

**METROPOLITAN PARK DISTRICT  
OF TACOMA**



**AGENDA**

**March 11, 2024**

**6:00 P.M.**

**Metro Parks Headquarters**

**4702 S 19th St.**

**Tacoma, WA 98405**

Join Remotely

Via Telephone: 1-253-215-8782

Enter Meeting ID: 811 9449 3444

Participant ID: no ID needed just press #

Join Zoom Meeting

<https://metroparkstacoma-org.zoom.us/j/81194493444>

MEETINGS ARE RECORDED

AND MAY BE HEARD UPON REQUEST

**COMMISSIONERS**

**ANDREA SMITH, PRESIDENT**

**TIM REID, CLERK**

**AARON POINTER**

**ROSIE AYALA**

**MATTHEW MAUER**

5:30 P.M. **STUDY SESSION** DISTRICT ADA TRANSITION PLAN

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

**LAND ACKNOWLEDGEMENT**

**ROLL CALL**

**FLAG SALUTE**

**SPECIAL PRESENTATIONS**

**PRESIDENT'S REPORT**

**STANDING COMMITTEE & COMMISSION REPORTS**

**EXECUTIVE DIRECTOR'S REPORT**

---

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



**REGULAR MEETING**

**COMMUNITY COMMENTS**

Community comment is encouraged to be submitted in advance of the meeting in written form. Please submit written comments to the Board by 4 p.m. on March 11, 2024 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 March 11, 2024. Verbal comments will also be allowed during the meeting both in-person and remotely. To request to speak during community comments, please press the Raise Hand button near the bottom of your Zoom window or \*9 on your phone. All speakers will have up to three minutes to speak.

**MINUTES**

(5-8) MINUTES OF THE FEBRUARY 26, 2024 REGULAR BOARD MEETING

**CONSENT AGENDA**

(9-10) **RESOLUTION NO. C14-24**: APPROVAL OF WARRANTS CLAIM FUND FOR FEBRUARY 2024  
(Contact: Tania Wink, Chief Financial & Administrative Officer)

**REGULAR AGENDA**

**PURCHASING RESOLUTIONS**

*(Requiring one reading for adoption)*

- (11-15) **RESOLUTION NO. P15-24**: AUTHORIZING PURCHASE OF GOODS AND SERVICES FOR METRO PARKS TACOMA
1. MERLINO MEDIA GROUP FOR MEDIA BUYING SERVICE IN THE AMOUNT OF \$965,000  
(Contacts: Alan Varsik, Director of Zoological & Environmental Education  
Mark Knowlden, Interim Director of Parks & Recreation)
  2. LANDSCAPE STRUCTURES, INC. FOR 2 PLAY STRUCTURES, RUBBER TILE AND ENGINEERED WOOD IN THE AMOUNT OF \$141,862.52  
(Contact: Debbie Russell, Director or Business Administration & Planning)

**PUBLIC WORKS PURCHASING RESOLUTIONS**

*(Requiring one reading for adoption)*

**SINGLE READING RESOLUTION**

*(Requiring one reading for adoption)*

**FIRST READINGS:**

*(Requiring two readings for adoption)*

**SECOND READING RESOLUTIONS**

*(Requiring two readings for adoption)*

**UNFINISHED BUSINESS**

**NEW BUSINESS**

**BOARD COMMENTS**

**ADJOURNMENT**

**UPCOMING BOARD MEETINGS**

March 13, 2024	Capital Improvement Committee	5:00 PM	District Headquarters
March 18, 2024	Committee of the Whole	5:30 PM	District Headquarters
March 25, 2024	Regular Park Board Meeting	6:00 PM	District Headquarters
March 27, 2024	Capital Improvement Committee	5:00 PM	District Headquarters

\*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  
FEBRUARY 26, 2024**

**PRESENT:** Andrea Smith, President  
Tim Reid, Clerk  
Aaron Pointer  
Matthew Mauer

**REMOTE:** Rosie Ayala

**IN THE CHAIR:** Andrea Smith

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

**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.

**SPECIAL PRESENTATIONS**

**THE ZOO SOCIETY ANNUAL REPORT OUT**

Ruthanne Howell, Executive Director of The Zoo Society was introduced. Ms. Howell informed the Park Board about the Society's fundraising efforts to support the areas of wildlife sustainability, community education & access, environmental footprint, and Zoo staff. She also noted the work to raise funds for capital work at the Zoo. Ms. Howell reported that the Society's total investment in 2023 was \$1,283,000.

Mark Terry, Zoo Society Board President commented that focus of the Society in 2024 will include a continued capital goal of \$1.3M as well as reduction of contractual membership revenue and obligation by 2026, generate more annual support and ensuring The Zoo Society has appropriate staffing capacity, continue to build the Society Board of Directors to broaden voices within the community and reflect those communities effectively.

**NORTHWEST TREK FOUNDATION ANNUAL REPORT OUT**

Lori Price, President of the Northwest Trek Foundation was introduced. Ms. Price began her presentation by commenting on the successful fundraising efforts in 2023 including their dinner auction. The Board was informed that in 2023 the Foundation raised \$413,000 helping to support the following: Commissary, Northern Leopard Frog, Online Wildlife Academy, Porcupine exhibit design, and animal care/enrichment. Trek Foundation Board Member John Patterson spoke about the focus in 2024 including continued fundraising, grants, enhanced marketing, and connecting more with community.

Board members thanked The Zoo Society and the Northwest Trek Foundation for their continued support.

**PRESIDENTS REPORT**

President Smith commented that the Board held its annual retreat last Friday. Agneda items included the District's Strategic Plan, 2024 District work plan update, Safety & Security discussion, Board JEDI work.

President Smith noted she attended the strategic plan stakeholders meeting and the Tacoma Parks Foundation meeting last Wednesday.

**STANDING COMMITTEE AND COUNCIL REPORTS****Business & Responsive Agency Advisory Council**

Commissioner Reid commented that the council met on February 15<sup>th</sup>. Discussion items at the meeting included MWBE report, capital projects partnership update, and a legislative update.

**EXECUTIVE DIRECTOR'S REPORT**

Executive Director, Shon Sylvia commented on the following:

- legislative update noting that today is Day 50 of the legislative session. The House has included funding for the People's Center feasibility study, and the Senate included funding for the South End community center feasibility study. Staff is waiting for the two chambers to reconcile their budgets before their scheduled adjournment next Thursday, March 7. Staff hopes to have confirmation by this weekend.

**COMMUNITY COMMENTS** None**MINUTES OF THE FEBRUARY 12, 2024 REGULAR BOARD MEETING**

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

**CONSENT AGENDA**

**RESOLUTION NO. C12-24:** ACCEPTING AND APPROPRIATING \$250,000 FROM THE NORTHWEST TREK FOUNDATION FOR THE ANIMAL OPERATIONS AREA IMPROVEMENTS PROJECT

**RESOLUTION NO. C13-24:** ACCEPTING AND APPROPRIATING \$77,000 FROM THE NORTHWEST TREK FOUNDATION FOR THE NORTHWEST TREK PORCUPINE HABITAT PROJECT

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

**PURCHASING RESOLUTIONS** None

**PUBLIC WORKS PURCHASING RESOLUTIONS** None

**SINGLE READING RESOLUTIONS** None

**SECOND READINGS RESOLUTIONS** None

**FIRST READING RESOLUTIONS** None

**NEW BUSINESS** None

**UNFINISHED BUSINESS** None

**BOARD COMMENTS**

Commissioner Reid commented on informing the community about a park ranger program.

President Smith stated that there is a Co-create to Recreate being held at Norpoint this Thursday, and it's also a celebration of Norpoint's 30<sup>th</sup> anniversary.

**ADJOURN**

Being no further business, the meeting was adjourned at 6:44pm.

\_\_\_\_\_  
President

\_\_\_\_\_  
Clerk

Submitted by: Jennifer Bowman, Board Secretary





**METROPOLITAN PARK DISTRICT OF TACOMA**

**RESOLUTION NO. C14-24**

**APPROVAL OF WARRANTS CLAIM FUND FOR FEBRUARY 2024**

WHEREAS, the Board of Park Commissioners approved, appropriated and adopted the 2023-2024 Biennial Budget in Resolution No. RR 105-22, dated December 12, 2022, to meet public expenses, bond retirement, interest and operational expenses for the biennium ending December 31, 2024: and

WHEREAS, the Board of Park Commissioners has authorized the Executive Director to establish procedures to meet the fiscal year public debt, to maintain accountable records of all transactions, and to provide certification that labor and debt claims have been met; now, therefore, be it.

RESOLVED by the Board of Park Commissioners of the Metropolitan Park District of Tacoma that the warrants issued to meet obligations in the Warrants Claim Fund and the Disbursements by Funds in the amounts and for the period indicated on Attachment "A" have been audited and certified by the auditing officer as required by RCW.42.24.080 and those expense reimbursement claims certified as required by RCW 42.24.090, be approved for payment.

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

ATTEST:

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Clerk

BLANKET CERTIFICATION AND WARRANT APPROVAL FORM

AUDITOR'S CERTIFICATION

I, the undersigned, do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered, or the labor performed as described herein, and that the claim is a just, due and unpaid obligation against the Metropolitan Park District of Tacoma, and that I am authorized to authenticate and certify to said claim.

FOR THE PERIOD STARTING FEBRUARY 1, 2024 AND ENDING FEBRUARY 29, 2024.

WARRANTS CLAIM FUND

ACCOUNTS PAYABLE CLAIMS FUND:

Warrant Serial Numbers 342464 to 342861 AMOUNT: \$9,368,627.63

PAYROLL CLAIMS FUND:

Warrant Serial Numbers 58335 to 58453 AMOUNT: \$79,189.49

(Most employees receive payment through direct deposit advice, which are paid to the bank through the Accounts Payable Claims Fund.)

TOTAL \$9,447,817.12



Finance and Accounting Auditing Officer  
Metropolitan Park District of Tacoma

- Warrant summary reports are available with the board secretary.
- Detail reports and claim vouchers are available in the Finance and Administrative Services Office.



**MEMORANDUM**

TO: Board of Park Commissioners

THROUGH: Shon Sylvia, Executive Director

FROM: Alan Varsik, Director of Zoological & Environmental Education

**SUBJECT: Purchasing Resolution**

DATE: March 4, 2024

**EXECUTIVE SUMMARY:** The attached 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.	Merlino Media Group	Media Buying Services	\$965,000
2.	Landscape Structures, Inc.	2 Play Structures, Rubber Tile Aand Engineered Wood Surfacing	\$141,862.52 (including sales tax)

**Item No. 1**

- **VENDOR** Merlino Media Group
- **GOODS OR SERVICE** Media Buying Services
- **PRICE** Total \$965,000  
\$895,000 (ZEED) for 2024  
\$70,000 (P&R) for 2024
- **SOURCE OF FUNDING** Department Operating Funds
- **CONTACT** Alan Varsik (253) 404-3634  
Mark Knowlden (253) 255-2487

**BACKGROUND:** Merlino Media Group was selected through a Request for Proposals (RFP), completed in February 2022, to provide media buying services for Metro Parks Tacoma. Three firms submitted proposals and staff interviewed two finalists.

Merlino advises District staff on overall paid media strategies and negotiates advertising rates, placements and value-added promotions to help achieve District revenue goals. Merlino’s broad range of clients, collective purchasing power, and negotiating expertise enable the agency to secure significantly lower advertising rates, better advertising placement and higher added value than if District staff purchased the media directly.

Janice Merlino, the principal of Merlino Media Group, has over three decades of experience in media buying and brings extensive experience working with other family-focused Puget Sound destinations and programs, such as Pacific Science Center, Space Needle, and the Washington 529 GET/Dream Ahead program.

The total cost of \$965,000 includes both the fee paid to Merlino Media Group and the cost of the actual advertising purchased. Merlino’s commission rate of 8.75% is significantly lower than the standard 15 percent commission rate charged by most media buying firms.

**FISCAL IMPACT:** These expenses are budgeted in the department operating budgets. \$895,000 will come from the ZEED 2024 budget and \$70,000 will come from the 2024 Parks & Recreation budget.

**ADDITIONAL INFORMATION:** For additional information, contact Alan Varsik, Director of Zoological & Environmental Education at [alan.varsik@pdza.org](mailto:alan.varsik@pdza.org) or 253-404-3634 or Mark Knowlden, Interim Director of Parks & Recreation at [mark.knowlden@tacomaparks.com](mailto:mark.knowlden@tacomaparks.com) or (253) 255-2487.

## **Item No. 2**

- |                            |  |
|----------------------------|--|
| • <b>VENDOR</b>            | Landscape Structures, Inc.                         |
| • <b>GOODS OR SERVICE</b>  | 2 Play Structures, Rubber Tile and Engineered Wood |
| • <b>PRICE</b>             | \$141,862.52, including sales tax                  |
| • <b>SOURCE OF FUNDING</b> | 2014 UTGO Park Bond                                |
| • <b>CONTACT</b>           | Debbie Russell (253) 305-1086                      |

**BACKGROUND:** A safety concern at Ferry Park was identified during a recent inspection involving a part that was not repairable and outlasted its life expectancy. This part has since been removed. The 2014 UTGO 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 resolution is for the purchase only of the project’s play equipment for ages 2-5 and 5-12. Landscape Structures has supplied many items for various parks such as SERA play structure, the toddler play at Gas Station Park and the recent playground synthetic turf fall material.

A construction bid for installation of this play equipment and new fall surfacing will be issued at a later date with an estimated cost range of \$100,000-\$200,000.

**CAPITAL IMPROVEMENT COMMITTEE RECOMMENDATION:** This item was reviewed by the Capital Improvement Committee at their meeting on February 28, 2024, and accepted for forwarding on to the full Board with a recommendation for approval.

**FISCAL IMPACT:** The funds for this purchase of \$141,862.52, including sales tax are from the 2014 Park Bond Small Caps. budget.

**ADDITIONAL INFORMATION:** For additional information, please 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**

**RESOLUTION NO. P15 -24**

**AUTHORIZING PURCHASE OF  
GOODS AND SERVICES FOR METRO PARKS TACOMA**

WHEREAS, the Board of Park Commissioners have established policies governing the purchase of goods and services for Metro Parks Tacoma through the adoption of Resolution No. RR22-15, Authorizing Amendment of the Purchasing Policy for the Metropolitan Park 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 Park Commissioners of the Metropolitan Park District of Tacoma at a meeting held on \_\_\_\_\_, 2024.

ATTEST:

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Clerk

**Exhibit A to  
Purchasing Resolution No. P15-24**

**ITEM NO. 1**

- **VENDOR** Merlino Media Group
- **GOODS OR SERVICE** Media Buying Services
- **PRICE** \$965,000 Total  
\$895,000 (ZEED) for 2024  
\$70,000 (P&R) for 2024
- **SOURCE OF FUNDING** Departmental Operating Funds
- **CONTACT** Alan Varsik (253) 404-3634  
Mark Knowlden (253) 255-2487

**ITEM NO. 2**

- **VENDOR** Landscape Structures, Inc.
- **GOODS OR SERVICE** 2 Play Structures, Rubber Tile and Engineered Wood Surfacing
- **PRICE** \$141,862.52 (including WSST)
- **SOURCE OF FUNDING** 2014 UTGO Park Bond Small Caps
- **CONTACT** Debbie Russell (253) 305-1086