



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