



**MINUTES OF REGULAR MEETING
BOARD OF PARK COMMISSIONERS
MARCH 25, 2024**

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

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. President Smith read a land acknowledgement.

SPECIAL PRESENTATIONS EMPLOYEE RETIREMENT RECOGNITION

Debbie Russell recognized Mary Kay Henley on the occasion of her retirement from the Park District. Board Members thanked Ms. Henely for her years of service to the District.

PRESIDENTS REPORT

President Smith commented that she and other members of the Board attended the Co-Create to Recreate at STAR Center on March 12th. President Smith noted she also attended the Tacoma Parks Foundation Board Meeting on March 20th, where the Foundation's new Executive Director was present.

Commissioner Ayala stated she and President Smith attended the Conservatory Spring Open House.

STANDING COMMITTEE AND COUNCIL REPORTS

Arts & Heritage Advisory Council

Commissioner Ayala commented that at the council's last meeting, Debbie Russell presented on the Advisory Council Policy. Commissioner Ayala also commented that the council has also been conducting park audits. The council plans to hold its council election at their next meeting.

Nature & Environment Advisory Council

Commissioner Mauer commented that the council is scheduled to meet tomorrow.

Business & Responsive Agency Advisory Council

Commissioner Reid stated that the council met on March 21st. Agenda items included a legislative update, policy review schedule update and information on the District's new budgeting tool.

EXECUTIVE DIRECTOR'S REPORT

Executive Director, Shon Sylvia commented on the following:

- As authorized by the Board in December of 2023, the final terms of the agreement with the Tacoma Parks Foundation have been negotiated and accepted by the Foundation Board.
- The Tacoma School Board recently approved a \$2M contract for the Community School Yards at Whitman and Mann Elementary Schools.
- Debbie Russell introduced new employee Leah Jacobson.

COMMUNITY COMMENTS None**MINUTES OF THE MARCH 11, 2024 REGULAR BOARD MEETING**

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

CONSENT AGENDA

RESOLUTION NO. C16-24: ACCEPTING AND APPROPRIATING \$325,000 FROM THE POINT DEFIANCE ZOO SOCIETY FOR THE POINT DEFIANCE ZOO & AQUARIUM PENGUIN EXHIBIT PROJECT

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

PURCHASING RESOLUTIONS None**PUBLIC WORKS PURCHASING RESOLUTIONS**

RESOLUTION NO. PW17-24: NORTHWEST TREK ANIMAL OPERATIONS AREA IMPROVEMENTS CONSTRUCTION CONTRACT AWARD TO KASSEL & ASSOCIATES, INC.

Commissioner Pointer moved to adopt the resolution, seconded by Commissioner Ayala.

Debbie Russell commented that this resolution was reviewed by the CIC at their March 13th meeting. Ms. Russell commented that this project will include improvements to many of the back of house facilities including a new commissary, well house and pumps.

Ms. Russell further noted that Kassel is not a certified MWBE but have communicated their intent to use one or more MWBE contractors for the project.

Debbie Russell then briefly described how the project budget was built and described how at times the budget will change as the project goes through the design process. Project Manager Fred Ramey commented on the reference checks that have been done, noting the company’s positive history of work with local municipalities.

Board members requested some additional information regarding a recent ruling in Texas related to MWBE projects, and how that may affect Metro Parks in the future.

Being no additional comments, the question was called, and the resolution passed on a vote of 5-0.

SINGLE READING RESOLUTIONS None

SECOND READINGS RESOLUTIONS None

FIRST READING RESOLUTIONS None

NEW BUSINESS POLICY 100.003 DISTRICT PURCHASING POLICY

Debbie Russell updated the Board on the scheduling of the two policy review batches for 2024 as follows:

2024 BATCH 1

- May 13, 2024 New Business
- May 20, 2024 Committee of the Whole Meeting (COW)
- June 10, 2024 1st Reading
- June 24, 2024 2nd Reading

BATCH 1 POLICIES UNDER CONSIDERATION

- 100.003 Purchasing Policy
- 200.002 Authorizing the Use of a Small Works Roster Process
- 200.016 Public Participation Policy
- 513.004 Part-Time Benefits Eligible Classification
- NEW: Concussion and Sudden Cardiac Arrest

2024 BATCH 2

- November 11, 2024 New Business
- November 18, 2024 Committee of the Whole Meeting (COW)
- November 25, 2024 1st Reading
- December 9, 2024 2nd Reading

BATCH 2 POLICIES UNDER CONSIDERATION (DRAFT)

- NEW Comprehensive IT Management Policy
- 100.002 Travel and Expense Reimbursement
- 200.015 Citizen Advisory Councils
- 501.002 Workplace Requirements/Code of Conduct
- 514.001 Sick Leave Use and Accrual
- 514.002 Vacation Use and Accrual

- 514.004 Holiday Use and Accrual
- 514.005 Special Leave
- 551.001 Employee Recognition Program

Ms. Russell commented that staff is currently reviewing Policy 100.003 and is looking to address the following:

- o Emergency procurement situations
- o Green purchasing best practices
- o Surplus Properties from other jurisdictions
- o Board contract adoption thresholds
- o Costs have increased
- o Review other similar jurisdictions
- o Contracts vs. Procurement process
- o Procedure Changes

Ms. Russell noted that a May COW is being planned for additional conversations related to this policy.

UNFINISHED BUSINESS None

BOARD COMMENTS

Commissioner Reid stated that tomorrow is President Smith’s birthday.

President Smith noted that all are invited to attend the Co-create to Recreate at People’s Center on Thursday.

Commissioner Mauer commented on a recent experience he and his family had at Wright Park that necessitated the need to call 911. Commissioner Mauer commented that the police did not respond. He encouraged the District to continue to address security concerns beyond local police for the safety of park guests.

ADJOURN

Being no further business, the meeting was adjourned at 6:37pm.

President

Clerk

Submitted by: Jennifer Bowman, Board Secretary