

**Capital Improvement Committee Meeting (CIC)
Agenda & Meeting Materials
February 14, 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: February 14, 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, February 14, 2024
5:00 PM**

MINUTES FROM JANUARY 24, 2024

PROJECT STATUS REPORT

DISCUSSION ITEMS

- N/A

ACTION ITEMS

- Accepting and Appropriating funds Event Network
- Accepting and Appropriating funds Zoo Society for Kid Zone Improvements
- Accepting and Appropriating Northwest Trek Animal Operations
- Accepting and Appropriating Northwest Trek Porcupine Exhibit

FUTURE AGENDA TOPICS

ADJOURNMENT



BOARD OF PARK COMMISSIONERS CAPITAL IMPROVEMENT COMMITTEE

January 24, 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; **Kristi Evans**, Capital Program Manager, Community and Neighborhood Parks; **Mary Kay Henley**, Planning Administration

Acceptance of Minutes: Minutes from the December 13, 2023, meeting were approved as written.

Discussion Item

N/A

Action Items

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

- Kristi reported this resolution authorizes a professional services master agreement contract to Environmental Science Associates (ESA) for multiple capital project's archeological services in an amount not to exceed \$300,000.
- She explained that many of our capital projects require professional archaeological investigations conducted to assist in the design, grant compliance and project permitting process and to ensure compliance with City, State and Federal regulations and permitting requirements. For improved efficiency this agreement will cover the CIP projects anticipated through 2026.
- A formal RFP was issued, and three firms responded. ESA was selected, noting they were previously selected. Headquartered in Seattle, Metro Parks has worked with them before on numerous projects including at Swan Creek, Portland Ave, Dash Point, Pt Defiance, and with the Puyallup Tribe. Although they aren't a MWBE firm, they do strive to include small businesses as sub consultants.
- Commissioner Pointer asked about the other 2 firms. Kristi said one is from Seattle and the other is from Portland.
- Commissioner Reid asked how many projects they will work on. Kristi reported a lot, 10 or more projects in the next 3 years. She explained that each project is handled as a supplemental agreement to their contract, providing us with a quote that averages between \$10,000 - \$25,000.

- Commissioner Reid was concerned that this will tie up \$300,000 for the next 3 years. He asked why doesn't the Executive Director sign contracts since he has authority up to \$50,000. Marty explained that sometimes we go that route on small professional services contracts, however the master agreement method creates better efficiency. We will have someone on call, especially during emergencies it expedites get someone in the field. Kristi added that this funding come from each project and aren't paid out immediately. We hold funds until work is completed, then it's paid out. Commissioner Reid suggests during the Board presentation to make it clear where the money resides and include information on the non-successful bidders.
- Commissioner Pointer asked about the selection process. Kristi explained it's like any other professional services solicitation. Proposals are ranked with a score sheet, not simply a bid tab. These typically aren't included as backup when presented to the Board.
- Commissioner Pointer asked if we do this for any other services. Kristi reported yes, adding they will be seeing similar resolutions for Geotech and Topographic services shortly.
- This item was accepted for moving forward to the full Board with a recommendation of approval.

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

- This resolution allows Metro Parks to enter into an agreement with Probst Property for the purchasing of two parcels totaling approximately 8.62 acres property adjacent to Swan Creek Park appraised at \$2,475,000.
- Marty explained this is a logical purchase, noting it was identified in the agency's master plan for Swan Creek Park. He explained the Probst family contacted Metro Parks in July 2022 to see if Metro Parks would like to purchase this property. Metro Parks initiated a formal property evaluation confirming the \$2,475,000 value based upon its development potential.
- It was noted that the current owner would like the property to be kept in a natural state and not impact the stream. It also falls along the pipeline trail that Pierce County is expanding southward.
- The property acquisition is being funded by a combination of sources, including the issuance of 2014 UTGO bond funds in April, 2 grants and a seller's donation. Marty added the seller has been patient as we have navigated funding, noting the \$850,000 Pierce County grant delay until 2024. He reported today the seller signed the revised purchase and sales agreement pending the final Board approval.
- Commissioner Pointer asked if the reported fund sources were firm or just estimates. Marty reported the Pierce County's \$850,000 has been awarded and we have a written statement from the owner regarding their donation. The RCO grant of \$1,433,196 is still pending award, however RCO has stated it's a high-value project, noting its habitat preservation and restoration, and that a waiver of retroactivity has been approved to allow for RCO funds to be applied for after the date of closing.
- Commissioner Pointer said the acquisition is a good deal for Metro Parks. He explained our contribution of \$459,446 gains us a \$2,866,392 property. Marty added it is also consistent with the park's master plan and is a tremendous community asset.

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

Additional Comments/Question

- Commissioner Pointer reported on his recent visit to Sheridan Park. He stated that community members are happy with the park, but say it needs “love.” Items suggested included a swing set, a new playground equipment not under the large tree and a community garden. Marty reported this is good timing. We are currently reviewing the workplan for the coming year and bond funding is earmarked for Sheridan Park. It was agreed that Commissioner Reid will forward Lisa Kempf’s contact information so Marty or Debbie can connect with her.
- Marty reported on the previously requested City of Tacoma’s Manito annexation question. He reported that that number of households added isn’t a large number, therefore impacts to budget and level-of-service would be minor. He will get exact numbers from Hunter George 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: **Accepting and Appropriating Funds from the Zoo Society for Kid Zone Improvements at the Point Defiance Zoo & Aquarium**

DATE: February 21, 2024

EXECUTIVE SUMMARY: This resolution accepts and appropriates \$50,000 from the Zoo Society to be applied to the design of Gift Shop Improvements project at the Point Defiance Zoo & Aquarium.

Funds from this resolution will be applied to the project to cover design of future improvements within the Kid Zone area of the Point Defiance Zoo & Aquarium. The intent is to use these funds to contract a qualified design team and develop a schematic design which could be used for fund raising and to determine the overall cost of the desired improvements.

BACKGROUND: The Kid Zone Area of the Point Defiance Zoo & Aquarium was constructed over twenty years ago and since then has been maintained with very few improvements to the overall theming or changes to exhibits and interactive components. Point Defiance Zoo & Aquarium staff have various ideas for improvements which would enhance the visitor experience and support the direction of the Zoo's mission and vision in support of the 2023 Capital Facilities plan.

FISCAL IMPACT: The Zoo Society has donated Fifty Thousand Dollars (\$50,000.00) to the Point Defiance Zoo & Aquarium in support of design and planning efforts for Kid Zone Improvements. This resolution accepts and appropriates this funding and authorizes the acceptance of possible additional funding in the future not to exceed a total of \$100,000 under this authorization.

ADDITIONAL INFORMATION: For additional information, please contact Debbie Russell, Director of Business, Administration and Planning at 253-305-1086.

METROPOLITAN PARK DISTRICT OF TACOMA

RESOLUTION NO.

ACCEPTING AND APPROPRIATING \$50,000.00 FROM THE ZOO SOCIETY FOR THE KID ZONE IMPROVEMENTS PROJECT

WHEREAS, Metro Parks Tacoma (MPT) manages over 2,700 acres of land and operates numerous parks, attractions, and recreation programs on behalf of the citizens of the city: and

WHEREAS, the Point Defiance Zoo & Aquarium offers opportunities to connect people with nature and inspire visitors throughout the region

WHEREAS, the Point Defiance Zoo & Aquarium will be able to continue offering memories and educational opportunities for over a million visitors a year through enhanced programming opportunities

WHEREAS, the Zoo Society continues to show its support for the Point Defiance Zoo’s mission and vision; Now, therefore, be it

RESOLVED by the Board of Park Commissioners of the Metropolitan Park District of Tacoma that the Board of Park Commissioners accept and appropriate \$50,000.00 from the Zoo Society for improvements to the Kid Zone Area of the Point Defiance Zoo & Aquarium; and, be it

FURTHER RESOLVED, that the Executive Director is authorized to execute an agreement for the \$50,000.00 contribution from the Zoo Society for design and planning of Kid Zone Improvements located at the Point Defiance Zoo & Aquarium.

The forgoing resolution was adopted by the Board of Park 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 of Business, Administration and Planning

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

DATE: February 21, 2024

EXECUTIVE SUMMARY: This resolution accepts and appropriates \$8,499.72 from the Event Network to be applied to the Gift Shop Improvements project at the Point Defiance Zoo & Aquarium.

Funds from this resolution will be applied to the project to cover several unforeseen costs associated with a change order in the project including:

- Water damaged drywall discovered when shelving was removed
- Removal of discovered abandoned telecom wiring
- Discrepancies between existing lighting and that shown in as-built documents.

BACKGROUND: Work on this project was done entirely with donated funds from the Event Network and is scheduled to be completed before the end of February 2024.

This project includes improvements to the lighting, new shelving, paint, and wall coverings, relocation of the point-of-sale system and counter, and other changes to the interior of the building.

FISCAL IMPACT: The total estimated cost for the Gift Shop Improvements at the Point Defiance Zoo & Aquarium previously approved was \$135,000 of appropriated funds. This resolution brings the combined total for this project to \$143,499.72. The Event Network will provide Metro Parks Tacoma Eight Thousand Four Hundred and Ninety-Nine Dollars and Seventy Two Cents (\$8,499.72) at this time to be applied towards construction.

ADDITIONAL INFORMATION: For additional information, please contact Debbie Russell, Director of Business, Administration and Planning at 253-305-1086.

METROPOLITAN PARK DISTRICT OF TACOMA

RESOLUTION NO.

ACCEPTING AND APPROPRIATING \$8,499.72 FROM THE EVENT NETWORK FOR THE GIFT SHOP IMPROVEMENTS PROJECT

WHEREAS, Metro Parks Tacoma (MPT) manages over 2,700 acres of land and operates numerous parks, attractions, and recreation programs on behalf of the citizens of the city: and

WHEREAS, the Point Defiance Zoo & Aquarium offers opportunities to connect people with nature and inspire visitors throughout the region

WHEREAS, the Point Defiance Zoo & Aquarium will be able to continue offering memories for over a million visitors a year

WHEREAS, the Event Network continues to show its support for the Point Defiance Zoo’s mission and vision; Now, therefore, be it

RESOLVED by the Board of Park Commissioners of the Metropolitan Park District of Tacoma that the Board of Park Commissioners accept and appropriate \$8,499.72 from the Event Network for improvements to the Gift Shop; and be it

FURTHER RESOLVED, that the Executive Director is authorized to execute an agreement for the \$8,499.72 contribution from the Event Network construction of Gift Shop Improvements located at the Point Defiance Zoo & Aquarium.

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

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: **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.**

DATE: February 21, 2024

EXECUTIVE SUMMARY: This resolution accepts and appropriates \$250,000 at this time to be applied to the construction of improvements within the Animal Operations Area Improvements project at Northwest Trek and authorizes the addition of future funding for this project should the Northwest Trek Foundation raise additional funds. The total amount approved under this authorization will not exceed \$300,000.

Funds will be applied for use within the Animal Operations Area Improvements project which includes a new commissary, haybarn, and potable water well to service this facility.

BACKGROUND: The Northwest Trek Wildlife Park is currently out to bid for a project which includes:

- A new well with increased capacity to service the Animal Operations area of the park
- Demolition of the original 40- to 50-year-old haybarn and off exhibit holding
- Construction of a new commissary and haybarn in that location.

This project is the first step in replacing facilities scheduled to be replaced in the completed 2023 Capital Facilities Plan. That plan shows the existing food prep building located in the Wetlands Exhibit Area being demolished along with exhibits as they're replaced.

FISCAL IMPACT: The total estimated costs for planning, design, and construction of the Animal Operations Area Improvements at Northwest Trek Wildlife Park is scheduled to be \$2,578,639.00. The Northwest Trek Foundation will provide Metro Parks Tacoma Two Hundred and Fifty Thousand DOLLARS (\$250,000.00) at this time. This resolution accepts and appropriates this funding and authorizes the acceptance of possible additional funding in the future not to exceed a total of \$300,000 under this authorization.

ADDITIONAL INFORMATION: For additional information, please contact Debbie Russell, Director of Business, Administration and Planning at 253-305-1086.

METROPOLITAN PARK DISTRICT OF TACOMA

RESOLUTION NO.

**ACCEPTING AND APPROPRIATING \$250,000 FROM THE NORTHWEST TREK
FOUNDATION FOR THE ANIMAL OPERATIONS AREA IMPROVEMENTS
PROJECT**

WHEREAS, Metro Parks Tacoma (MPT) manages over 2,700 acres of land and operates numerous parks, attractions, and recreation programs on behalf of the citizens of the city: and

WHEREAS, Northwest Trek offers opportunities to connect people with nature and inspire visitors throughout the region

WHEREAS, Northwest Trek Wildlife Park will be able to continue providing high quality care for the animals in its collection through the completion of this project

WHEREAS, the Northwest Trek Foundation continues to show its support for Northwest Trek’s mission and vision; Now, therefore, be it

RESOLVED by the Board of Park Commissioners of the Metropolitan Park District of Tacoma that the Board of Park Commissioners accept and appropriate \$250,000 from the Northwest Trek Foundation to build improvements to the Animal Operations Area; and be it

FURTHER RESOLVED, that the Executive Director is authorized to execute an agreement for the \$250,000 contribution from Northwest Trek Foundation for the planning, design, and construction the Animal Operations Area Improvements located at Northwest Trek Wildlife Park.

The forgoing resolution was adopted by the Board of Park 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 of Business, Administration and Planning

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

DATE: February 21, 2024

EXECUTIVE SUMMARY: This resolution accepts and appropriates \$77,000 at this time to be applied to the design of a new Porcupine Habitat at Northwest Trek and authorizes the addition of future funding for this project should the Northwest Trek Foundation raise additional funds. The total amount approved under this authorization will not exceed \$150,000.

Funds will be applied for use within the NW Trek Porcupine Habitat project which includes:

- A new exhibit
- Off-exhibit animal care space
- Visitor amenities.

BACKGROUND: The Northwest Trek Wildlife Park will begin design of a new Porcupine Habitat which will replace the existing one in the Wetlands exhibits, which are scheduled for replacement and demolition.

This project is the first new animal habitat to be constructed in the new 2023 NWT Capital Facilities Plan. That plan shows the Wetlands Exhibit Area being demolished and the existing 50-year-old exhibits replaced with more modern facilities.

FISCAL IMPACT: The total estimated cost for planning, design, and construction of the new Porcupine Habitat at Northwest Trek Wildlife Park is approximately \$400,000. The Northwest Trek Foundation will provide Metro Parks Tacoma Seventy-Seven Thousand DOLLARS (\$77,000.00) at this time to be applied towards design, permitting, and construction. This resolution accepts and appropriates this funding and authorizes the acceptance of possible additional funding in the future not to exceed a total of \$150,000 under this authorization.

ADDITIONAL INFORMATION: For additional information, please contact Debbie Russell, Director of Business, Administration and Planning at 253-305-1086.

METROPOLITAN PARK DISTRICT OF TACOMA

RESOLUTION NO.

ACCEPTING AND APPROPRIATING \$77,000 FROM THE NORTHWEST TREK FOUNDATION FOR THE NORTHWEST TREK PORCUPINE HABITAT PROJECT

WHEREAS, Metro Parks Tacoma (MPT) manages over 2,700 acres of land and operates numerous parks, attractions, and recreation programs on behalf of the citizens of the city: and

WHEREAS, Northwest Trek offers opportunities to connect people with nature and inspire visitors throughout the region

WHEREAS, Northwest Trek Wildlife Park will be able to continue providing high quality care for the animals in its collection through the completion of this project

WHEREAS, the Northwest Trek Foundation continues to show its support for Northwest Trek’s mission and vision; Now, therefore, be it

RESOLVED by the Board of Park Commissioners of the Metropolitan Park District of Tacoma that the Board of Park Commissioners accept and appropriate \$77,000 from the Northwest Trek Foundation to build a new Porcupine Habitat; and be it

FURTHER RESOLVED, that the Executive Director is authorized to execute an agreement for the \$77,000 contribution from Northwest Trek Foundation for the planning, design, and construction of the Porcupine Habitat located at Northwest Trek Wildlife Park.

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

President

ATTEST:

Secretary

Clerk