

**Capital Improvement Committee Meeting (CIC)  
Agenda & Meeting Materials  
February 28, 2024 - 5:00 PM**

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



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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: February 28, 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>**

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

**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, February 28, 2024  
5:00 PM**

**MINUTES FROM FEBRUARY 14, 2024**

**PROJECT STATUS REPORT**

**DISCUSSION ITEMS**

- Verlo Playfield Floorball & Multi-purpose Court Design Development

**ACTION ITEMS**

- Public Works Purchasing Resolution Ferry Park Play Equipment

**FUTURE AGENDA TOPICS**

**ADJOURNMENT**



## BOARD OF PARK COMMISSIONERS CAPITAL IMPROVEMENT COMMITTEE

February 14, 2024  
5:00 PM  
MINUTES

**Attendees:** Commissioner Pointer, Commissioner Reid

**Staff Support:** **Debbie Russell**, Director of Business, Administration & Planning; **Marty Stump**, Deputy Director - Planning and Development; **Fred Ramey**, ZEED Asset and Facilities Services Manager

**Acceptance of Minutes:** Minutes from the January 24, 2024, meeting were approved as written.

### Discussion Item

N/A

### Action Items

Marty explained that although there were originally four accept and appropriate resolutions listed in today's agenda, only three will be presented tonight. The Accepting and Appropriating Funds from the Zoo Society for Kid Zone Improvements at the Point Defiance Zoo & Aquarium needed additional preparation and will be presented at a future CIC.

### **Accepting and Appropriating Funds from the Event Network to support Gift Shop Improvements at the Point Defiance Zoo & Aquarium**

- Fred reported this resolution accepts and appropriates \$8,499.72 from the Event Network for the Gift Shop Improvements project at the Point Defiance Zoo & Aquarium. Funds will help cover several unforeseen expenses including water damaged drywall discovered when shelving was removed, removal of discovered abandoned telecom wiring and discrepancies between existing lighting and that shown in as-built documents.
- Marty explained this project is being funded by Event Network who is contracted to run the gift shop. The original amount of \$135,000 was thought sufficient, however higher bids and additional repairs required these additional funds. Fred noted he doesn't like bringing such small amounts to the Board and reported the next 2 resolutions offer a new approach that builds in a small buffer to avoid this.
- Renovations are almost completed, and the gift shop should be up and running by next week.
- Commissioner Pointer asked if the additional funds were included in the project's original \$135,000. Fred report no, the new total is \$143,499.72.

- Commissioner Reid commented this appears to be an after the fact budget adjustment for audit purpose and suggested highlighting this during the Board presentation.
- This item was accepted for moving forward to the full Board with a recommendation of approval.

**Accepting and Appropriating Funds from the Northwest Trek Foundation to support design and construction of the Animal Operations Area Improvements Project at Northwest Trek Wildlife Park.**

- This resolution accepts and appropriates \$250,000 from the Northwest Trek Foundation for the Animal Operations Area Improvements project at Northwest Trek. It includes a new commissary, haybarn, and potable water well to service this facility. It also authorizes the acceptance of additional funds from Northwest Trek Foundation up to \$300,000.
- Fred pointed out, this new approach provides a \$50,000 buffer that offers improved efficiency and doesn't slow down project work. Additionally, these funds free up budgeted operating funds allowing for additional work.
- Marty commented on the importance of this work, noting improved animal care and the new well will keep us in compliance for State of Washington DOE for potable water supply at NWT.
- Commissioner Reid asked if an auditor would go along with this new approach of adding a buffer amount. Marty will check and agreed to put a conditional hold on this resolution until he gets an ok from our CFAO and attorney hopefully by the end of the week.
- This item was conditionally accepted pending additional approval by CFAO and attorney for moving forward to the full Board with a recommendation of approval.

**Accepting and Appropriating Funds from the Northwest Trek Foundation to support design of a new Porcupine Habitat at Northwest Trek Wildlife Park**

- Fred stated this resolution accepts and appropriates \$77,000 from the Northwest Trek Foundation for the new Porcupine Habitat at Northwest Trek. It also authorizes additional future funding from the Foundation up to \$150,000. Funds will go towards a new exhibit, off-exhibit animal care space and visitor amenities. He added this is the first exhibit that replaces the existing wetlands exhibit.
- He added that these funds should get us to 35% schematic design. This will help the Foundation to do more fund raising through pictures and brochures. He concluded the goal is to have the Foundation fully fund the project estimated currently at \$400,000.
- Commission Reid asked again for additional review to make sure adding the buffered amount is ok. Marty will check and agreed to put a conditional hold on this resolution until he gets an ok from our CFAO and attorney hopefully by the end of the week.
- This item was conditionally accepted pending additional approval by CFAO and attorney for moving forward to the full Board with a recommendation of approval.

**Additional comments**

N/A

**Meeting Adjourned**



**MEMORANDUM**

TO: Board of Park Commissioners  
THROUGH: Shon Sylvia, Executive Director  
FROM: Debbie Russell, Director of Business Administration & Planning  
SUBJECT: **PW Purchasing Resolution Ferry Park Play Equipment**  
DATE: March 11, 2024

**EXECUTIVE SUMMARY:** This Purchasing Resolution seeks Board approval to enable 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 proposed 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.	Landscape Structures, Inc.	2 Play structures, rubber tile and engineered wood surfacing	Not to exceed \$141,862.52

**ITEM No. 1**

- **VENDOR** Landscape Structures, Inc./Sourcewell
- **GOODS OR SERVICE** 2 Play structures, rubber tile and engineered wood
- **PRICE** Not to exceed \$141,862.52
- **SOURCE OF FUNDING** 2014 Park Bond Small Caps
- **CONTACT** Debbie Russell (253) 305-1086

**BACKGROUND:**

Washington State sales tax, for a total not-to-exceed cost of \$141,862.52.

Ferry Park during a recent inspection had identified a safety concern with a part that is no longer available to repair and that it has outlasted its expected life and has been removed. The 2014 Bond language for Small Capital Projects states any “Critical utility and infrastructure renovations & replacement; safety and security upgrades to ensure preservation of playground, spray grounds,

pools, shelters, play courts and other recreational amenities; and improvements to provide expanded access to neighborhood and community parks”.

This project will purchase and later install new 2-5 and 5-12 play structures with new surfacing.

**FISCAL IMPACT:** The funds for this purchase are from the 2014 Park Bond Small Caps.

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

**METROPOLITAN PARK DISTRICT OF TACOMA**

**PW PURCHASING RESOLUTION NO.**

**AUTHORIZING PURCHASE OF  
GOODS AND SERVICES (FERRY PARK PLAY EQUIPMENT)**

WHEREAS, through the adoption of Resolution No. R51-02, Adopting Board Policies and Procedures, the Board of Park Commissioners authorized the use of a Purchasing Resolution for consolidation of all purchases seeking approval by the Board of Park Commissioners; and

WHEREAS, the Board of Park Commissioners established policies governing the purchase of goods and services for Metro Parks Tacoma through the adoption of Resolution No. RR34-05 Adopting Revised Purchasing Policy; 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 Park Commissioners of the Metropolitan Park District of Tacoma at a meeting held on \_\_\_\_\_, 2024.

ATTEST:

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Clerk