

**Capital Improvement Committee Meeting (CIC)
Agenda & Meeting Materials
January 24, 2024 - 5:00 PM**

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



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

Topic: Metro Parks Tacoma Capital Improvement Committee (CIC)

Time: January 24, 2024 5:00 PM Pacific Time (US and Canada)

Join Zoom Meeting Online by clicking the link below:

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

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

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



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

**Wednesday, January 24, 2024
5:00 PM**

MINUTES FROM DECEMBER 13, 2023

PROJECT STATUS REPORT

DISCUSSION ITEMS

- N/A

ACTION ITEMS

- ESA contract award for Archeological Services
- Swan Creek Park - Probst Property Purchase

FUTURE AGENDA TOPICS

ADJOURNMENT



BOARD OF PARK COMMISSIONERS CAPITAL IMPROVEMENT COMMITTEE

**December 13, 2023
5:00 PM
MINUTES**

Attendees: Commissioner Pointer, Commissioner Reid

Staff Support: **Marty Stump**, Deputy Director - Planning and Development; **Jeremy Woolley/Parametrix**, Metro Park Tacoma's Project Management Consultant; **Mary Kay Henley**, Planning Administration

Acceptance of Minutes: Minutes from the November 15, 2023, meeting were approved as written.

Discussion Item

N/A

Action Items

Titlow Park Lagoon Culvert Removal & Railroad Trestle Bridge Project, Contract Amendment to Anchor QEA

- Marty explained that Metro Parks has hired Parametrix to help provide management services for selected capital projects. He then introduced Jeremy Wooley from Parametrix who was assigned to manage the Titlow Park Lagoon Culvert Removal & Railroad Trestle Bridge Project.
- Jeremy explained this project oversees the design, permitting and construction for the new BNSF Railroad Trestle as a replacement for the existing culvert pipes that currently restrict the hydraulic connectivity of Titlow Lagoon from Puget Sound. Additionally, it will identify the impact of the removal, and subsequent restoration needed for the lagoon, and ultimately the estuarian habitat.
- This planning and design phase of the project is being totally funded through a Washington State Department of Transportation grant and totals \$990,307.20. This resolution authorizes a contract amendment to Anchor QEA to provide additional (Phase II) Architectural and Engineering services in the amount of \$636,518. Funds will go towards advancing railroad trestle design to 30% design & support services for data & investigation for permit documentation.
- Commissioner Reid asked about the project's contract procurement. Jeremy reported Anchor QEA was hired in 2022 by a formal process that consisted of a selection committee of Metro Parks, City of Tacoma and South Puget Sound Salmon Enhancement Group members. Marty added we have had good success with this Anchor QEA, noting they specialize in environmental and coastal work and excited to be using them during Phase II.

- This item was accepted for moving forward to the full Board with a recommendation of approval.

Additional comments

- Commissioner Pointer asked how much money is involved with the City of Tacoma's Manito Area annexation. Marty didn't have this information but will research and report back.

Meeting Adjourned



MEMORANDUM

TO: Board of Park Commissioners

THROUGH: Shon Sylvia, Executive Director

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

SUBJECT: **Contract Acceptance for Archeological Services Master Agreement to Environmental Science Associates, Inc. (ESA)**

DATE: January 24, 2024

EXECUTIVE SUMMARY: This resolution authorizes a professional services master agreement contract award to Environmental Science Associates, Inc. (ESA) for Archeological Services for multiple capital projects funded by the 2014 UTGO Park Bond Program. Total contract expenditures after this amendment are not to exceed \$300,000.00.

BACKGROUND: As part of the development process for many of our capital projects, it is necessary to have professional archaeological investigations conducted to assist in the design process and to ensure compliance with City, State and Federal regulations and permitting requirements. To more efficiently provide this information, and because this service is generally standard in nature, this professional service agreement will cover the CIP projects anticipated through 2026.

A formal RFP was advertised on September 7, 2023 and due on October 11, 2023. Three (3) firms responded; a staff panel reviewed the proposals and all three (3) firms were invited for interviews. Environmental Science Associates, Inc. (ESA), was selected to provide the archeological services through the end of 2026.

ESA is headquartered in Seattle and does have offices in several states. The team that serves MPT is located in Seattle. Even though ESA is not a MWBE firm they strive to include small, minority, and disadvantaged business as subconsultants where possible.

The scope of professional services generally consists of the following, but not limited to:

Professional Archaeological Services to assist Metro Parks in compliance with Section 106 of the NHPA, Executive Order 05-05, and SEPA. Metro Parks receives funding from both federal and state agencies and must also obtain federal, state, and local government permits depending upon the nature of the project. More specifically the consultant would provide the following scope of services:

- Provide professional archaeological services that meet Federal Secretary of Interior Standards and Washington State RCW 27.53 and 27.44 requirements.
- Provide professional archaeological survey, identification, documentation, and site form completion into WISAARD.
- Providing project-monitoring services for all levels of sensitivity as needed.

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- Active observation on site during construction.
- Develop reporting as needed to satisfy requirements of Department of Archaeology and Historic Preservation (DAHP), National Park Service (NPS), City of Tacoma and others as necessary.

FISCAL IMPACTS: A Work Order system is used to define a scope of services for each project site and project funds are paid from each of the corresponding park budgets as identified in the 2014 UTGO Capital Improvement Bond. This is a Contract amount is not to exceed \$300,000.00.

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

METROPOLITAN PARK DISTRICT OF TACOMA

RESOLUTION NO.

CONTRACT ACCEPTANCE FOR ARCHEOLOGICAL SERVICES MASTER AGREEMENT TO ENVIRONMENTAL SCIENCE ASSOCIATES, INC. (ESA)

WHEREAS, the Board of Park Commissioners of the Metropolitan Park District of Tacoma desires to move forward with implementation of the 2014 UTGO Bond Projects; and

WHEREAS, Metro Parks requires Archeological services for many of the 2014 UTGO Bond projects and;

WHEREAS, Environmental Science Associates, Inc (ESA) was selected from a review of Three (3) Proposals obtained from consultants in response to Metro Parks' public solicitation with all three (3) being interviewed; and

WHEREAS, funds for the services will be provided from the Metro Parks Tacoma 2014 UTGO Capital Improvement Bond funds on an individual project basis through directed work orders under this contract; Now, therefore, be it

RESOLVED by the Board of Park Commissioners of the Metropolitan Park District of Tacoma to grant the contract award for Archeological Services to Environmental Science Associates, Inc. (ESA) in the amount of not to exceed \$300,000.00

The foregoing resolution was adopted by the Board of Commissioners of the Metropolitan Park District of Tacoma at a regular meeting held on _____, 2024.

ATTEST:

President

Secretary

Clerk



MEMORANDUM

TO: Board of Park Commissioners

THROUGH: Shon Sylvia, Executive Director

FROM: Debbie Russell, Director, Business Administration and Planning

SUBJECT: Approving the Purchase and Sale Agreement for the Probst Property and providing for the reimbursement of the acquisition costs from the 2014 Bond Issue.

DATE: January 31, 2024

EXECUTIVE SUMMARY: Staff requests that the Board of Park Commissioners approve the Purchase and Sale Agreement for the Probst Property and authorize Metro Parks to expend funds for the acquisition of the property to be reimbursed through the issuance of bonds pursuant to the 2014 voter approved bond issue. The land is currently owned by Clifford Probst and consists of two parcels constituting approximately 8.62 acres adjacent to Swan Creek Park with an appraised value of \$2,475,000.

BACKGROUND:

Probst Property

Acquisition of this property is consistent with the 2011 Swan Creek Park Master Plan. The Master plan reflects the community's vision of Swan Creek and is intended to provide direction for site improvements, enhancements, development, management and conservation. The Plan, included as an attachment to this memo, recommends that Metro Parks seek to acquire key parcels on a willing-seller basis and the Probst Property is labeled a "long-term acquisition" in the Plan.

The northernmost of the two parcels, tax parcel number 0320233104, at 4.0 acres, is wholly undeveloped with several species of mature trees including Douglas fir, maple, and likely some alder. The southernmost parcel, tax parcel number 0320233103, at approximately 4.62 acres, also has significant mature tree coverage. It is partially developed with a one-story, single-family house and supporting buildings including a detached garage, barn, chicken coop, and two sheds. MPT proposes that the structures now resident on the site be demolished and removed prior to activation for public access.

The eastern boundaries of both parcels abut the steep slopes of Swan Creek which is a salmon-bearing stream. The parcels are near the south end of Swan Creek Park, adjacent to Roosevelt Avenue and are depicted below.



The Probst family contacted MPT staff in July 2022 inquiring if MPT would like to purchase the property whereupon staff initiated a more formal property evaluation and negotiation for purchase. A September 26, 2022 appraisal calculated the “as is” market value of the property at \$2,475,000 based upon its development potential.

Acquisition Funding Strategy

The purchase price for the Probst Property is \$2,475,000 which amount was determined by an appraisal. The purchase price will be funded by a combination of sources as itemized below, including Pierce County Conservation Futures, an RCO-WWRP-Habitat Conservation Grant (not yet secured), a cash donation from the seller to MPT, with the remaining funds to be provided by the **Fund**. However, if approved by the Board, the **Fund** would be reimbursed from the issuance of additional bonds pursuant to the 2014 Bond Issue as explained further below.

MPT has secured a portion of the leveraged funding that would ultimately account for approximately 80% of the acquisition costs. The Pierce County Conservation Futures program preserves open space, wetlands, wildlife habitat, timber land and agricultural lands to benefit Pierce County residents. MPT has been awarded \$850,000 under this program for the Probst property acquisition.

The Washington Wildlife and Recreation Program (WWRP), administered through the Washington State Recreation and Conservation Office (RCO), provides funding for a broad range of land conservation efforts including conservation of natural areas near and in big cities. The program will grant eligible projects up to 50% of the cost. MPT has applied for and has received a Waiver of Retroactivity from RCO that allows MPT to submit an application and apply funds awarded retroactively to the costs of a purchase in 2024.

In addition to these two sources, the property owner, Mr. Probst, has agreed to an in-kind donation of five percent of the purchase price. With fully funded awards from both Conservation Futures and WWRP the structure to fund the acquisition would be as follows.

Pierce County Conservation Futures	\$850,000
RCO-WWRP-Habitat Conservation	\$1,433,196
Seller Cash Donation to MPT	\$123,750
MPT	\$459,446
TOTAL ACQUISITION COST	\$2,866,392

Reimbursement from 2014 Bond Issue.

Metro Parks Tacoma voters approved a \$198 million bond measure on April 22, 2014. The bond issue process typically requires 3-4 months from initiation to actual issuance of the bonds. Staff anticipates that the next bonds will be issued in **May of 2024**. In order to reimburse funds expended prior to the that bond issuance, the Board must approve a Reimbursement Resolution that establishes a maximum reimbursement amount, the fund or funds that will be reimbursed, and a general description of the expenditures. Staff has determined that remaining cash in the **Fund** is sufficient to use for the purposes described below until the additional 2014 bonds are issued.

Included in the list of bond projects approved in 2014 is “improve parks, security, deteriorating playgrounds, pools, sports playfields, family community centers; expand waterfront access; preserve cultural and historical landmarks; protect natural areas, lakes, creeks, trails; clean up arsenic-contaminated parks”. The program authorized funding for land acquisition, primarily in the form of partnership and matching grant funds, for the purpose of providing infill of existing park areas and new acquisitions to meet identified gaps in providing adequate levels of service to the community. The acquisition of the Probst Property is an eligible project. Closing will occur not later than February 29, 2024 and the funds to complete the sale will initially come from the **Fund**. Those funds will be reimbursed with the Pierce County Conservation Futures (\$850,000), the other leveraged funding noted, with the balance to be reimbursed from the sale of the additional 2014 bonds.

FISCAL IMPACT: The purchase price will be funded from Office of the Executive Director Operating Reserves as follows:

Purchase Price	\$2,475,000
Appraisal and Review Appraisal	\$15,000
Closing Costs	\$61,875
Administrative Fees	\$42,500

Due Diligence including surveys	\$49,500
Demolition (Estimated)	\$200,000
Additional Costs	\$22,517
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TOTAL	\$2,866,392

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

Attachment 'A'

2011 Swan Creek Master Plan



GATHERING PLACE

ENTRY: pedestrian/bicycle entries at 38th Street and 42nd Street, signage.

COMMUNITY GARDEN: expanded, fenced garden area, fruit orchard and berry shrubs, native plant propagation for park vegetation restoration projects, permaculture, connection to Salishan community.

PROMENADE: paved, multiuse promenade beginning at 38th Street and extending to the Lister Uplands, benches, bike racks, interpretive signage.

GATHERING PLACE: renovated structure for gardening classes and environmental education, additional small picnic shelter, tool shed.

LISTER UPLANDS

ENTRY: gated entry near Lister Elementary School with paved parking (50 spaces), access along perimeter road to separate gated area (event parking described below).

FLEXIBLE USE BUILDING: multipurpose building with indoor classroom, gathering and picnic space, restrooms and shower facilities for campers.

DOG PARK: fenced areas for large and small dogs, benches and trash collection, located near parking.

URBAN CAMPING: reservable tent camping, cleared seating area, picnic tables, fire rings, kiosk with power and running water, comfort station with composting toilet.

ROPES CHALLENGE COURSE: low ropes elements for individuals and groups to build agility, strength and balance and explore group interaction, problem-solving and leadership challenges.

STREET NETWORK: grid retained for ADA accessible pathways for walking, biking, fun run and other community activities, connection to promenade.

PARK OFFICE & CARETAKER RESIDENCE: building with up-front visitor space to provide information and house site manager, provides security presence within park.

PERMACULTURE AREA: initial demonstration plot near flexible-use building, productive trees and shrubs eventually interspersed throughout the zone.

SPECIAL EVENT AREA + POLICE TRAINING: fenced, gated, permeable asphalt parking area, suitable for event parking/staging and driver training, pointed parking stalls, bike parking, coordinated event and training scheduling for use.

PICNIC AREA: group picnic shelter, barbecues, trash receptacles, open turf play area, seasonal restroom.



PIONEER WAY PORTAL

ENTRY: improved gravel parking lot (30 vehicles) with bus turnaround and loading/unloading zone, trail head, bike parking, signage.

SHELTER: small rustic shelter for picnic and programs, composting toilet.

ADA LOOP TRAIL/OVERLOOK: accessible path around sediment pond extending to footbridge, overlook for salmon viewing and education, interpretive signage.

SWAN CREEK CANYON

CREEK: improved salmon habitat, sediment source evaluation and management, enhanced native riparian plantings, removal of dam remnants, footbridge replacement with longer bridge span, engineered log jams.

TRAIL: enhancements to existing trail, trail stabilization and erosion control, selective relocations further from creek.

VEGETATED BUFFER: managed native vegetation zone along top of canyon to protect watershed.

WALLER ROAD UPLANDS

BMX TRAILS: potential race course or technical bicycle trails with separate entrance and parking (fbd).

VEGETATED BUFFER: managed native vegetation zone along top of canyon to protect watershed.

FOREST MANAGEMENT: sustainable forest management, invasives monitoring and removal, fire hazard mitigation.

DOUGLAS FIR FOREST

ENTRY: pedestrian/bicycle entries at 56th and 64th Streets, signage.

MOUNTAIN BIKE TRAILS: 4 to 5 miles of mountain bike cross-country trails to appeal to a variety of ages and skill levels, trails developed and operated by a mountain biking organization in consultation with a forester, no bike use in creek canyon.

TRAILS: Bicycle and walking trails through forest, separate from mountain bike trails.

FOREST MANAGEMENT: sustainable forest management, invasives monitoring and removal, fire hazard mitigation.

SWAN CREEK MASTER PLAN - PREFERRED OPTION



METROPOLITAN PARK DISTRICT OF TACOMA

RESOLUTION NO. R_____

**APPROVING THE PURCHASE AND SALE AGREEMENT FOR THE PROBST
PROPERTY AND PROVIDING FOR THE REIMBURSEMENT OF CERTAIN
ACQUISITION COSTS FROM THE 2014 BOND ISSUE**

WHEREAS, the Metropolitan Park District of Tacoma (Metro Parks) is the owner of Swan Creek Park, which is a 373-acre greenspace with a salmon-bearing stream, wooded canyon, upland forest, paved and natural trails, a community garden, and mountain bike trails;

WHEREAS, in 2011, Metro Parks developed the Swan Creek Park Master Plan which is intended to provide direction for site improvements, enhancements, development, management and conservation of the Park. The Plan recommends that Metro Parks seek to acquire key parcels adjacent to the Park on a willing-seller basis to improve and protect the Park;

WHEREAS, the owner of two parcels totaling 8.6 acres that adjoin Swan Creek Park and are considered a “long-term acquisition” under the Plan (the “Probst Property”) has agreed to sell the property to Metro Parks for \$2,475,000.00 pursuant to a Purchase and Sale Agreement, which is attached to this resolution as Exhibit “A”;

WHEREAS, the Purchase and Sale Agreement is subject to Metro Parks’ Board approving the Agreement, Metro Parks conducting its inspection and due diligence of the property to determine if it is suitable for Metro Parks’ intended use and that the cost of the acquisition will be within Metro Parks’ capital budget; and

WHEREAS, Metro Parks applied for and was awarded a conservation futures grant which will fund \$850,000 of the purchase price and the remaining portion and related expenses will be funded from the **Fund** and then reimbursed through the issuance of tax exempt bonds as provided below;

WHEREAS, the acquisition of this property is for the purpose of providing infill of an existing park area and Metro Parks anticipates issuing tax-exempt bonds pursuant to the April 22, 2014 approval of its bond measure by the qualified electors of Metro Parks at a special election held thereon;

WHEREAS, Metro Parks needs to complete this property acquisition by February 29, 2024, which is in part intended to be financed by the bond measure and Metro Parks intends to reimburse itself for such acquisition costs from proceeds of the future bond issue; and

WHEREAS, the United States Department of the Treasury has promulgated regulations governing the ability of Metro Parks to use the proceeds of tax-exempt obligations for reimbursement of prior expenditures, and

WHEREAS, the regulations require that a governmental entity declare its intent to issue tax-exempt bonds to reimburse itself for expenditures made prior to the issuance of such bonds before the expenditures are incurred;

WHEREAS, the acquisition of the Probst Property will serve to further the goals of Metro Parks to provide park and recreation opportunities to the public and to preserve, improve and enhance natural areas and is consistent with the 2014 Bond Program; NOW, THEREFORE BE IT

RESOLVED by the Board of Park Commissioners of the Metropolitan Park District of Tacoma as follows:

Section 1. The Purchase and Sale Agreement for the Probst Property is approved.

Section 2. Pursuant to U.S. Treasury Regulation Section 1.150-2(e), Metro Parks reasonably expects to pay for expenditures described in Section 3 with money in its Metropolitan Park District of Tacoma [redacted] Fund and expects to reimburse such [redacted] Fund for such expenditures with the proceeds of tax-exempt bonds or other obligations to be issued by Metro Parks (the “Reimbursement Bonds”).

Section 3. Metro Parks reasonably expects to spend money in its [redacted] Fund for the cost to acquire the Probst Property and related expenses.

Section 4. The maximum principal dollar amount expected to be used to acquire the Probst Property and for related expenses described in Section 3 is \$ [redacted].

Section 5. The adoption of this resolution shall not obligate Metro Parks to issue Reimbursement Bonds. The issuance of the Reimbursement Bonds shall require separate and additional official approval by Metro Parks’ Board of Park Commissioners.

The foregoing resolution was adopted by the Board of Park Commissioners of the Metropolitan Park District of Tacoma at a regular meeting held on February 12, 2024.

METROPOLITAN PARK DISTRICT
OF TACOMA

ATTEST:

President

Secretary

Clerk