



## 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**