

**Capital Improvement Committee Meeting (CIC)
Agenda & Meeting Materials
May 29, 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: May 29, 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, May 29, 2024
5:00 PM**

MINUTES FROM May 8, 2024

PROJECT STATUS REPORT

DISCUSSION ITEMS

- N/A

ACTION ITEMS

- Accepting and Appropriating Funds from the Zoo Society to support design and construction of the Kid Zone Improvements Project at Point Defiance Zoo & Aquarium.
- 2024 Recreation & Conservation Office (RCO) Grant Applications Authorizing Resolution-Peck Community Sports Park Multi-Use Field, Peck Community Sports Park Lighting and Swan Creek Park Probst Property Acquisition

FUTURE AGENDA TOPICS

ADJOURNMENT



BOARD OF PARK COMMISSIONERS CAPITAL IMPROVEMENT COMMITTEE

**May 8, 2024
5:00 PM
MINUTES**

Attendees: Commissioner Pointer, Commissioner Reid
Staff Support: **Debbie Russell**, Director, Business Administration and Planning;
Marty Stump, Deputy Director, Business Administration and Planning;
Kristi Evans, Capital Program Manager, Community and Neighborhood Parks;
Jennifer Bowman, Executive Office Administrator, Office of the Executive Director;
Jasinda Waldron, Administrative Services Coordinator, Business Administration and Planning

Acceptance of Minutes: Minutes from the April 24, 2024, meeting were approved as written.

Discussion Item

N/A

Action Items

Authorizing the Executive Director to Negotiate the Final Terms and Execute a Ground Lease at South Park with the Asia Pacific Cultural Center

- Marty explained that the Ground lease covers the specifics of the project including the term (30 years with a 20 year extension), roles and responsibilities. It also covers the building, adjacent landscape, and program use for the building.
- Commissioner Pointer asked if the 50 year lease was the norm to which staff stated the 30 year is the standard and that the 20 year extension was negotiated between Metro Parks and Asia Pacific.
- Commissioner Reid commented on the appearance of the site and gave kudos to the team working at the site to which Marty included Metro Parks Staff as well as the contractor.
- Commissioner Pointer asked about the length of the construction project to which staff estimated a length of 12 to 14 months.
- Commissioner Reid requested that the remaining details be added into the Lease, to which Marty confirmed that the information will be updated once negotiations are completed.
- This item was accepted for moving forward to the full Board with a recommendation of approval.

Authorizing the Executive Director to Negotiate the Final Terms and Execute a Construction Agreement with the Asia Pacific Cultural Center for the Construction of a New Building at South Park

- Marty explained that this is a three-way agreement between APCC, Korsmo Construction, and Metro Parks.
- The total project cost it totaled to 18.3 million with a construction cost estimated at 14.64 million. APCC is funding the project and Metro Parks has been providing design review and is providing the land.
- Permits have been granted from the City of Tacoma.
- Kristi will be represent Metro Parks both in person and via communications.
- As the project is a public facility it must adhere to certain public works contract requirements which staff will ensure all policies and procedures are being followed.
- Currently the contractor has the permits and a signed contract with APCC.
- Commissioner Reid pointed out that someone on the board may want to confirm the minority aspect of the contract and the participation percentage. Debbie confirmed the target percentage is 8% and pointed out that due to the nature of the project Metro Parks policy does not specifically apply, however, staff will come forward with the requested information.
- This item was accepted for moving forward to the full Board with a recommendation of approval.

Granting Maintenance Covenant and Easement Access From MPT to COT for Storm Sewer Improvements in South Park

- Kristi explained this component is required by the City of Tacoma for areas with storm water infrastructure on site.
- This one will include underground and above ground facilities and will need to be inspected by the City as well as by Metro Parks, who will inspect once a year.
- Metro Parks provides an annual report to Department of Ecology to document that the inspections have been completed and document any needs.
- This item was accepted for moving forward to the full Board with a recommendation of approval.

Additional Items

- There will be no park board meeting on May 27 due to the upcoming holiday. Marty asked if the board commissioners have a preference to have a CIC on either the 15th or the 29th.

Meeting Adjourned



RESOLUTION CHECK SHEET

<input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> REGULAR AGENDA: <input type="checkbox"/> Purchasing Resolution <input type="checkbox"/> PW Purchasing Resolution <input checked="" type="checkbox"/> Single Reading Resolution <input type="checkbox"/> First Reading (two readings)	
Department: Zoological and Environmental Education Department	Expected agenda date: 06/10/24
Resolution Title: Accepting and Appropriating Funds from Zoo Society for the Kid Zone Improvements at Point Defiance Zoo & Aquarium	List supportive material and attachments included: N/A
Written By: Fred Ramey, ZEED Asset and Facilities Services Manager Dept. Director's Approval: <hr style="width:50%; margin-left:0;"/>	

Did you include:

<p><i>All Contracts:</i></p> <input type="checkbox"/> Vendor Bid Grid <input type="checkbox"/> Vendor Selection Process <input type="checkbox"/> References/past work with others <input type="checkbox"/> Past Work Done With MPT <input type="checkbox"/> How is the Project going to be managed - MPT/A&E/Other	<p><i>Construction:</i></p> <input type="checkbox"/> Warranty Information <input type="checkbox"/> Identification of M&O Dollars <input type="checkbox"/> Offline Facility Information <input type="checkbox"/> When was plan or design concept presented Board
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<input type="checkbox"/> APPROVED	<input type="checkbox"/> DISAPPROVED
Executive Director's Comments:	

My presentation will require that the PowerPoint projector be set-up Yes No



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 to support design and construction of the Kid Zone Improvements Project at Point Defiance Zoo & Aquarium.**

DATE: 06/05/24

EXECUTIVE SUMMARY: This resolution accepts and appropriates \$50,000 at this time to be applied to the design of improvements within the Kid Zone Improvements Project at the Point Defiance Zoo & Aquarium. These funds will be used to reach a schematic design with cost estimates adequate for fund raising and determining accurate project costs.

BACKGROUND: The Point Defiance Zoo & Aquarium would like to update and improve key elements of the more than twenty-year-old Kid Zone area within the Zoo which are near end of life and create improved opportunities to engage the public within this space.

This funding will allow the first step in developing plans for this area of the Zoo.

FISCAL IMPACT: The total estimated costs for planning, design, and construction of the Kid Zone Improvements at Point Defiance Zoo & Aquarium is unknown and to be determined in this pre-design and early design effort. The Zoo Society will provide Metro Parks Tacoma Fifty Thousand DOLLARS (\$50,000.00) at this time.

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

WHEREAS, Point Defiance Zoo & Aquarium will be able to continue providing high quality entertainment and education for children and families; and

WHEREAS, the Zoo Society continues to show its support for the Point Defiance Zoo & Aquarium’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 from the Zoo Society to design improvements to the Kid Zone area; and

FURTHER RESOLVED, that the Executive Director is authorized to execute an agreement for the \$50,000 contribution from the Zoo Society for the planning and schematic design, of the Kid Zone Improvements located at 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



RESOLUTION CHECK SHEET

<input type="checkbox"/> CONSENT AGENDA <input checked="" type="checkbox"/> REGULAR AGENDA:		
<input type="checkbox"/> Purchasing Resolution	<input type="checkbox"/> PW Purchasing Resolution	
<input checked="" type="checkbox"/> Single Reading Resolution	<input type="checkbox"/> First Reading (two readings)	

Department: Business Administration and Planning	Expected agenda date: June 10, 2024
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Resolution Title: 2024 Recreation & Conservation Office (RCO) Grant Applications Authorizing Resolution-Peck Community Sports Park Multi-Use Field, Peck Community Sports Park Lighting and Swan Creek Park Probst Property Acquisition	List supportive material and attachments included:
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Written By: Kristi Evans/Alisa O’Hanlon Regala

Dept. Director’s Approval:

Did you include:

<u>All Contracts</u>	<u>Construction</u>
<input type="checkbox"/> Vendor Bid Grid	<input type="checkbox"/> Warranty Information
<input type="checkbox"/> Vendor Selection Process	<input type="checkbox"/> Identification of M&O Dollars
<input type="checkbox"/> Past Work Done With MPT	<input type="checkbox"/> Off line Facility Information
<input type="checkbox"/> References/past work with others	<input type="checkbox"/> When was plan or design concept presented to the Board
	<input type="checkbox"/> How is the Project going to be managed – MPT/A&E/Other

<input type="checkbox"/> APPROVED	<input type="checkbox"/> DISAPPROVED
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Executive Director’s Comments:

My presentation will require that the PowerPoint projector be set-up Yes No

Please attach resolution and cover memo.
 METROPOLITAN PARK DISTRICT OF TACOMA



MEMORANDUM

TO: Board of Park Commissioners

THROUGH: Shon Sylvia, Executive Director

FROM: Debbie Russell, Director of Business Administration and Planning

SUBJECT: 2024 Recreation & Conservation Office (RCO) Grant Applications Authorizing Resolution-Peck Community Sports Park Multi-Use Field, Peck Community Sports Park Lighting and Swan Creek Park Probst Property Acquisition

DATE: 6/12/2024

EXECUTIVE SUMMARY: The Recreation & Conservation Office has announced that they are accepting grant applications now for the 2024 funding cycle. Staff is preparing applications for Peck Community Sports Park Multi-Use Field, Peck Community Sports Park Lighting and Swan Creek Park Probst Property Acquisition that are consistent with the criteria as established by RCO and supports the District's Capital Improvement Program (CIP). As part of the application process RCO requires that the submitting agency pass an Authorizing Resolution as a commitment to the funding request.

BACKGROUND: The RCO was established to coordinate and administer many outdoor recreation and conservation grant programs as a single clearinghouse for application, review, and contract award. There is no limit to the number of applications that can be submitted, however, the process is involved and requires an extensive application procedure including presentations to review committees. RCO requires that local agencies approve a resolution authorizing application for funding assistance. This resolution needs to be submitted to RCO by the Technical Completion Deadline of each grant.

Staff developed an internal review process process to look at a wide range of project alternatives. Review criteria included consistency with the District's Capital Improvement Program; availability of local match; schedule; project merits weighed against grant program criteria; and past application experience. Based upon this process, staff is proposing to submit three (3) applications as follows:

Peck Community Sports Park Multi-Use Field- COAF Community Outdoor Athletic Facilities Grant Program:

Total Project Cost \$3,363,165 Grant Request \$1,200,000 Matching Funds \$2,163,165

Description: This flex field will be synthetic turf, designed to accommodate a ballfield at one end and tee ball field at the other, plus many soccer fields in this same space. Meaning it will support a variety of year-round youth sports programs. Programmed for the community by MPT, these Flex Fields will serve the goals of the park’s Master Plan, providing: sports courts and park amenities for a broad range of activities and levels of play; a balance of structured play and free play to support families and public health without being a financial burden; partnerships with agencies that increase opportunities for kids to play a variety of sports, to put kids on a path to a fitness-based healthy lifestyle; and equal access to play, supporting efforts to address barriers to play, including: limited access to safe and appropriate play spaces, poverty, and inequitable distribution of resources. Grant funds will support design costs, cultural resources, permit fees, as well as core construction of the Flex Fields, including synthetic turf with drainage and striping, fencing, a backstop, landscaping and walkways to access the field.

Applications are due June 20, 2024: The following is an overview of the grant process schedule for COAF category funds:

- June 20, 2024 Application Deadline
- June 21-July 12, 2024 Technical Review by RCO
- August 15, 2024 Technical Completion Deadline
- Sept. 3-30, 2024 Project Evaluation
- Oct. 2024 Grants Awarded
- Jan-March 2-025 Contract Approval/Funds Available

Peck Community Sports Park Lighting- YAF Youth Athletic Facilities Grant Program:

Total Project Cost \$1,200,000 Grant Request \$600,000 Matching Funds \$600,000

Description: Metro Parks Tacoma (MPT) seeks funding from the RCO Youth Athletic Fields grant opportunity to install energy-efficient LED lighting for the new multi-use field at the Peck Community Sports Park. Tacoma Public Schools has funded and is currently developing a new, all-season turf field to serve the surrounding community and provide a home field for the Stadium High School baseball team, The multi-sport field will be open for community use outside of scheduled school games and practices. The addition of field lighting will extend playable hours at the field, increase community access, and improve safety.

Applications are due May 1, 2024. The following is an overview of the grant process schedule for the YAF category funds:

- May 1, 2024 Application Deadline
- May 2-June 25, 2024 Technical Review by RCO
- July 18, 2024 Technical Completion Deadline
- August 1-30, 2024 Project Evaluation
- October 2024 Ranked list/Grants Awarded
- Spring 2025 Contract Approval/Funds Available

Swan Creek Park Probst Property Acquisition WWRP Urban Wildlife Habitat Grant

Program:

Total Project Cost \$2,866,150 Grant Request \$1,433,000 Matching Funds \$1,433,150

Description: Metro Parks Tacoma (MPT) seeks funding through the WWRP Urban Wildlife Habitat grant opportunity for the Probst Property at Swan Creek Park, acquired in February of 2024 under an RCO Waiver of Retroactivity. This property, located at 6009 East Roosevelt Avenue in Tacoma, WA, includes two tax parcels that will be added to the existing Swan Creek Park, an urban park and wildlife area southeast of Interstate 5 in Tacoma’s Eastside. The park features a salmon-bearing stream, wooded canyon, and upland forest, offering wildlife access within an urban environment. In this historically underserved community, Swan Creek Park is a uniquely accessible opportunity for youth and community members to experience the forest. Acquiring these parcels will expand access to the park and allow MPT to preserve tree canopy and wildlife habitat adjacent to Swan Creek itself, protecting the headwaters of the stream from the impacts of future neighborhood development. MPT has applied for and received a Waiver of Retroactivity and secured our position to compete for this grant in the current application cycle. The waiver permits reimbursement for eligible projects submitted in the next two grant cycles after the property is acquired.

Applications are due May 1, 2024. The following is an overview of the grant process schedule for WWRP-Urban Wildlife Habitat category funds:

- May 1, 2024 Application Deadline
- May 22-23, 2024 Technical Review by RCO
- July 11, 2024 Technical Completion Deadline
- August 12-13, 2024 Project Evaluations
- October 2024 Ranked list/Grants Awarded
- Spring 2025 Contract Approval/Funds Available

FISCAL IMPACT: The RCO Grant Program operates on a 50% matching funds basis except the COAF which does not require a match. Project selection was based on the availability of providing the required financial match through budgeted funds, currently identified in the CIP; partnership participation; and/or underway private fund raising initiatives. Metro Parks will be required to certify that matching funds are available to support selected projects prior to submission to the State Legislature for final approval.

ADDITIONAL INFORMATION: For additional information, please contact Debbie Russell, Director of Business Administration and Planning at (253) 305-1086 or Debbie.Russell@tacomaparks.com

METROPOLITAN PARK DISTRICT OF TACOMA

RESOLUTION NO. RXX-XX

**2024 RECREATION & CONSERVATION OFFICE (RCO) GRANT APPLICATIONS
AUTHORIZING RESOLUTION-PECK COMMUNITY SPORTS PARK MULTI-USE
FIELD, PECK COMMUNITY SPORTS PARK LIGHTING AND SWAN CREEK PARK
PROBST PROPERTY ACQUISITION**

WHEREAS, This resolution/authorization authorizes the person(s) identified below (in Section 2) to act as the authorized representative/agent on behalf of our organization and to legally bind our organization with respect to the above Project(s) for which we seek grant funding assistance managed through the Recreation and Conservation Office (Office), and;

WHEREAS, grant assistance is requested by our organization to aid in financing the cost of the Project(s) referenced above;

NOW, THEREFORE, BE IT RESOLVED that:

1. Our organization has applied for or intends to apply for funding assistance managed by the Office for the above “Project(s).”
2. Our organization authorizes the following persons or persons holding specified titles/positions (and subsequent holders of those titles/positions) to execute the following documents binding our organization on the above projects:

Grant Document	Name of Signatory or Title of Person Authorized to Sign
Grant application (submission thereof)	
Project contact (day-to-day administering of the grant and communicating with the RCO)	
RCO Grant Agreement (Agreement)	
Agreement amendments	
Authorizing property and real estate documents (Notice of Grant, Deed of Right or Assignment of Rights if applicable). These are items that are typical recorded on the property with the county.	

The above persons are considered an “authorized representative(s)/agent(s)” for purposes of the documents indicated. Our organization shall comply with a request from the RCO to provide documentation of persons who may be authorized to execute documents related to the grant.

3. Our organization has reviewed the sample RCO Grant Agreement on the Recreation and Conservation Office's WEB SITE at: <https://rco.wa.gov/wp-content/uploads/2019/06/SampleProjAgreement.pdf>. We understand and acknowledge that if offered an agreement to sign in the future, it will contain an indemnification and legal venue stipulation and other terms and conditions substantially in the form contained in the sample Agreement and that such terms and conditions of any signed Agreement shall be legally binding on the sponsor if our representative/agent enters into an Agreement on our behalf. The Office reserves the right to revise the Agreement prior to execution.
4. Our organization acknowledges and warrants, after conferring with its legal counsel, that its authorized representative(s)/agent(s) have full legal authority to act and sign on behalf of the organization for their assigned role/document.
5. Grant assistance is contingent on a signed Agreement. Entering into any Agreement with the Office is purely voluntary on our part.
6. Our organization understands that grant policies and requirements vary depending on the grant program applied to, the grant program and source of funding in the Agreement, the characteristics of the project, and the characteristics of our organization.
7. Our organization further understands that prior to our authorized representative(s)/agent(s) executing any of the documents listed above, the RCO may make revisions to its sample Agreement and that such revisions could include the indemnification and the legal venue stipulation. Our organization accepts the legal obligation that we shall, prior to execution of the Agreement(s), confer with our authorized representative(s)/agent(s) as to any revisions to the project Agreement from that of the sample Agreement. We also acknowledge and accept that if our authorized representative(s)/agent(s) executes the Agreement(s) with any such revisions, all terms and conditions of the executed Agreement shall be conclusively deemed to be executed with our authorization.
8. Any grant assistance received will be used for only direct eligible and allowable costs that are reasonable and necessary to implement the project(s) referenced above.
9. [for Recreation and Conservation Funding Board Grant Programs Only] If match is required for the grant, we understand our organization must certify the availability of match at least one month before funding approval. In addition, our organization understands it is responsible for supporting all non-cash matching share commitments to this project should they not materialize.
10. Our organization acknowledges that if it receives grant funds managed by the Office, the Office will pay us on only a reimbursement basis. We understand reimbursement basis means that we will only request payment from the Office after we incur grant eligible and allowable costs and pay them. The Office may also determine an amount of retainage and hold that amount until all project deliverables, grant reports, or other responsibilities are complete.

11. **[for Acquisition Projects Only]** Our organization acknowledges that any property acquired with grant assistance must be dedicated for the purposes of the grant in perpetuity unless otherwise agreed to in writing by our organization and the Office. We agree to dedicate the property in a signed “Deed of Right” for fee acquisitions, or an “Assignment of Rights” for other than fee acquisitions (which documents will be based upon the Office’s standard versions of those documents), to be recorded on the title of the property with the county auditor. Our organization acknowledges that any property acquired in fee title must be immediately available to the public unless otherwise provided for in policy, the Agreement, or authorized in writing by the Office Director.

12. **[for Development, Renovation, Enhancement, and Restoration Projects Only–If our organization owns the project property]** Our organization acknowledges that any property owned by our organization that is developed, renovated, enhanced, or restored with grant assistance must be dedicated for the purpose of the grant in perpetuity unless otherwise allowed by grant program policy, or Office in writing and per the Agreement or an amendment thereto.

13. **[for Development, Renovation, Enhancement, and Restoration Projects Only–If your organization DOES NOT own the property]** Our organization acknowledges that any property not owned by our organization that is developed, renovated, enhanced, or restored with grant assistance must be dedicated for the purpose of the grant as required by grant program policies unless otherwise provided for per the Agreement or an amendment thereto.

14. **[Only for Projects located in Water Resources Inventory Areas 1-19 that are applying for funds from the Critical Habitat, Natural Areas, State Lands Restoration and Enhancement, Riparian Protection, or Urban Wildlife Habitat grant categories; Aquatic Lands Enhancement Account; or the Puget Sound Acquisition and Restoration program, or a Salmon Recovery Funding Board approved grant]** Our organization certifies the following: the Project does not conflict with the Puget Sound Action Agenda developed by the Puget Sound Partnership under RCW 90.71.310.

15. This resolution/authorization is deemed to be part of the formal grant application to the Office.

16. Our organization warrants and certifies that this resolution/authorization was properly and lawfully adopted following the requirements of our organization and applicable laws and policies and that our organization has full legal authority to commit our organization to the warranties, certifications, promises and obligations set forth herein.

This resolution/authorization is signed and approved on behalf of the resolving body of our organization by the following authorized member(s):

Signed _____

Title _____ Date _____

On File at: _____

This Applicant Resolution/Authorization was adopted by our organization during the meeting held: (Local Governments and Nonprofit Organizations Only):

Location: _____ Date: _____

Washington State Attorney General's Office



Approved as to form _____ 2/13/2020 _____

Assistant Attorney General

Date

Assistant Attorney General

Date