metro Parks Tacoma by the end of the year.

**ADDITIONAL INFORMATION:** For additional information, please contact Chief Financial & Administrative Officer Tania Wink at 253-305-1081 or [tania.wink@tacomaparks.com](mailto:tania.wink@tacomaparks.com)

**METROPOLITAN PARK DISTRICT OF TACOMA  
RESOLUTION NO. RR93-23**

**AUTHORIZING EXCESS TAX LEVY  
FOR UNLIMITED TAX GENERAL OBLIGATION (UTGO) BOND REDEMPTION**

WHEREAS, the Board of Park Commissioners authorized the issuance of \$9,995,000 of refunding bonds to advance refund portions of a 2003 UTGO bond issue for the Point Defiance Zoo and Aquarium and the 2005 voter approved UTGO bond issues on May 14, 2012; and

WHEREAS, an unlimited tax general obligation (UTGO) bond issue of \$198,000,000 for the stated purpose of making general improvements to parks and recreation facilities was authorized by voters at the general election held on April 22, 2014; and

WHEREAS, the Board of Park Commissioners authorized the issuance of \$33,400,000 in UTGO bonds on October 13, 2014, and \$18,040,000 to refund UTGO bonds originally issued in 2006; and

WHEREAS, the Board of Park Commissioners authorized the issuance of \$14,280,000 in UTGO bonds on July 13, 2015 to advance refund portions of the UTGO bonds originally issued in 2005; and

WHEREAS, the Board of Park Commissioners authorized the issuance of up to \$80,000,000 in UTGO bonds on October 24, 2016 for new projects and to advance refund portions of the UTGO bonds originally issued in 2008; and

WHEREAS, the Board of Park Commissioners authorized the issuance of up to \$50,000,000 in UTGO bonds on April 9, 2018 for carry-over and new projects; and

WHEREAS, the Board of Park Commissioners authorized the issuance of \$22,970,000 in refunding the Build America Bonds originally issued in 2010 on June 26, 2019; and

WHEREAS, the Board of Park Commissioners is expected to authorize and Metropolitan Park District of Tacoma is expected to issue and sell not-to-exceed \$42,000,000 in UTGO and Refunding Bonds in 2023; and

WHEREAS, "unlimited annual property taxes and other available monies" were authorized as a means of paying both principal and interest on said bond issues; Now, therefore, be it

RESOLVED by the Board of Park Commissioners of the Metropolitan Park District of Tacoma that the amount to be levied for payment of UTGO bond principal and interest due from the 2023 excess property tax levy for collection in 2024 is as follows, based on property values provided by the Pierce County Assessor-Treasurer:

2012 UTGO Refunding	\$998,200
2014 UTGO A	\$447,325
2014 UTGO B	\$3,012,750
2015 UTGO Refunding	\$2,396,500
2016 UTGO	\$4,527,400
2018 UTGO	\$3,221,900
2019 UTGO Refunding	\$914,800
2023 UTGO	\$4,580,006
<b>TOTAL</b>	<b>\$20,098,881</b>

BE IT FURTHER RESOLVED that this resolution be certified to the proper officials of Pierce County for collection in the same manner as other general taxes.

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  
Tania Wink, Chief Financial Administrative Officer

**SUBJECT: Authorizing Issuance and Sale of Not-to-Exceed \$42,000,000 Principal Amount of Unlimited Tax General Obligation (UTGO) Bonds and Delegate Authority to the Director of Business Administration and Planning and Chief Financial & Administrative Officer**

DATE: November 8, 2023

**EXECUTIVE SUMMARY:** This resolution authorizes the fourth and final sale of bonds associated with the successful passage of the \$198 million bond in 2014. This sale will provide funding for the continuing phases of existing projects and begin new projects as identified in the Capital Improvement Program to construct, equip, renovate, acquire, and make certain capital improvements to the facilities of the District, to refund certain outstanding general obligation bonds of the district, to capitalize interest, and to pay certain costs of issuance of the bonds. The resolution also delegates to the Director of Business Administration and Planning and Chief Financial & Administrative Officer (each, a “Delegated Representative”) the authority to determine the final terms and conditions most advantageous to the District.

This sale will be a negotiated sale with KeyBanc Capital Markets, serving as the bond underwriter (Caitlin Caldwell, Director representing at the November 13 meeting). The Board’s municipal advisor, Northwest Municipal Advisors, will also assist Metro Parks in the negotiation to ensure that the District receives a fair and reasonable price for the bonds at the time of sale. The District’s bond counsel, Deanna Gregory from Pacifica Law Group, will also be in attendance to answer any legal questions regarding the bonds.

The preliminary schedule for the bond sale is projected to be:

- November 13<sup>th</sup> First Reading of Bond Resolution
- November 27<sup>th</sup> 2<sup>nd</sup> & Final Reading to Adopt Bond Resolution
- December 13<sup>th</sup> or 14<sup>th</sup> Bond Pricing and Execution of Purchase Agreement
- December 20<sup>th</sup> Bond Closing

**BACKGROUND:** The District issued and sold the first series of authorized bonds dated December 2, 2014, pursuant to Resolution No. RR66-14 in the aggregate principal amount of \$33,400,000, which resulted in a Capital Improvements Fund deposit of \$35,000,000; issued and sold a second series dated December 1, 2016, pursuant to Resolution No. RR98-16 in the aggregate principal amount of \$76,290,000, which resulted in a Capital Improvements Fund deposit of \$78,935,779; and issued and sold a third series dated May 16, 2018, pursuant to Resolution No. RR35-18 in the aggregate principal amount of \$41,245,000, which resulted in a Capital Improvements Fund deposit of \$44,500,000.

In addition to authorizing the new bond issuance, the resolution delegates authority to the Delegated Representatives to undertake the transactions. Since market conditions for bond interest rates fluctuate and may increase, the most favorable market conditions may occur on a day other than a regularly scheduled Board meeting. Therefore, it is important for the Delegated Representatives to have the discretion to take advantage of the most favorable market conditions. The delegation authority establishes certain parameters that must be met for the issues, including maximum issue amounts and interest costs. The authority expires December 31, 2024.

**FISCAL IMPACT:** The funds from the new bond issuance are required to continue executing and funding the capital projects as approved in the capital improvement program. Based on our conservative assumptions, the average levy rate over the life of the 2023 Bonds is \$0.06/\$1,000. Further, using similar assumptions, we have estimated that the average levy rate for all bond issues in aggregate, including future issuances in aggregate is \$0.222/\$1,000 over the remaining life of all bond issues.

The Park Board is authorizing the levy of tax on property in 2023 for receipt in 2024 for a total tax collection of \$4,580,006 (\$2,740,000 in principal and \$1,840,006 in interest) associated with the 2024 UTGO Bond.

Since the issues are UTGO bonds, there is no general fund or direct fiscal impact to the District.

**ADDITIONAL INFORMATION:** For additional information, please contact Chief Financial Administrative Officer, Tania Wink [tania.wink@tacomaparks.com](mailto:tania.wink@tacomaparks.com) or at 253-305-1081.

METROPOLITAN PARK DISTRICT OF TACOMA  
PIERCE COUNTY, WASHINGTON

UNLIMITED TAX GENERAL OBLIGATION AND REFUNDING BONDS

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RESOLUTION NO. RR 94-23

A RESOLUTION OF THE BOARD OF PARK COMMISSIONERS OF THE METROPOLITAN PARK DISTRICT OF TACOMA, PIERCE COUNTY, WASHINGTON, AUTHORIZING THE ISSUANCE AND SALE OF ONE OR MORE SERIES OF UNLIMITED TAX GENERAL OBLIGATION BONDS IN THE AGGREGATE PRINCIPAL AMOUNT OF NOT TO EXCEED \$42,000,000 TO CONSTRUCT, EQUIP, RENOVATE, ACQUIRE, AND MAKE CAPITAL IMPROVEMENTS TO THE FACILITIES OF THE DISTRICT, TO REFUND CERTAIN OUTSTANDING GENERAL OBLIGATION BONDS OF THE DISTRICT, TO CAPITALIZE INTEREST, AND TO PAY COSTS OF ISSUANCE OF THE BONDS; PROVIDING FOR THE ANNUAL LEVY OF TAXES TO PAY THE BONDS; AND DELEGATING THE AUTHORITY TO DETERMINE THE FINAL TERMS OF THE BONDS UNDER THE TERMS AND CONDITIONS SET FORTH HEREIN.

APPROVED ON NOVEMBER \_\_, 2023

PREPARED BY:

PACIFICA LAW GROUP LLP  
Seattle, Washington

METROPOLITAN PARK DISTRICT OF TACOMA

RESOLUTION NO. RR 94-23

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Exhibit A – Bond Form

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\* This Table of Contents and the cover page are not a part of the following resolution and are included only for the convenience of the reader.



RESOLUTION NO. RR 94-23

A RESOLUTION OF THE BOARD OF PARK COMMISSIONERS OF THE METROPOLITAN PARK DISTRICT OF TACOMA, PIERCE COUNTY, WASHINGTON, AUTHORIZING THE ISSUANCE AND SALE OF ONE OR MORE SERIES OF UNLIMITED TAX GENERAL OBLIGATION BONDS IN THE AGGREGATE PRINCIPAL AMOUNT OF NOT TO EXCEED \$42,000,000 TO CONSTRUCT, EQUIP, RENOVATE, ACQUIRE, AND MAKE CAPITAL IMPROVEMENTS TO THE FACILITIES OF THE DISTRICT, TO REFUND CERTAIN OUTSTANDING GENERAL OBLIGATION BONDS OF THE DISTRICT, TO CAPITALIZE INTEREST, AND TO PAY COSTS OF ISSUANCE OF THE BONDS; PROVIDING FOR THE ANNUAL LEVY OF TAXES TO PAY THE BONDS; AND DELEGATING THE AUTHORITY TO DETERMINE THE FINAL TERMS OF THE BONDS UNDER THE TERMS AND CONDITIONS SET FORTH HEREIN.

WHEREAS, at an election held in the Metropolitan Park District of Tacoma, Pierce County, Washington (the "District") on April 22, 2014, the number and proportion of the qualified electors of the District required by law for the adoption thereof voted in favor of a proposition authorizing the issuance of bonds of the District in the aggregate principal amount of not to exceed \$198,000,000 to provide the funds to construct, equip, renovate, acquire, and make certain capital improvements to the facilities of the District (the "New Money Projects") as authorized by Resolution No. RR15-14, adopted on February 24, 2014 (the "Election Resolution"), by the Board of Park Commissioners of the District (the "Board"); and

WHEREAS, the District issued and sold the first series of such authorized bonds dated December 2, 2014, pursuant to Resolution No. RR66-14 in the aggregate principal amount of \$33,400,000, which resulted in a Capital Improvements Fund deposit of \$35,000,000; and

WHEREAS, the District issued and sold a second series of such authorized bonds dated December 1, 2016, pursuant to Resolution No. RR98-16 in the aggregate principal amount of \$76,290,000, which resulted in a Capital Improvements Fund deposit of \$78,935,779; and

WHEREAS, the District issued and sold a third series of such authorized bonds dated May 16, 2018, pursuant to Resolution No. RR35-18 in the aggregate principal amount of \$41,245,000, which resulted in a Capital Improvements Fund deposit of \$44,500,000; and

WHEREAS, the Board deems it necessary and advisable that the District now issue and sell an additional series of such authorized bonds to provide additional funds to finance the New Money Projects (the "New Money Bonds"); and

WHEREAS, the District has presently outstanding in the principal amount of \$3,080,000 its Unlimited Tax General Obligation Refunding Bonds, 2012A (the "2012A Bonds"), dated June 13, 2012, issued pursuant to Resolution No. RR53-12 (the "2012 Bond Resolution"); and

WHEREAS, the 2012 Bond Resolution provides that the District may call any outstanding 2012A Bonds maturing on or after December 1, 2022 (the “Refunding Candidates”) for redemption on or after June 1, 2022, at the price of par plus accrued interest, if any, to the redemption date; and

WHEREAS, after due consideration, it appears to the Board that, while refunding all or a portion of the Refunding Candidates with the proceeds of unlimited tax general obligation refunding bonds (the “Refunding Bonds,” and together with the New Money Bonds, the “Bonds”) is unlikely to realize a savings to the District and its taxpayers at current interest rates, the Board wishes to retain the option to do so should interest rates decline; and

WHEREAS, pursuant to RCW 39.46.040, the Board seeks to delegate authority to the Director of Business Administration and Planning and the Chief Financial and Administrative Officer of the District (each, a “Designated Representative”), for a limited time, to select Refunding Candidates for redemption, if any, to approve the sale date, interest rates, maturity dates, redemption terms and principal maturities for the Bonds, and determine whether to issue the Bonds in one or more series and whether to designate the Bonds (or the Bonds of a series) as tax-exempt or taxable Bonds, under such terms and conditions set forth in this resolution; and

WHEREAS, the District expects to receive a proposal from KeyBanc Capital Markets Inc. (the “Underwriter”) and desires to issue and sell the Bonds to the Underwriter as set forth herein;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF PARK COMMISSIONERS OF THE METROPOLITAN PARK DISTRICT OF TACOMA, PIERCE COUNTY, WASHINGTON, as follows:

Section 1.     Definitions.

As used in this resolution, the following words and terms shall have the following meanings, unless the context or use indicates another or different meaning or intent. Unless the context indicates otherwise, words importing the singular number shall include the plural number and vice versa.

***Acquired Obligations*** means the Government Obligations acquired by the District under the terms of this resolution and the Escrow Agreement, if any, to effect the defeasance and refunding of the Refunded Bonds, but only to the extent that the same are acquired, valued and disposed of at Fair Market Value.

***Beneficial Owner*** means the beneficial owner of all or a portion of a Bond while such Bond is in fully immobilized form.

***Board*** means the Board of Park Commissioners of the District as the same shall be duly and regularly constituted from time to time.

***Bond Counsel*** means Pacifica Law Group LLP or an attorney at law or a firm of attorneys, selected by the District, of nationally recognized standing in matters pertaining to the tax exempt nature of interest on bonds issued by states and their political subdivisions.

**Bond Fund** means the fund or account authorized to be created pursuant to Section 8 of this resolution.

**Bond Register** means the registration records for the Bonds maintained by the Bond Registrar.

**Bond Registrar** means the fiscal agent of the State, whose duties include registering and authenticating the Bonds, maintaining the Bond Register, transferring ownership of the Bonds, and paying the principal of and interest on the Bonds.

**Bonds** mean the District's Unlimited Tax General Obligation and Refunding Bonds, with the year designation and any other series designation as approved by a Designated Representative, authorized to be issued in one or more series, from time to time, pursuant to the terms of this resolution.

**Call Date** means the date selected by a Designated Representative for the refunding of the Refunded Bonds.

**Capital Improvements Fund** means the Metropolitan Park District of Tacoma Capital Improvements Fund previously created in the office of the Treasurer of the District.

**Closing** means the date of delivery of each series of Bonds to the Underwriter.

**Code** means the Internal Revenue Code of 1986 as in effect on the date of issuance of the Tax-Exempt Bonds or (except as otherwise referenced herein) as it may be amended to apply to obligations issued on the date of issuance of the Tax-Exempt Bonds, together with applicable proposed, temporary and final regulations promulgated, and applicable official public guidance published, under the Code.

**Continuing Disclosure Certificate** means one or more written undertaking(s) for the benefit of the owners and Beneficial Owners of the Bonds as required by Section (b)(5) of the Rule.

**Designated Representative** means the Director of Business Administration and Planning and the Chief Financial and Administrative Officer of the District, or each individual's designee. The signature of one Designative Representative shall be sufficient to bind the District.

**District** means the Metropolitan Park District of Tacoma, Pierce County, Washington, a municipal corporation duly organized and existing under and by virtue of the laws of the State.

**DTC** means The Depository Trust Company of New York, New York, as depository for the Bonds, or any successor depository for the Bonds.

**Election Resolution** means Resolution No. RR15-14 adopted by the Board on February 24, 2014.

**Escrow Agent** means U.S. Bank Trust Company, National Association, Seattle, Washington, and its successors and assigns.

**Escrow Agreement** means the Escrow Deposit Agreement, if any, between the District and the Escrow Agent to be dated as of the date of Closing.

**Fair Market Value** means the price at which a willing buyer would purchase the investment from a willing seller in a bona fide, arm's length transaction, except for specified investments as described in Treasury Regulation 1.148-5(d)(6), including United States Treasury obligations, certificates of deposit, guaranteed investment contracts, and investments for yield restricted defeasance escrows. Fair Market Value is generally determined on the date on which a contract to purchase or sell an investment becomes binding, and, to the extent required by the applicable regulations under the Code, the term "investment" will include a hedge.

**Federal Tax Certificate** means the certificate executed by a Designated Representative setting forth the requirements of the Code for maintaining the tax exemption of interest on any series of Tax-Exempt Bonds, and attachments thereto.

**Government Obligations** means those obligations now or hereafter defined as such in chapter 39.53 RCW constituting direct obligations of, or obligations the principal of and interest on which are unconditionally guaranteed by the United States of America, as such chapter may be hereafter amended or restated.

**Letter of Representations** means the Blanket Issuer Letter of Representations from the District to DTC.

**MSRB** means the Municipal Securities Rulemaking Board or any successors to its functions.

**New Money Bonds** means one or more series of unlimited tax general obligation bonds authorized to be issued from time to time pursuant to this resolution to pay costs related to the New Money Projects, to capitalize interest, if necessary, and to pay costs of issuance for such bonds.

**New Money Projects** mean the capital projects that the District will finance with proceeds of the New Money Bonds, as described in the recitals of this resolution and more particularly described in the Election Resolution.

**Official Statement** means one or more disclosure documents prepared and delivered in connection with the issuance of the Bonds.

**Projects** mean the New Money Projects and the Refunded Projects.

**Purchase Contract** means one or more bond purchase agreement(s) between the District and the Underwriter provided for in Section 11 of this resolution.

**Record Date** means the close of business for the Bond Registrar that is 15 days preceding any interest and/or principal payment or redemption date.

**Refunded Bonds** mean all or a portion of the Refunding Candidates designated for refunding by a Designated Representative, if any, pursuant to this resolution.

**Refunded Projects** mean the capital projects financed and/or refinanced with proceeds of the Refunded Bonds.

**Refunding Account** means the account of that name established pursuant to this resolution.

**Refunding Bonds** means one or more series of unlimited tax general obligation refunding bonds authorized to be issued from time to time pursuant to this resolution to refund and defease one or more series of the Refunded Bonds and to pay costs of issuance for such bonds.

**Refunding Candidates** mean the outstanding 2012A Bonds maturing on or after December 1, 2024.

**Registered Owner** means the person in whose name a Bond is registered on the Bond Register. For so long as the District utilizes the book-entry only system for the Bonds, DTC shall be deemed to be the Registered Owner.

**Rule** means United States Securities and Exchange Commission Rule 15c2-12 under the Securities Exchange Act of 1934, as amended from time to time.

**State** means the state of Washington.

**Taxable Bonds** means any Bonds determined to be issued on a taxable basis pursuant to Section 11.

**Tax-Exempt Bonds** means any Bonds determined to be issued on a tax-exempt basis under the Code pursuant to Section 11.

**Treasurer** means the Pierce County Office of Budget and Finance, as *ex officio* Treasurer of the District, or any successor to the functions thereof.

**Underwriter** means KeyBanc Capital Markets Inc., or its successors.

**2012 Bond Resolution** means Resolution No. RR53-12 adopted by the Board on May 14, 2012, authorizing the issuance of the 2012A Bonds.

**2012A Bonds** means the District's Unlimited Tax General Obligation Refunding Bonds, 2012A, dated June 13, 2012, issued pursuant to the 2012 Bond Resolution.

Section 2. Authorization of Bonds.

For the purpose of (a) paying and/or reimbursing the District for the costs for the New Money Projects as authorized by the Election Resolution and the qualified electors of the District at a special election held on April 22, 2014, (b) refunding all or a portion of the Refunding Candidates, if a Designated Representative determines that such a refunding is in the best interest of the District, (c) capitalizing interest, if necessary, and (d) paying costs of issuance, the District shall now issue and sell its unlimited tax general obligation and refunding bonds in the aggregate principal amount of not to exceed \$42,000,000 (the "Bonds"), as set forth herein.

The Bonds of each series shall be designated as the “Metropolitan Park District of Tacoma, Pierce County, Washington, Unlimited Tax General Obligation and Refunding Bonds” with the year and any additional series designation or other such designation as determined to be necessary by a Designated Representative. The Bonds of each series shall be dated as of the date of Closing; shall be fully registered as to both principal and interest; shall be in the denomination of \$5,000 each or any integral multiple thereof within a series and maturity, provided that no Bond shall represent more than one maturity; shall be numbered separately in such manner and with any additional designation as the Bond Registrar deems necessary for purposes of identification; and shall bear interest from their date payable on the days and at the rates set forth in the Purchase Contract; and shall mature on the dates and in the principal amounts set forth in the Purchase Contract and as approved by a Designated Representative pursuant to Section 11 of this resolution.

Section 3. Registration, Payment and Transfer.

(a) *Bond Registrar/Bond Register.* The District hereby requests that the Treasurer specify and adopt the system of registration and transfer for the Bonds approved by the Washington State Finance Committee from time to time through the appointment of a state fiscal agent. The District shall cause a bond register to be maintained by the Bond Registrar. So long as any Bonds remain outstanding, the Bond Registrar shall make all necessary provisions to permit the exchange or registration or transfer of Bonds at its designated corporate trust office. The Bond Registrar may be removed at any time at the option of the Treasurer upon prior notice to the Bond Registrar, DTC and a successor Bond Registrar appointed by the Treasurer. No resignation or removal of the Bond Registrar shall be effective until a successor shall have been appointed and until the successor Bond Registrar shall have accepted the duties of the Bond Registrar hereunder. The Bond Registrar is authorized, on behalf of the District, to authenticate and deliver Bonds transferred or exchanged in accordance with the provisions of such Bonds and this resolution and to carry out all of the Bond Registrar’s powers and duties under this resolution. The Bond Registrar shall be responsible for its representations contained in the Certificate of Authentication on the Bonds.

(b) *Registered Ownership.* The District and the Bond Registrar, each in its discretion, may deem and treat the Registered Owner of each Bond as the absolute owner thereof for all purposes (except as provided in the ongoing disclosure undertaking executed in accordance with the Rule), and neither the District nor the Bond Registrar shall be affected by any notice to the contrary. Payment of any such Bond shall be made only as described in Section 3(g) hereof, but such Bond may be transferred as herein provided. All such payments made as described in Section 3(g) shall be valid and shall satisfy and discharge the liability of the District upon such Bond to the extent of the amount or amounts so paid.

(c) *DTC Acceptance/Letter of Representations.* The District has executed and delivered to DTC a Letter of Representations. Neither the District nor the Bond Registrar will have any responsibility or obligation to DTC participants or the persons for whom they act as nominees (or any successor depository) with respect to the Bonds in respect of the accuracy of any records maintained by DTC (or any successor depository) or any DTC participant, the payment by DTC (or any successor depository) or any DTC participant of any amount in respect of the principal of or interest on Bonds, any notice which is permitted or required to be given to Registered Owners under this resolution (except such notices as shall be required to be given by

the District to the Bond Registrar or to DTC (or any successor depository), or any consent given or other action taken by DTC (or any successor depository) as the Registered Owner. For so long as any Bonds are held in fully-immobilized form hereunder, DTC or its successor depository shall be deemed to be the Registered Owner for all purposes hereunder, and all references herein to the Registered Owners shall mean DTC (or any successor depository) or its nominee and shall not mean the owners of any beneficial interest in such Bonds.

(d) *Use of Depository.*

(1) The Bonds shall be registered initially in the name of “Cede & Co.”, as nominee of DTC, with one Bond maturing on each of the maturity dates for the Bonds within a series in a denomination corresponding to the total principal therein designated to mature on such date. Registered ownership of such immobilized Bonds, or any portions thereof, may not thereafter be transferred except (A) to any successor of DTC or its nominee, provided that any such successor shall be qualified under any applicable laws to provide the service proposed to be provided by it; (B) to any substitute depository appointed by a Designated Representative pursuant to subsection (2) below or such substitute depository’s successor; or (C) to any person as provided in subsection (4) below.

(2) Upon the resignation of DTC or its successor (or any substitute depository or its successor) from its functions as depository or a determination by a Designated Representative to discontinue the system of book-entry transfers through DTC or its successor (or any substitute depository or its successor), a Designated Representative may hereafter appoint a substitute depository. Any such substitute depository shall be qualified under any applicable laws to provide the services proposed to be provided by it.

(3) In the case of any transfer pursuant to clause (A) or (B) of subsection (1) above, the Bond Registrar shall, upon receipt of all outstanding Bonds of a series, together with a written request from a Designated Representative, issue a single new Bond for each maturity of that series then outstanding, registered in the name of such successor or such substitute depository, or their nominees, as the case may be, all as specified in such written request of the Designated Representative.

(4) In the event that (A) DTC or its successor (or any substitute depository or its successor) resigns from its functions as depository, and no substitute depository can be obtained, or (B) a Designated Representative determines that it is in the best interest of the beneficial owners of the Bonds that such owners be able to obtain such Bonds in the form of Bond certificates, the ownership of such Bonds may then be transferred to any person or entity as herein provided, and shall no longer be held in fully-immobilized form. A Designated Representative shall deliver a written request to the Bond Registrar, together with a supply of definitive Bonds, to issue Bonds as herein provided in any authorized denomination. Upon receipt by the Bond Registrar of all then outstanding Bonds together with a written request on behalf of the Board to the Bond Registrar, new Bonds of such series shall be issued in the appropriate denominations and registered in the names of such persons as are requested in such written request.

(e) *Registration of Transfer of Ownership or Exchange; Change in Denominations.*  
The transfer of any Bond may be registered and Bonds may be exchanged, but no transfer of any

such Bond shall be valid unless such Bond is surrendered to the Bond Registrar with the assignment form appearing on such Bond duly executed by the Registered Owner or such Registered Owner's duly authorized agent in a manner satisfactory to the Bond Registrar. Upon such surrender, the Bond Registrar shall cancel the surrendered Bond and shall authenticate and deliver, without charge to the Registered Owner or transferee therefor, a new Bond (or Bonds at the option of the new Registered Owner) of the same date, series, maturity, redemption provisions and interest rate and for the same aggregate principal amount in any authorized denomination, naming as Registered Owner the person or persons listed as the assignee on the assignment form appearing on the surrendered Bond, in exchange for such surrendered and cancelled Bond. Any Bond may be surrendered to the Bond Registrar and exchanged, without charge, for an equal aggregate principal amount of Bonds of the same date, series, maturity, redemption provisions and interest rate, in any authorized denomination. The Bond Registrar shall not be obligated to register the transfer of, or to exchange any Bond during the 15 days preceding the date any such Bond is to be redeemed.

(f) *Bond Registrar's Ownership of Bonds.* The Bond Registrar may become the Registered Owner of any Bond with the same rights it would have if it were not the Bond Registrar, and to the extent permitted by law, may act as depository for and permit any of its officers or directors to act as member of, or in any other capacity with respect to, any committee formed to protect the right of the Registered Owners of the Bonds.

(g) *Place and Medium of Payment.* Both principal of and interest on the Bonds shall be payable in lawful money of the United States of America. Interest on the Bonds shall be calculated on the basis of a year of 360 days and twelve 30 day months. For so long as all Bonds are held by a depository, payments of principal thereof and interest thereon shall be made to Registered Owners as of the Record Date as provided in accordance with the operational arrangements of DTC referred to in the Letter of Representations. In the event that the Bonds are no longer held by a depository, interest on the Bonds shall be paid by check or draft mailed to the Registered Owners at the addresses for such Registered Owners appearing on the Bond Register on the Record Date, or upon the written request of a Registered Owner of more than \$1,000,000 of Bonds (received by the Bond Registrar at least by the Record Date), such payment shall be made by the Bond Registrar by wire transfer to the account within the United States designated by the Registered Owner. Principal of the Bonds shall be payable upon presentation and surrender of such Bonds by the Registered Owners at the designated office of the Bond Registrar.

If any Bond shall be duly presented for payment and funds have not been duly provided by the District on such applicable date, then interest shall continue to accrue thereafter on the unpaid principal thereof at the rate stated on such Bond until such Bond is paid.

#### Section 4. Redemption and Purchase of Bonds.

(a) *Optional Redemption.* Each Designated Representative is authorized to designate all or a portion of the maturities of each series of Bonds as being subject to redemption at the option of the District prior to their respective maturities on the dates and at the prices set forth in the Purchase Contract.



(b) *Mandatory Redemption.* In the event that one or more maturities within a series of the Bonds are designated as term bonds, the term bonds will be redeemed in accordance with the maturity schedule set forth in the Purchase Contract (unless such term bonds shall previously have been optionally redeemed).

(c) *Selection of Bonds for Redemption.* As long as the Bonds are held in book-entry only form, the selection of Bonds within a series and maturity to be redeemed shall be made in accordance with the operational arrangements in effect at DTC. If the Bonds are no longer held in uncertificated form, the selection of such Bonds to be redeemed shall be made as provided in this subsection (c). If the District redeems at any one time fewer than all of the Bonds having the same maturity date within a series, the particular Bonds or portions of Bonds of such series and maturity to be redeemed shall be selected by lot (or in such other manner determined by the District) in increments of \$5,000. In the case of a Bond of a denomination greater than \$5,000, the District and Bond Registrar shall treat each Bond of such series as representing such number of separate Bonds each of the denomination of \$5,000 as is obtained by dividing the actual principal amount of such Bond by \$5,000. In the event that only a portion of the principal sum of a Bond is redeemed, upon surrender of such Bond at the designated office of the Bond Registrar there shall be issued to the Registered Owner, without charge therefor, for the then unredeemed balance of the principal sum thereof, at the option of the Registered Owner, a Bond or Bonds of like series, maturity and interest rate in any of the denominations herein authorized. If Bonds are called for optional redemption, portions of the principal amount of such Bonds, in installments of \$5,000 or any integral multiple of \$5,000, may be redeemed.

(d) *Purchase of Bonds.* The District reserves the right to purchase any of the Bonds offered to it at any time at a price deemed reasonable by the District.

(e) *Notice of Redemption.*

(1) Official Notice. Unless waived by any Registered Owner of Bonds to be redeemed, official notice of any such redemption, which notice may be conditional, shall be given by the Bond Registrar on behalf of the District by mailing a copy of an official redemption notice by first class mail at least 20 days and not more than 60 days prior to the date fixed for redemption to the Registered Owner of the Bond or Bonds to be redeemed at the address shown on the Bond Register or at such other address as is furnished in writing by such registered owner to the Bond Registrar. Notwithstanding anything to the contrary herein, for so long as the Bonds are held in uncertificated form, notice of redemption shall be given in accordance with the operational arrangements of DTC as then in effect, and neither the District nor the Bond Registrar will provide any notice of redemption to any Beneficial Owners.

All official notices of redemption shall be dated and shall state: (A) the redemption date, (B) the redemption price, (C) if fewer than all outstanding Bonds are to be redeemed, the identification by series and maturity (and, in the case of partial redemption, the respective principal amounts) of the Bonds to be redeemed, (D) that (unless the notice of redemption is a conditional notice, in which case the notice shall state that interest shall cease to accrue from the redemption date if and to the extent that funds have been provided to the Bond Registrar for the redemption of Bonds) on the redemption date the redemption price will become due and payable upon each such Bond or portion thereof called for redemption, and that interest thereon shall cease to accrue from

and after said date, (E) any conditions to redemption; and (F) the place where such Bonds are to be surrendered for payment of the redemption price, which place of payment shall be the designated office of the Bond Registrar.

On or prior to any redemption date, unless such redemption has been rescinded or revoked, the District shall deposit with the Bond Registrar an amount of money sufficient to pay the redemption price of all the Bonds or portions of Bonds which are to be redeemed on that date. The District retains the right to rescind any redemption notice and the related optional redemption of Bonds by giving notice of rescission to the affected registered owners at any time on or prior to the scheduled redemption date. Any notice of optional redemption that is so rescinded shall be of no effect, and the Bonds for which the notice of optional redemption has been rescinded shall remain outstanding.

(2) Effect of Notice; Bonds Due. If notice of redemption has been given and not rescinded or revoked, or if the conditions set forth in a conditional notice of redemption have been satisfied or waived, the Bonds or portions of Bonds to be redeemed shall, on the redemption date, become due and payable at the redemption price therein specified, and from and after such date such Bonds or portions of Bonds shall cease to bear interest. Upon surrender of such Bonds for redemption in accordance with said notice, such Bonds shall be paid by the Bond Registrar at the redemption price. Installments of interest due on or prior to the redemption date shall be payable as herein provided for payment of interest. All Bonds which have been redeemed shall be canceled by the Bond Registrar and shall not be reissued.

(3) Additional Notice. In addition to the foregoing notice, further notice may be given by the District as set out below, but no defect in said further notice nor any failure to give all or any portion of such further notice shall in any manner defeat the effectiveness of a call for redemption if notice thereof is given as above prescribed. Each further notice of redemption given hereunder shall contain the information required above for an official notice of redemption plus (A) the CUSIP numbers of all Bonds being redeemed; (B) the date of issue of the Bonds as originally issued; (C) the rate of interest, if any, borne by each Bond being redeemed; (D) the series and maturity date of each Bond being redeemed; and (E) any other descriptive information needed to identify accurately the Bonds being redeemed. Each further notice of redemption may be sent at least 20 days before the redemption date to each party entitled to receive notice pursuant to the Continuing Disclosure Certificate, and to the Underwriter and with such additional information as the District shall deem appropriate, but such mailings shall not be a condition precedent to the redemption of such Bonds.

(4) CUSIP Number. Upon the payment of the redemption price of Bonds being redeemed, each check or other transfer of funds issued for such purpose shall bear the CUSIP number identifying, by issue and maturity, the Bonds being redeemed with the proceeds of such check or other transfer.

(5) Amendment of Notice Provisions. The foregoing notice provisions of this Section 4, including but not limited to the information to be included in redemption notices and the persons designated to receive notices, may be amended by additions, deletions and changes in order to maintain compliance with duly promulgated regulations and recommendations regarding notices of redemption of municipal securities.

Section 5. Form of Bonds.

The Bonds shall be in substantially the form set forth in Exhibit A, which is incorporated herein by this reference.

Section 6. Execution of Bonds.

The Bonds shall be executed on behalf of the District with the facsimile or manual signatures of the President and Secretary of its Board, and shall have the seal of the District impressed or a facsimile thereof imprinted, or otherwise reproduced thereon.

In case either or both of the officers who have signed or attested any of the Bonds cease to be such officer before such Bonds have been actually issued and delivered, such Bonds shall be valid nevertheless and may be issued by the District with the same effect as though the persons who had signed or attested such Bonds had not ceased to be such officers, and any Bond may be signed or attested on behalf of the District by officers who at the date of actual execution of such Bond are the proper officers, although at the nominal date of execution of such Bond such officer was not an officer of the District.

Only Bonds that bear a Certificate of Authentication in the form set forth in Exhibit A, manually executed by the Bond Registrar, shall be valid or obligatory for any purpose or entitled to the benefits of this resolution. Such Certificate of Authentication shall be conclusive evidence that the Bonds so authenticated have been duly executed, authenticated and delivered and are entitled to the benefits of this resolution.

Section 7. Lost or Destroyed Bonds.

If any Bonds are lost, stolen or destroyed, the Bond Registrar may authenticate and deliver a new Bond or Bonds of like series, amount, maturity and tenor to the Registered Owner upon the owner paying the expenses and charges of the Bond Registrar and the District in connection with preparation and authentication of the replacement Bond or Bonds and upon their filing with the Bond Registrar and the District evidence satisfactory to both that such Bond or Bonds were actually lost, stolen or destroyed and of such Registered Owner's ownership, and upon furnishing the District and the Bond Registrar with indemnity satisfactory to both.

Section 8. Bond Fund; Pledge of Taxes and Credit.

The District shall maintain a fund or account (the "Bond Fund"), with the appropriate designation as determined by the District, which shall be held in trust by the Treasurer of the District for the benefit of the owners of the Bonds until all such Bonds are paid or deemed paid. Money in the Bond Fund shall be used solely to pay principal of and interest on the Bonds as provided in this resolution and Bond Registrar costs. For so long as any Bonds remain outstanding, the District hereby irrevocably obligates and binds itself to set aside and pay into the Bond Fund out of available money, on or prior to the principal or interest payment date, an amount sufficient (with other amounts available in the Bond Fund) to pay all Bond principal and interest which is due on that payment date. On or before each payment date the District or the Treasurer shall transfer to the Bond Registrar the amount due on the Bonds on that payment date.

Money in the Bond Fund may be invested as permitted by law, but only to the extent that such investments are acquired, valued and disposed of at Fair Market Value. All interest earned and profits derived from such investments shall be retained in and become a part of the Bond Fund. After all bonds authorized pursuant to the Election Resolution have been fully paid and are no longer outstanding, any money remaining in the Bond Fund shall be deposited into the General Fund.

The District hereby irrevocably covenants that, unless the principal of and interest on the Bonds are paid from other sources, it will make annual levies of taxes without limitation as to rate or amount upon all of the property subject to taxation in amounts sufficient to pay such principal and interest as the same shall become due. The full faith, credit and resources of the District are hereby irrevocably pledged for the annual levy and collection of such taxes and for the prompt payment of such principal and interest.

Section 9. Defeasance.

In the event that money and/or Government Obligations, maturing at such time or times and bearing interest to be earned thereon in amounts (together with such money, if necessary) sufficient to redeem and retire part or all of the Bonds in accordance with their terms, are set aside in a special account of the District to effect such redemption and retirement, and such money and the principal of and interest on such Government Obligations are irrevocably set aside and pledged for such purpose, then no further payments need be made into the Bond Fund for the payment of the principal of and interest on the Bonds so provided for, and such Bonds shall cease to be entitled to any lien, benefit or security of this resolution except the right to receive the money so set aside and pledged, and such Bonds shall be deemed not to be outstanding hereunder. The District shall give or cause to be given written notice of defeasance in accordance with the Continuing Disclosure Certificate.

Section 10. Tax Covenants.

The District will take all actions necessary to assure the exclusion of interest on the Tax-Exempt Bonds from the gross income of the owners of the Tax-Exempt Bonds to the same extent as such interest is permitted to be excluded from gross income under the Code as in effect on the date of issuance of the Tax-Exempt Bonds, including but not limited to the following:

(a) *Private Activity Bond Limitation.* The District will assure that the proceeds of the Tax-Exempt Bonds are not so used as to cause the Tax-Exempt Bonds to satisfy the private business tests of Section 141(b) of the Code or the private loan financing test of Section 141(c) of the Code.

(b) *Limitations on Disposition of the Projects.* The District will not sell or otherwise transfer or dispose of (i) any personal property components of the Projects other than in the ordinary course of an established government program under Treasury Regulation 1.141-2(d)(4) or (ii) any real property components of the Projects, unless it has received an opinion of Bond Counsel to the effect that such disposition will not adversely affect the treatment of interest on the Tax-Exempt Bonds as excludable from gross income for federal income tax purposes.

(c) *Federal Guarantee Prohibition.* The District will not take any action or permit or suffer any action to be taken if the result of such action would be to cause any of the Tax-Exempt Bonds to be “federally guaranteed” within the meaning of Section 149(b) of the Code.

(d) *Rebate Requirement.* The District will take any and all actions necessary to assure compliance with Section 148(f) of the Code, relating to the rebate of excess investment earnings, if any, to the federal government, to the extent that such section is applicable to the Tax-Exempt Bonds.

(e) *No Arbitrage.* The District will not take, or permit or suffer to be taken, any action with respect to the proceeds of the Tax-Exempt Bonds which, if such action had been reasonably expected to have been taken, or had been deliberately and intentionally taken, on the date of issuance of the Tax-Exempt Bonds would have caused the Tax-Exempt Bonds to be “arbitrage bonds” within the meaning of Section 148 of the Code.

(f) *Registration Covenant.* The District will maintain a system for recording the ownership of each Tax-Exempt Bond that complies with the provisions of Section 149 of the Code until all Tax-Exempt Bonds have been surrendered and canceled.

(g) *Record Retention.* The District will retain its records of all accounting and monitoring it carries out with respect to the Tax-Exempt Bonds for at least three years after the Bonds mature or are redeemed (whichever is earlier); however, if the Tax-Exempt Bonds are redeemed and refunded, the District will retain its records of accounting and monitoring at least three years after the earlier of the maturity or redemption of the obligations that refunded the Tax-Exempt Bonds.

(h) *Compliance with Federal Tax Certificate.* The District will comply with the provisions of the Federal Tax Certificate with respect to the Tax-Exempt Bonds, which are incorporated herein as if fully set forth herein. In the event of any conflict between this section and the Tax Certificate, the provisions of the Tax Certificate will prevail.

Certain covenants of this section will survive payment in full or defeasance of the Tax-Exempt Bonds.

#### Section 11. Sale of the Bonds; Delegation.

(a) *Delegation.* Each series of Bonds shall be sold by negotiated sale to the Underwriter pursuant to the terms of the Purchase Contract executed in connection with the issuance of the Bonds. The Board has determined that it is in the best interest of the District to delegate to each Designated Representative, for a limited time, the authority to select the Refunding Candidates for redemption, if any, and to approve the final interest rates, aggregate principal amount, principal amount of each maturity, maturity dates, whether to issue the Bonds in one or more series, whether to designate the Bonds (or the Bonds of a series) as Tax-Exempt or Taxable Bonds, and terms of redemption and redemption rights for each series of Bonds. The Bonds of each series may be issued from time to time or at the same time under the terms of this resolution.

Subject to the terms and conditions set forth in this Section 11 and the Election Resolution, each Designated Representative is hereby authorized to select the Refunding Candidates for redemption, if any, and to approve the final interest rates, aggregate principal amount, principal amount of each maturity, maturity dates, whether to issue the Bonds in one or more series, whether to designate the Bonds (or the Bonds of a series) as Tax-Exempt or Taxable Bonds, and terms of redemption and redemption rights for each series of Bonds in the manner provided hereafter so long as:

- (1) the aggregate principal amount of the Bonds does not exceed \$42,000,000;
- (2) the final maturity of the Bonds does not exceed 20 years from the date of issuance of the Bonds;
- (3) the Bonds are sold (in the aggregate) at a price not less than 97% and not greater than 130%;
- (4) any series of Refunding Bonds or portion of a series of Bonds that are sold for the purpose of defeasing and/or refunding the Refunded Bonds are sold for a price that results in a minimum aggregate net present value debt service savings over the Refunded Bonds of 0.50%;
- (5) the true interest cost for the Bonds (in the aggregate) does not exceed 6.00%; and
- (6) the Bonds conform to all other terms of this resolution.

(b) *Bond Sale; Purchase Contract.* Subject to the terms and conditions set forth in this Section 11, each Designated Representative is hereby authorized to execute the final form of a Purchase Contract with respect to each series of Bonds upon approval of the final interest rates, maturity dates, aggregate principal amount, principal maturities, terms of redemption and redemption rights for the Bonds set forth therein, which approval shall be evidenced by execution of the Purchase Contract by a Designated Representative. Following the execution of a Purchase Contract, a Designated Representative shall provide a report to the Board at the next regularly scheduled meeting describing the final terms of the Bonds approved pursuant to the authority delegated in this section.

The authority granted to the Designated Representatives by this Section 11 shall expire December 31, 2024. If a Purchase Contract for the Bonds has not been executed on or prior to December 31, 2024, the authorization for the issuance of those Bonds shall be rescinded, and any remaining portion of the Bonds authorized under this resolution may not be issued nor their sale approved unless such Bonds are re-authorized by resolution of the Board. The resolution re-authorizing the issuance and sale of such Bonds may be in the form of a new resolution repealing this resolution in whole or in part (only with respect to the Bonds not issued) or may be in the form of an amendatory resolution approving a purchase contract or establishing terms and conditions for the authority delegated under this Section 11.

(c) *Delivery of Bonds; Documentation.* Upon the passage and approval of this resolution, the proper officials of the District, including but not limited to the Executive Director

and the Designated Representatives, are authorized and directed to undertake all actions necessary for the prompt execution and delivery of the Bonds to the Underwriter and further to execute all closing certificates and documents required to effect the closing and delivery of the Bonds in accordance with the terms of the Purchase Contract. Such documents may include, but are not limited to, documents related to a municipal bond insurance policy delivered by an insurer to insure the payment when due of the principal of and interest on all or a portion of the Bonds as provided therein, if such insurance is determined by a Designated Representative to be in the best interest of the District.

Section 12. Preliminary and Final Official Statements.

Each Designated Representative is hereby authorized to deem final a preliminary Official Statement relating to the Bonds for the purposes of the Rule. Each Designated Representative is further authorized to approve for purposes of the Rule, on behalf of the District, a final Official Statement relating to the issuance and sale of the Bonds and the distribution of such Official Statement with such changes, if any, as they may deem to be appropriate.

Section 13. Application of Bond Proceeds; Refunding Plan.

(a) *New Money Projects.* A portion of the proceeds of the sale of the New Money Bonds, net of any Underwriter's discount and fees and any amount deposited into the Bond Fund to capitalize interest on the New Money Bonds, shall be deposited in the Capital Improvements Fund in the amounts specified in the closing memorandum prepared in connection with the issuance of the Bonds. Such proceeds shall be used to pay and/or reimburse the District for the costs of the New Money Projects and to pay costs of issuance for the New Money Bonds. To the extent the District makes capital expenditures for the New Money Projects prior to the date the New Money Bonds are issued, the District intends to reimburse all or a portion of those capital expenditures out of proceeds of the Bonds as permitted by U.S. Treasury Regulation 1.150-2(d).

Money in the Capital Improvements Fund may be invested in any legal investments for District funds, but only to the extent that the same are acquired and disposed of at Fair Market Value. Earnings on such investments shall accrue to the benefit of the Capital Improvements Fund.

If any or all New Money Projects have been completed, or their completion duly provided for, or their completion found to be impractical, the District may apply the proceeds of the New Money Bonds or any portion thereof to other portions of the New Money Projects, or to other public park and recreation capital purposes of the District, or transfer such proceeds to the Bond Fund to pay principal on the New Money Bonds, as the Board in its discretion shall determine.

(b) *Refunding Plan.* If market conditions allow for debt service savings, the District proposes to refund and defease the Refunded Bonds as set forth herein for the purpose of achieving debt service savings. If a Designated Representative determines that it is in the best interest of the District to proceed with the refunding authorized herein, a Designated Representative shall designate all or a portion of the Refunding Candidates as Refunded Bonds and such designation shall be set forth in a Purchase Contract. Each Designated Representative is hereby authorized to select the Refunded Bonds from the Refunding Candidates, to establish the Call Date for the Refunded Bonds, to provide or cause to be provided notice of redemption of the Refunded Bonds

in accordance with the applicable provisions of the 2012 Bond Resolution authorizing the issuance of the Refunded Bonds, and to take any action as determined to be necessary and in the best interest of the District to refund the Refunded Bonds.

Net proceeds of any Refunding Bonds shall either be remitted to the District or deposited with the Escrow Agent pursuant to an Escrow Agreement, and shall be used immediately upon receipt thereof to defease and refund the Refunded Bonds as authorized by the 2012 Bond Resolution and to pay costs of issuance of such Refunding Bonds as set forth in the closing memorandum prepared in connection with the issuance of the Refunding Bonds.

Any Refunding Bond proceeds and any other available funds of the District, if any, deposited with the Escrow Agent shall be used to defease the Refunded Bonds and discharge the obligation thereon by either being held uninvested as cash or by the purchase of Acquired Obligations bearing such interest and maturing as to principal and interest in such amounts and at such times which, together with any necessary beginning cash balance, will provide for the payment of interest on such Refunded Bonds on the Call Date and the redemption price of such Refunded Bonds on the Call Date. Such Acquired Obligations, if any, shall be purchased at a yield not greater than the yield permitted by the Code and regulations relating to acquired obligations in connection with refunding the bond issues.

(c) *Escrow Agent; Escrow Agreement.* U.S. Bank Trust Company, National Association is hereby appointed as Escrow Agent. The proceeds of any Refunding Bonds remaining after acquisition of the Acquired Obligations, if any, and provision for the necessary beginning cash balance shall be used to pay expenses of the acquisition and safekeeping of the Acquired Obligations and costs of issuance of the Refunding Bonds and the administrative costs of the refunding. In order to carry out the purposes of this section, each Designated Representative is authorized and directed to execute and deliver the Escrow Agreement to the Escrow Agent.

(d) *Call for Redemption of the Refunded Bonds.* If a Designated Representative determines to proceed with the refunding of the Refunded Bonds, the District hereby agrees to set aside available funds of the District and sufficient funds out of proceeds of the Refunding Bonds, including from the purchase of the Acquired Obligations, if any, to make payments described above. The District authorizes each Designated Representative to call the Refunded Bonds for redemption in accordance with the provisions of the 2012 Bond Resolution. Such defeasance and call for redemption of the Refunded Bonds shall be irrevocable after the issuance of the Refunding Bonds. The Escrow Agent is hereby authorized to carry out the terms of the Escrow Agent on behalf of the District, including the giving of notice of defeasance and redemption of the Refunded Bonds in accordance with the applicable provisions of the 2012 Bond Resolution.

Section 14. Undertaking to Provide Ongoing Disclosure.

The District covenants to execute and deliver at the time of Closing of each series of Bonds a Continuing Disclosure Certificate. Each Designated Representative is hereby authorized to execute and deliver a Continuing Disclosure Certificate upon the issuance, delivery and sale of the Bonds with such terms and provisions as such officer shall deem appropriate and in the best interests of the District.



Section 15. General Authorization and Ratification.

The President and Secretary of the Board, the Executive Director, the Designated Representatives and other appropriate officers of the District are authorized to take any actions and to execute documents as in their judgment may be necessary or desirable in order to carry out the terms of, and complete the transactions contemplated by, this resolution. All acts taken pursuant to the authority of this resolution but prior to its effective date are hereby ratified. All acts authorized to be taken by the Designated Representatives under this resolution may be taken individually and not collectively. The signature of one Designated Representative shall be sufficient to bind the District.

Section 16. Severability.

If any provision in this resolution is declared by any court of competent jurisdiction to be contrary to law, then such provision shall be null and void and shall be deemed separable from the remaining provisions of this resolution and shall in no way affect the validity of the other provisions of this resolution or of the Bonds.

Section 17. Corrections.

Upon approval of a Designated Representative and Bond Counsel and without further action of the Board, the Clerk of the District is hereby authorized to make necessary corrections to this resolution, including but not limited to the correction of clerical errors; references to local, state or federal laws, codes, rules, or regulations; resolution numbering and section/subsection numbering; and other similar necessary corrections.

Section 18. Effective Date.

This resolution shall become effective immediately upon its adoption.

ADOPTED by the Board of Park Commissioners of the Metropolitan Park District of Tacoma, Pierce County, Washington, at a regular meeting thereof held this \_\_\_\_ day of November, 2023.

METROPOLITAN PARK DISTRICT OF  
TACOMA, PIERCE COUNTY,  
WASHINGTON

\_\_\_\_\_  
President, Board of Park Commissioners

ATTEST:

\_\_\_\_\_  
Secretary, Board of Park Commissioners

\_\_\_\_\_  
Clerk, Board of Park Commissioners

**EXHIBIT A  
BOND FORM**

UNITED STATES OF AMERICA

NO. \_\_\_\_\_

\$ \_\_\_\_\_

STATE OF WASHINGTON

METROPOLITAN PARK DISTRICT OF TACOMA,  
PIERCE COUNTY

UNLIMITED TAX GENERAL OBLIGATION [AND REFUNDING] BOND, 20\_\_

INTEREST RATE:       %           MATURITY DATE:                   CUSIP NO.:

REGISTERED OWNER: CEDE & Co.

PRINCIPAL AMOUNT:

Metropolitan Park District of Tacoma, Pierce County, Washington (the "District"), hereby acknowledges itself to owe and for value received promises to pay to the Registered Owner identified above, or registered assigns, on the Maturity Date identified above, the Principal Amount indicated above and to pay interest thereon from \_\_\_\_\_, 20\_\_, or the most recent date to which interest has been paid or duly provided for until payment of this bond at the Interest Rate set forth above, payable on \_\_\_\_\_, 20\_\_, and semiannually thereafter on the first days of each succeeding \_\_\_\_\_ and \_\_\_\_\_. Both principal of and interest on this bond are payable in lawful money of the United States of America. For so long as the bonds of this issue are held in fully immobilized form, payments of principal and interest thereon shall be made as provided in accordance with the operational arrangements of The Depository Trust Company ("DTC") referred to in the Blanket Issuer Letter of Representations (the "Letter of Representations") from the District to DTC. The fiscal agent of the State of Washington is acting as the registrar, authenticating agent and paying agent for the bond of this issue (the "Bond Registrar").

This bond is one of an authorized issue of bonds of like date and tenor, except as to series, number, amount, rate of interest, redemption provisions and date of maturity, in the aggregate principal amount of \$\_\_\_\_\_, and is issued pursuant to Resolution No. RR 94-23 (the "Bond Resolution") adopted by the Board of Park Commissioners of the District (the "Board") on November \_\_, 2023, to provide funds (i) to construct, equip, renovate, acquire and make other capital improvements to facilities of the District as authorized by resolution of the Board and approved by the qualified electors of the District at a special election held therein on April 22, 2014, [(ii) to refund certain outstanding general obligation bonds of the District,] (iii) to capitalize interest, if necessary, and (iv) to pay costs of issuance for the bonds. Capitalized terms used in this bond and not otherwise defined shall have the meanings given them in the Bond Resolution.

This bond is subject to redemption prior to its stated date of maturity as provided in the Bond Resolution and the Purchase Contract.

The District has not designated the bonds of this issue as “qualified tax-exempt obligations” under Section 265(b) of the Internal Revenue Code of 1986, as amended.

The District has irrevocably covenanted that, unless the principal of and interest on this bond are paid from other sources, it will make annual levies of taxes without limitation as to rate or amount upon all of the property in the District subject to taxation in amounts sufficient to pay the principal of and interest on this bond as the same shall become due. The full faith, credit and resources of the District are hereby irrevocably pledged for the annual levy and collection of such taxes and the prompt payment of such principal and interest. The pledge of tax levies may be discharged prior to maturity of this bond and the bonds of this issue by making provision for the payment thereof on the terms and conditions set forth in the Bond Resolution.

Owners of this bond do not have a security interest in particular revenues or assets of the District. This bond is not a debt or indebtedness of the State of Washington or any political subdivision thereof other than the District.

This bond shall not be valid or become obligatory for any purpose or be entitled to any security or benefit under the Bond Resolution until the Certificate of Authentication hereon shall have been manually signed by or on behalf of the Bond Registrar.

It is hereby certified that all acts, conditions and things required by the Constitution and statutes of the State of Washington to exist, to have happened, been done and performed precedent to and in the issuance of this bond have happened, been done and performed and that the issuance of this bond and the bonds of this issue does not violate any constitutional, statutory or other limitation upon the amount of bonded indebtedness that the District may incur.

IN WITNESS WHEREOF, the Metropolitan Park District of Tacoma, Pierce County, Washington, has caused this bond to be executed by the manual or facsimile signatures of the President and Secretary of its Board of Park Commissioners and the seal of the District to be impressed or imprinted hereon as of this \_\_\_ day of \_\_\_\_\_, 20\_\_.

METROPOLITAN PARK DISTRICT OF  
TACOMA, PIERCE COUNTY,  
WASHINGTON

By \_\_\_\_\_ /s/ manual or facsimile  
President, Board of Park Commissioners

ATTEST:

\_\_\_\_\_  
/s/ manual or facsimile  
Secretary, Board of Park  
Commissioners

DATE OF AUTHENTICATION: \_\_\_\_\_

CERTIFICATE OF AUTHENTICATION

This is one of the Unlimited Tax General Obligation [and Refunding] Bonds, 20\_\_ of the District, dated \_\_\_\_\_, 20\_\_, as described in the Bond Resolution.

WASHINGTON STATE FISCAL AGENT, as  
Registrar

By \_\_\_\_\_  
Authorized Signer

CERTIFICATE

I, the undersigned, Secretary of the Board of Park Commissioners of the Metropolitan Park District of Tacoma, Pierce County, Washington (the "District"), and keeper of the records of the Board of Park Commissioners (the "Board"), DO HEREBY CERTIFY:

1. The attached copy of Resolution No. RR 94-23 (the "Resolution") is a full, true and correct copy of a resolution duly passed at a regular meeting of the Board on November \_\_\_\_, 2023 as that resolution appears in the minute book of the District; and the Resolution will be in full force and effect immediately after its passage and publication as provided by law;

2. That said meeting was duly convened and held in all respects in accordance with law, and to the extent required by law, due and proper notice of such meeting was given; that a legal quorum was present throughout the meeting and a legally sufficient number of members of the Board voted in the proper manner for the passage of the Resolution; and that all other requirements and proceedings incident to the proper passage of the Resolution have been fully fulfilled, carried out and otherwise observed; and

3. That the Resolution has not been amended, supplemented or rescinded since its passage and is in full force and effect and that I am authorized to execute this certificate.

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_\_ day of November, 2023.

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Secretary, Board of Park Commissioners