

**METROPOLITAN PARK DISTRICT  
OF TACOMA**



**AGENDA**

**May 13, 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: 898 5684 4804

Participant ID: no ID needed just press #

Join Zoom Meeting

<https://metroparkstacoma-org.zoom.us/j/89856844804>

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** 2024 DISTRICT REGIONAL EVENTS

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

**LAND ACKNOWLEDGEMENT**

**ROLL CALL**

**FLAG SALUTE**

**SPECIAL PRESENTATIONS**

ASIAN AMERICAN, NATIVE HAWAIIAN & PACIFIC ISLANDER HERITAGE MONTH  
PROCLAMATION

**PRESIDENT'S REPORT**

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



**STANDING COMMITTEE & COMMISSION REPORTS**

**EXECUTIVE DIRECTOR’S REPORT**

**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 May 13, 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 May 13, 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 APRIL 22, 2024 REGULAR BOARD MEETING

**CONSENT AGENDA**

(9-10) **RESOLUTION NO. C23-24**: APPROVAL OF WARRANTS CLAIM FUND FOR APRIL 2024

(Contact: Tania Wink, Chief Financial & Administrative Officer)

(11-14) **RESOLUTION NO. C24-24**: APPROVAL OF PRELIMINARY FINANCIAL REPORTS FOR PERIOD JANUARY 1, 2023, THROUGH DECEMBER 31, 2023

(Contact: Tania Wink, Chief Financial & Administrative Officer)

(15-16) **RESOLUTION NO. C25-24**: REVISING MAY 2024 MEETING SCHEDULE FOR THE BOARD OF PARK COMMISSIONERS

(President Smith)

(17-18) **RESOLUTION NO. C26-24**: REAPPOINTING MEMBERS TO THE NATURE & ENVIRONMENT ADVISORY COUNCIL

(Contact: Mark Knowlden, Interim Director of Parks & Recreation)

**REGULAR AGENDA**

**PURCHASING RESOLUTIONS**

*(Requiring one reading for adoption)*

(19-26) **RESOLUTION NO. P27-24**: AUTHORIZING PURCHASE OF GOODS AND SERVICES FOR METRO PARKS TACOMA

1. BUD CLARY FORD/HONDA FOR 4 VEHICLES IN THE AMOUNT OF \$132,949.40 ( INCLUDING WSST)

(Contact: Mark Knowlden, Interim Director of Parks & Recreation)

2. PIONEER HUMAN SERVICES FOR MEALS FOR WHOLE CHILD OST PROGRAM AND VARIOUS CAMPS IN THE AMOUNT OF \$203,320 (INCLUDING WSST)  
(Contact: Mark Knowlden, Interim Director of Parks & Recreation)
3. TEAMBILT FOR RECREATION PROGRAM APPAREL IN THE AMOUNT OF \$150,000 (INCLUDING WSST)  
(Contact: Mark Knowlden, Interim Director of Parks & Recreation)
4. HIGHWIRE/OMNIA FOR 2 NHL GOALS AND FENCING SYSTEM IN THE AMOUNT OF \$66,074.11 (INCLUDING WSST)  
(Contact: Debbie Russell, Director of Business Administration & Planning)

**PUBLIC WORKS PURCHASING RESOLUTIONS**

*(Requiring one reading for adoption)*

**SINGLE READING RESOLUTION**

*(Requiring one reading for adoption)*

- (27-28)      **RESOLUTION NO. R28-24:** GRANTING MAINTENANCE COVENANT AND EASEMENT ACCESS FROM METRO PARKS TACOMA TO CITY OF TACOMA FOR STORM SEWER IMPROVEMENTS IN MELANIE JAN LAPLANT DRESSEL PARK  
(Contact: Debbie Russell, Director of Business Administration & Planning)
- (29-32)      **RESOLUTION NO. R29-24:** AUTHORIZING RESOLUTION FOR 2024 WASHINGTON STATE HISTORICAL SOCIETY HERITAGE CAPITAL GRANT FORT NISQUALLY LIVING HISTORY MUSEUM  
(Contact: Debbie Russell, Director of Business Administration & Planning)
- (33-36)      **RESOLUTION NO. R30-24:** 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  
(Contact: Debbie Russell, Director of Business Administration & Planning)
- (37-40)      **RESOLUTION NO. R31-24:** AUTHORIZING THE EXECUTIVE DIRECTOR TO NEGOTIATE THE FINAL TERMS AND EXECUTE A GROUND LEASE AT SOUTH PARK WITH THE ASIA PACIFIC CULTURAL CENTER  
(Contact: Debbie Russell, Director of Business Administration & Planning)
- (41-42)      **RESOLUTION NO. R32-24:** GRANTING MAINTENANCE COVENANT AND EASEMENT ACCESS FROM METRO PARKS TACOMA TO CITY OF TACOMA FOR STORM SEWER IMPROVEMENTS IN SOUTH PARK  
(Contact: Debbie Russell, Director of Business Administration & Planning)

**FIRST READINGS:**

*(Requiring two readings for adoption)*

**SECOND READING RESOLUTIONS**

*(Requiring two readings for adoption)*

**UNFINISHED BUSINESS**

**NEW BUSINESS**     DISTRICT POLICY REVIEW

**BOARD COMMENTS**

**ADJOURNMENT**

**UPCOMING BOARD MEETINGS**

May 15, 2024	Capital Improvement Committee	5:00 PM	District Headquarters
May 20, 2024	Committee of the Whole	5:30 PM	District Headquarters
May 27, 2024	Regular Park Board Meeting	Canceled	
May 29, 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  
APRIL 22, 2024**

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

**EXCUSED:** Matthew Mauer

**IN THE CHAIR:** Andrea Smith

**PLACE:** Center at Norpoint, 4818 Nassau Ave. NE

**STUDY SESSION** NORTHWEST YOUTH CORPS PARTNERSHIP

Hannah Polly, Northwest Youth Corps. Program Manager for the State of Washington was introduced. Ms. Polly opened the presentation by reporting on the mission and giving a brief history of NYC. Board members were then informed about the programs offered today by NYC including the Sound to Summit which was founded in 2017 with Metro Parks Tacoma. Ms. Polly commented that the program serves youth 15-18 years old in the local area by providing a 5-week experience allowing for high school credit and earning up to \$2250. Ms. Polly commented that with experienced field staff, participants complete service projects in the community with MPT. 2023 Accomplishments of the program included over 6,000 hours of work with 10 project partners. The Board was also informed about the \$12M grant awarded to NYC that will be spent over three regions (Eugene, Boise & Tacoma) as part of the USDA Forest Service and Urban and Community Forestry Inflation Reduction Act. Jay Satz NYC Senior Strategic Advisor addressed the Board and thanked the District for the continued successful partnership.

Kevin Johnson, Community & Special Projects Coordinator for Metro Parks Tacoma, then spoke about the NYC/MPT partnership that began in 2017 that began with 8 students and has now grown to 60 students. Mr. Johnson commented that in 2024 the projects include work at Charlotte's Blueberry Park, Swan Creek, Eastside Community Center, Wapato Hills and McKinley Park. He noted that projects include invasive removal, fire mitigation, native planting, tree pruning, and wetland restoration. Mr. Johnson outlined the many job skills and career guidance that students received during their time on the program.

**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****CENTER AT NORPOINT CO-CREATED COMMUNITY CENTER PROJECT**

Mark Knowlden, Interim Director of Parks & Recreation commented on the work done in collaboration with community at all four community centers via the CO-Create to Recreate series.

Meagan Kula was introduced to update the Board about the participatory budgeting exercise that was done at the Co-Create to Recreate events. Ms. Kula noted that during this process at Norpoint over 250 people participated to contribute ideas and vote on spending \$10,000 at their center. Meagan Kula described the top three projects, noting that strength & fitness equipment won the vote. Members of the Center at Norpoint Leadership Committee were present at the meeting and were thanked for their time and dedication.

**PRESIDENTS REPORT**

President Smith commented Melanie's Park is now open. President Smith also commented that last week the official renaming of Catherine Ushkas's Gas Station Park took place.

President Smith introduced County Council Member Marty Campbell representing District 5. Council Member Campbell thanked Metro Parks for its continued partnership with the community and Pierce County. He also thanked the Board and staff for the renaming of Gas Station Park.

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

Commissioner Reid commented that agenda items at the last meeting included a financial update and possible improvements for Meadow Park Golf Course.

**Joint Municipal Action Committee**

Commissioner Ayala stated that JMAC met on April 12<sup>th</sup>. Agenda items included Pierce Transit Strategic Plan, Summer Late Night Program, and conversation around community wealth building. The next meeting is scheduled for May 10<sup>th</sup>.

**Arts & Heritage Advisory Council**

Commissioner Ayala stated that the committee has done some restructuring and will now have two vice chairs and several subcommittees to dive deeper into specific issues that the council is discussing.

**Active Lifestyles and Community Wellness Advisory Council**

Commissioner Pointer commented that the council is scheduled to meet this Thursday.

**Tacoma Parks Foundation**

President Smith noted that she attended a recent board meeting where foundation staff roles and responsibilities were discussed.

**EXECUTIVE DIRECTOR’S REPORT**

Executive Director, Shon Sylvia commented on the following:

- Debbie Russell introduced new employee Narvie Seals
- Community was thanked for great participation in Parks Appreciation Day
- Hunter George gave an update on the City’s Charter Review Commission work noting that the Commission voted down the District’s request to amend section 9.1. He noted that since the City Council itself can offer amendments, MPT staff will submit the amendment proposal to the Council during that stage of the process.
- Craig Standridge and Zach Hawn representing Point Defiance Zoo and NW Trek were introduced to give an update on the City Nature Challenge. Mr. Standridge stated that the City Nature Challenge launched in 2016 and has grown globally. The noted goals of the of the program are to connect people to nearby nature, build community, grow volunteer biodiversity documentation, and to collect data. Zach Hawn then spoke about the iNaturalist online tool used to collect and track data collected by the public. Maps and data showing the species reporting done locally were shown.

**COMMUNITY COMMENTS**

Heidi Stephens requested that the District purchase the Madison School Site so it can continue to be used as open green space.

**MINUTES OF THE APRIL 8, 2024 REGULAR BOARD MEETING**

Commissioner Pointer moved to adopt the minutes as presented; seconded by Commissioner Ayala and passed on a vote of 4-1 (Commissioner Mauer being excused).

**CONSENT AGENDA** None

**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 Pointer inquired about future Peck athletic field scheduling. Shon Sylvia commented that all scheduling will be coordinated through MPT.

Commissioner Ayala wished all a Happy Earth Day.

**ADJOURN**

Being no further business, the meeting was adjourned at 6:47pm.

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President

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Clerk

Submitted by: Jennifer Bowman, Board Secretary



**METROPOLITAN PARK DISTRICT OF TACOMA**

**RESOLUTION NO. C23-24**

**APPROVAL OF WARRANTS CLAIM FUND FOR APRIL 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 APRIL 1, 2024, AND ENDING APRIL 30, 2024.

WARRANTS CLAIM FUND

ACCOUNTS PAYABLE CLAIMS FUND:

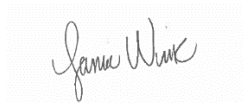
Warrant Serial Numbers <u>343131</u> to <u>343369</u>	AMOUNT:	<u>\$8,316,451.41</u>
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PAYROLL CLAIMS FUND:

Warrant Serial Numbers <u>58567</u> to <u>58703</u>	AMOUNT:	<u>\$84,079.39</u>
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(Most employees receive payment through direct deposit advice, which are paid to the bank through the Accounts Payable Claims Fund.)

TOTAL	<u>\$8,400,530.80</u>
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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.

**METROPOLITAN PARK DISTRICT OF TACOMA**

**RESOLUTION NO. C24-24**

**APPROVAL OF PRELIMINARY FINANCIAL REPORTS FOR PERIOD  
JANUARY 1, 2023, THROUGH DECEMBER 31, 2023**

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 Chief Financial & Administrative Officer, on April 22, 2024, submitted the Preliminary Financial Reports for period January 1, 2023, through December 31, 2023, to the Board of Park Commissioners of the Metropolitan Park District of Tacoma.

WHEREAS, the Board of Park Commissioners of the Metropolitan Park District of Tacoma has received and reviewed the Quarterly Financial Reports for period January 1, 2023, through December 31, 2023,

RESOLVED by the Board of Park Commissioners of the Metropolitan Park District of Tacoma hereby approves the Quarterly Financial Reports for period January 1, 2023, through December 31, 2023, as presented in the form before the Board.

The foregoing resolution was adopted by the Board of Commissioners of the Metropolitan Park District of Tacoma at a meeting held on \_\_\_\_\_, 2023.

ATTEST:

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Clerk

**Metro Parks Tacoma  
Preliminary Financial Report  
Fiscal Year Ending December 31, 2023  
Operating Revenues**

	<b>2023 BUDGET</b>	<b>2023 ACTUAL</b>	<b>% Collected</b>
<b>Taxes &amp; Assessments</b>			
Property Tax	33,289,211	32,653,328	
Sales Tax	16,104,270	15,294,539	
Other Tax Revenue	-	262,118	
<b>Subtotal</b>	<b>49,393,481</b>	<b>48,209,984</b>	<b>97.6%</b>
<b>Charges for Services</b>			
Admissions, Dues, & Fees	15,555,552	14,380,190	
Concessions	546,082	1,786,361	
Fuel Sales	345,000	381,551	
Leases, Rentals, & Permits	5,815,017	4,976,839	
Program & Activity Fees	7,065,958	8,001,391	
<b>Subtotal</b>	<b>29,327,609</b>	<b>29,526,331</b>	<b>100.7%</b>
<b>Grants &amp; Contracts</b>			
Federal Grants & Contracts	9,000	1,835,506	
Interlocal Grants & Contracts	10,000	-	
State Grants, & Contracts	54,236	148,139	
<b>Subtotal</b>	<b>73,236</b>	<b>1,983,645</b>	<b>2708.6%</b>
<b>Foundation &amp; Support</b>			
Donations - Foundations	3,376,100	1,632,950	
Donations - Private	200,025	90,800	
<b>Subtotal</b>	<b>3,576,125</b>	<b>1,723,749</b>	<b>48.2%</b>
<b>Intergovt Revenue</b>			
City of Tacoma Subsidy	3,546,258	3,218,344	
Shared Costs - MOUs	981,388	2,376,060	
<b>Subtotal</b>	<b>4,527,646</b>	<b>5,594,404</b>	<b>123.6%</b>
<b>Other Revenue</b>			
Marketing Rights & Sponsorships	837,175	679,833	
Miscellaneous Revenue	313,516	211,806	
Transfers In	522,404	755,204	
<b>Subtotal</b>	<b>1,673,095</b>	<b>1,646,843</b>	<b>98.4%</b>
<b>Grand Total</b>	<b>88,571,192</b>	<b>88,684,956</b>	<b>100.1%</b>

**Metro Parks Tacoma**  
**Preliminary Financial Report**  
**Fiscal Year Ending December 31, 2023**  
**Operating Expenditures**

	<b>2023</b>	<b>2023</b>	<b>%</b>
	<b>BUDGET</b>	<b>ACTUAL</b>	<b>Used</b>
<b>Personnel Services</b>			
Salaries & Wages	40,322,756	38,509,452	
Employee Benefits	13,827,348	12,420,245	
Other Personnel Costs	157,991	150,298	
<b>Subtotal</b>	<b>54,308,095</b>	<b>51,079,995</b>	<b>94%</b>
<b>Materials &amp; Supplies</b>			
Computer Hardware & Software	1,577,959	1,400,110	
Fuel & Lubricants	502,249	580,394	
Non-Capital Equipment & Furniture	771,525	627,556	
Operating Supplies	2,984,403	3,593,637	
Purchase for Resale	408,311	490,820	
Repair & Maintenance Supplies	946,106	916,548	
<b>Subtotal</b>	<b>7,190,553</b>	<b>7,609,064</b>	<b>106%</b>
<b>Professional Services</b>			
Administrative Costs	853,730	597,708	
Advertising Costs	1,357,528	1,289,545	
Banking/Payment System Svc Fees	548,936	619,330	
Insurance & Claims	1,038,600	1,166,552	
Lease Payments	22,364	33,917	
Legal Services	219,877	267,648	
Maintenance & Repair	422,805	376,302	
Other Professional Services	5,218,204	4,990,771	
Partnership Agreements/Contracts	750,000	800,000	
Program Costs	763,345	793,436	
Security	695,652	826,090	
Telecom/Internet Com	446,457	403,984	
Utilities	3,731,940	4,340,521	
<b>Subtotal</b>	<b>16,069,438</b>	<b>16,505,803</b>	<b>103%</b>
<b>Other Expenses</b>			
Lease Payments	664,928	516,100	
Miscellaneous Expense	111,550	25,888	
Taxes & Fees	652,969	475,753	
<b>Subtotal</b>	<b>1,429,447</b>	<b>1,017,741</b>	<b>71%</b>

**Metro Parks Tacoma**  
**Preliminary Financial Report**  
**Fiscal Year Ending December 31, 2023**  
**Operating Expenditures**

<b>Capital Outlay</b>			
Equipment/Improvements	969,250	1,113,471	
<b>Subtotal</b>	<b>969,250</b>	<b>1,113,471</b>	<b>115%</b>
<b>Debt Service</b>			
Interest	-	38,161	
Principal	-	200,312	
<b>Subtotal</b>	<b>-</b>	<b>238,473</b>	
<b>Operating Reserves/Interfund Transfers</b>			
Transfers Out	3,137,500	2,907,943	
Reserves	4,929,217	-	
<b>Subtotal</b>	<b>8,066,717</b>	<b>2,907,943</b>	<b>36%</b>
<b>Grand Total</b>	<b>88,033,500</b>	<b>80,472,491</b>	<b>91%</b>



**MEMORANDUM**

TO: Board of Park Commissioners

FROM: Andrea Smith, Board President

**SUBJECT: Revising May 2024 Board Meeting Schedule**

DATE: May 3, 2024

**EXECUTIVE SUMMARY:** It is requested that the Board of Park Commissioners revise its meeting schedule for the month of May 2024. Being that May 27<sup>th</sup> is Memorial Day, it is requested that the meeting be cancelled.

**BACKGROUND:** The Park Board of Commissioners adopted Policy 000.001, Policy & Procedures Of the Board of Park Commissioners that states meetings of the Board of Park Commissioners are to be on the 2<sup>nd</sup> and 4<sup>th</sup> Mondays of each month unless changed by Board action and announced to the public. The Board is requesting that the May 27, 2024 Regular Board Meeting be cancelled.

**FISCAL IMPACT:** None.

**ADDITIONAL INFORMATION:** For additional information contact President Smith at (253) 305-1091 or [asmith@tacomaparks.com](mailto:asmith@tacomaparks.com) .

**METROPOLITAN PARK DISTRICT OF TACOMA**

**RESOLUTION NO. C25-24**

**REVISING MAY 2024 MEETING SCHEDULE FOR  
THE BOARD OF PARK COMMISSIONERS**

WHEREAS, the Metropolitan Park District of Tacoma’s Board of Park Commissioners established its meeting schedule with the adoption of Policy 000.001, Policy & Procedures Of the Board Of Park Commissioners; and

WHEREAS, Policy 000.001 specifies the meeting of the Board of Park Commissioners are to be on the 2<sup>nd</sup> and 4<sup>th</sup> Mondays of each month unless changed by Board action and announced to the public; and

WHEREAS, from time to time the Board of Park Commissioners desires to revise and amend its meeting schedule; and

WHEREAS, the second Board Meeting in May falls on May 27, 2024, Memorial Day ; now, therefore, be it

RESOLVED by the Board of Park Commissioners of the Metropolitan Park District of Tacoma that it hereby revise its meeting schedule by canceling the May 27, 2024 regularly scheduled Board Meeting.

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





## **MEMORANDUM**

TO: Board of Park Commissioners

THROUGH: Matthew Mauer, Park Board Commissioner

FROM: Britt McGrath, Nature & Environment Advisory Council Chair

**SUBJECT: Re-Appointing Member to the Nature & Environment Advisory Council (NEAC)**

DATE: May 3, 2024

**EXECUTIVE SUMMARY:** The members of the NEAC Advisory Council recommend that the Board of Park Commissioners approve this resolution to reappoint Joey Hulbert to a second term on the council.

**BACKGROUND:** The Nature & Environment Advisory Council consists of a maximum of thirteen members and assists in recommendations to the Board concerning the facilities and services in the Metro Parks Tacoma inventory which address environmental education, zoological and wildlife conservation, open space, trails, garden management and our neighborhood, community and regional parks in order to foster our role as environmental stewards. Recruitment occurs through direct contact, news releases and on Metro Parks Tacoma's website. This reappointment will maintain the council at thirteen members.

Throughout their term on the Council, this member has shown:

1. Knowledge, interest and skills related to the Advisory Council Charter.
2. Interest related to parks, programs, and facilities operated by Metro Parks Tacoma.
3. That they are a good addition to the existing composition of the Council.
4. That they are willing and able to commit to the charter, schedule and goals of the Council.

According to Resolution No. RR201-14, nomination of an advisory council member for a consecutive term may be made by a majority of the council's members without advertising the position and may be forwarded to the Board of Park Commissioners for appointment. Joey Hulbert is a valued member of the Nature & Environment Advisory Council and has expressed a desire to serve a second term. The Board and staff liaison to NEAC, as well as the entire council membership, support the reappointment.

**FISCAL IMPACT:** None

**ADDITIONAL INFORMATION:** For additional information, contact Mark Knowlden, Interim Director, Department of Parks & Recreation at 253-255-2487 or [Mark.Knowlden@tacomaparks.com](mailto:Mark.Knowlden@tacomaparks.com).

**METROPOLITAN PARK DISTRICT OF TACOMA**

**RESOLUTION NO. C26-24**

**REAPPOINTING MEMBER TO THE  
NATURE & ENVIRONMENT ADVISORY COUNCIL**

WHEREAS, the Metropolitan Park District of Tacoma created the Nature & Environment Advisory Council to assist in recommendations to the Board concerning the facilities and services in the Metro Parks Tacoma inventory which address environmental education, zoological and wildlife conservation, open space, trails, garden management and our neighborhood, community and regional parks in order to foster our role as environmental stewards.; and

WHEREAS, Joey Hulbert has completed a first term on the Council; and

WHEREAS, the Board and staff liaison to the Nature & Environment Advisory Council, as well as the entire council membership, support the reappointment; and

WHEREAS, the by-laws adopted through Resolution No. RR20-14 allow for the reappointment of members to a consecutive term upon a favorable vote by the current members now, therefore, be it

RESOLVED by the Board of Park Commissioners of the Metropolitan Park District of Tacoma to reappoint Joey Hulbert to a second three year term on the Nature & Environment Advisory Council ending May 2027.

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

ATTEST:

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Clerk



**MEMORANDUM**

TO: Board of Park Commissioners

THROUGH: Shon Sylvia, Executive Director

FROM: Mark Knowlden, Interim Director of Parks and Recreation Department  
 Debbie Russell, Director of Business Administration & Planning  
 Tania Wink, Chief Financial & Administrative Officer

**SUBJECT: Purchasing Resolution**

DATE: May 10, 2024

**EXECUTIVE SUMMARY:** This resolution authorizes 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 for purchase and/or acquisition:

<u>Item Number</u>	<u>Proposed Vendor</u>	<u>Proposed Purchase</u>	<u>Price</u>
1.	Bud Clary Ford/Hyundai (W403)	4 Vehicles	\$132,949.40 including WSST
2.	Pioneer Human Services	Meals for Whole Child OST Program and various camps	\$203,320 including WSST
3.	TeamBilt	Recreation program apparel	\$150,000 including WSST
4.	Highwire/OMNIA	2 NHL goals and fencing system	\$66,074.11 including WSST

**Item No. 1**

- **VENDOR** Bud Clary Ford/Hyundai (W403)
- **GOODS OR SERVICES** Equipment – 4 Vehicles
- **PRICE** \$132,949.40 (including WSST)
- **SOURCE OF FUNDING** 2023-2024 Parks and Recreation Operating Budget
- **CONTACT** Mark Knowlden (253) 255-2487

**BACKGROUND:** Visitors Services is adding Park Guide capacity in our parks to serve the needs of our guests and to enhance park security. Visitor Services is purchasing three (3) additional Ford Maverick trucks for use by the Park Guides. Additionally, Trades is purchasing one (1) Ford F250 pickup truck because it needs towing capacity which it currently lacks to towing trailers holding mowers and other equipment.

Each of these items are being purchased through Washington State DES master contract #05916 held by Bud Clary Ford/Hyundai (W403) for delivery in 2024:

- (3) 2024 Ford Maverick, 2WD \$83,663.27
- (1) 2024 Ford F253 Pickup, 2WD \$49,286.13

**FISCAL IMPACT:** Funding for this purchase comes from the Vehicle & Equipment Replacement Fund and the 2023-2024 Parks and Recreation Operating Budget.

**ADDITIONAL INFORMATION:** For additional information, please contact Mark Knowlden, Interim Director of Parks & Recreation at (253) 255-2487 or [mark.knowlden@tacomaparks.com](mailto:mark.knowlden@tacomaparks.com).

**Item No. 2**

- **VENDOR** Pioneer Human Services
- **GOODS OR SERVICES** Meals for Whole Child OST Program and various camps
- **PRICE** \$203,320 (including WSST)
- **SOURCE OF FUNDING** 2024-2025 Parks and Recreation Operating Budget
- **CONTACT** Mark Knowlden- (253) 255-2487

**Background:** Pioneer Human Services is a social services organization providing job readiness programs to formerly incarcerated individuals. Within its job training division, it provides employment in food services and contracts out to programs like ours. In 2022, the Recreation Department advertised for the provision of meals and snacks in the Tacoma Daily Index and the Seattle Daily Journal of Commerce, RFP #DW2022-33. The RFP was open for a total of four weeks, including a two-week question period. Pioneer Human Services was the only submittal and was awarded the contract beginning on January 1, 2023. It will be utilized again with the provision of meals and snacks for the Summer Playgrounds/Meals Program as well as Beyond the Bell/Club B field trips and summer camps at Hilltop, Lister, Willy Stewart, Stafford, Meadow Park, and Skyline.

It is necessary to seek approval now so the expenses can be carried through the end of next school year, June 2025. The purchase order will be prepared by year of delivery so that the vendor can allocate production slots for these future meal needs. We understand that final approval of the 2025 items will be subject to allocation in the 2025-2026 Parks and Recreation Operating Budget.

The decision to continue contracting with Pioneer Human Services is due to the following factors:

1. The RFP in 2022 provided us an option to extend the contract with Pioneer Human Services up to 2027.
2. Meals services increased from 10 sites to now 21 sites; 10 open (drop in) sites and 11 closed sites for camps and childcare.

3. Pioneer Human Services business model responds to one of Metro Parks Tacoma's Inclusive Procurement program priorities which supports vendors who prioritize Fair Chance hiring practices.

While the summer meals program adheres to the requirements and policies of the USDA Summer Food Services Program for our vended meals to be reimbursed by OSPI, the Teen Late Night program, multiple events and activities facilitated by MPT do not have the same limitations. In the next month, Metro Parks Tacoma will initiate the Request for Qualifications process, to develop and maintain a preferred vendor's list of MWBE businesses who can be contracted to provide culturally diverse and healthy meal options for Teen Late Nights and other programs offered by Metro Parks Tacoma.

**Fiscal Impact:** During the summer months, we anticipate receiving up to \$124,000 in reimbursements from OSPI who has fiduciary responsibilities for allocating USDA federal grant funding. Funding for this purchase comes from the 2023-2024 Parks and Recreation Operating Budget pending board approval for items delivered in 2023 and 2024, and upon approval of the 2025-2026 Parks and Recreation Operating Budget.

**ADDITIONAL INFORMATION:** For additional information, please contact Mark Knowlden, Interim Director of Parks & Recreation at (253) 255-2487 or [mark.knowlden@tacomaparks.com](mailto:mark.knowlden@tacomaparks.com).

**Item No. 3**

- **VENDOR** TeamBilt
- **GOODS OR SERVICES** Recreation Program Apparel
- **PRICE** \$150,000.00 (including WSST)
- **SOURCE OF FUNDING** 2023-2024 Parks and Recreation Operating Budget
- **CONTACT** Mark Knowlden- (253) 255-2487

**BACKGROUND:** A purchasing review process was completed for the Parks and Recreation Department (RFP - R2024-08) to determine the best vendors for needed Recreation Apparel in 2024. The District continues to be committed to moving toward the use of more vendors, as sourcing locally will help to reduce carbon emissions related to transporting of goods whenever possible. In this instance the lowest bidder represents at 36% savings compared to the high bidder, approximately a \$50,000 savings. While no vendors were formally rejected, staff is requesting approval for TeamBilt for the initial vendor as their product line best meets the specific programmatic needs. Future resolutions will request approval for at least two additional vendors, one of which is local, in an effort to spread the orders over multiple vendors.

Three applicants were selected in that process, Winning Seasons, (a Lakewood company), Color Graphics (an Olympia Company), and TeamBilt (a company out of Utah). This resolution authorizes purchasing from TeamBilt to provide Youth Sports, Coach, Fun Run and other team apparel.

**FISCAL IMPACT:** Funding for this purchase comes from the 2023-2024 Parks and Recreation Operating Budget.

**ADDITIONAL INFORMATION:** For additional information, please contact Mark Knowlden, Interim Director of Parks & Recreation at (253) 255-2487 or [mark.knowlden@tacomaparks.com](mailto:mark.knowlden@tacomaparks.com)

**Item No. 4**

- |                            |                                 |
|----------------------------|---------------------------------|
| • <b>VENDOR</b>            | Highwire/OMNIA                  |
| • <b>GOODS OR SERVICE</b>  | 2 NHL goals and fencing system  |
| • <b>PRICE</b>             | \$66,074.11 (including WSST)    |
| • <b>SOURCE OF FUNDING</b> | One Roof Donation               |
| • <b>CONTACT</b>           | Debbie Russell - (253) 305-1086 |

**CAPITAL IMPROVEMENT COMMITTEE RECOMMENDATION:** This resolution was reviewed by the Capital Improvement Committee at their meeting on April 24, 2024, and accepted for forwarding on to the full Board with a recommendation for approval.

**BACKGROUND:** This project is to restore and renovate the existing basketball court at Verlo Playfield into a multiple sport court which will expand the usability of the existing court. The improved Multipurpose Court will consist of features to play basketball, floor ball (street hockey) and futsal. The Seattle Kraken, NHL, One Roof, Virginia Mason Franciscan Health and MPT agree that creating an outdoor floor ball and multipurpose court will provide access and opportunities to the sport of hockey and value to the citizens of Tacoma.

This court will be part of a community legacy in recognition of the 2024 NHL Winter Classic®, the Seattle Kraken and the National Hockey League (NHL) and Virginia Mason will contribute full funding to Metro Parks Tacoma to build a new, fully inclusive, and accessible floor ball and multipurpose court for the Eastside neighborhood of Tacoma.

The Multipurpose Court project consists of planning, design, and construction of a Multipurpose Court area within Verlo Playfield. This joint project would provide Tacoma youth with access and opportunity to experience the game and will help to ensure boys and girls for years to come have a safe space to learn and play the game, while also benefitting from an active and healthier lifestyle. This area will include signage, consistent with MPT policies and practices and subject to The Seattle Kraken and NHL's approval, recognizing The Seattle Kraken, Virginia Mason Franciscan Health, and NHL's financial contribution. The project will also include artwork created by local artists and will be featured on the backboard of the multisport stanchions as well as anywhere else deemed appropriate.

This resolution is for the purchase only of the project's 2 NHL goals and fencing system per the Kraken/One Roof system. Highwire has supplied many items for various parks such as Owen Beach, Garfield Park and McKinley Park.

A construction bid for installation of this system and court resurfacing will be issued at a later date with an estimated cost range of \$100,000-\$200,000.

**FISCAL IMPACT:** The funds for this purchase are from a One Roof/Kraken donation that has already been accepted by the Park Board. This purchase price is \$66,074.11, including sales tax.

**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. P27-24**

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

WHEREAS, the Board of Park Commissioners have established polices governing the purchase of good and services for Metro Parks Tacoma through the adoption of Resolution No. RR21-15, Authorizing Amendment of Purchasing Policy for Metropolitan Parks 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 Commissioners of the Metropolitan Park District of Tacoma at a regular meeting held on \_\_\_\_\_, 2024.

ATTEST:

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Clerk



**Exhibit A**  
**to**  
**Purchasing Resolution No. P27-24**

**Item No. 1**

- **VENDOR** Bud Clary Ford/Hyundai (W403)
- **GOODS OR SERVICES** Equipment – 4 Vehicles
- **PRICE** \$132,949.40 (including WSST)
- **SOURCE OF FUNDING** 2023-2024 Parks and Recreation Operating Budget
- **CONTACT** Mark Knowlden (253) 255-2487

**Item No. 2**

- **VENDOR** Pioneer Human Services
- **GOODS OR SERVICES** Meals for Whole Child OST Program and various camps
- **PRICE** \$203,320 (including WSST)
- **SOURCE OF FUNDING** 2024-2025 Parks and Recreation Operating Budget
- **CONTACT** Mark Knowlden- (253) 255-2487

**Item No. 3**

- **VENDOR** TeamBilt
- **GOODS OR SERVICES** Recreation Program Apparel
- **PRICE** \$150,000.00 (including WSST)
- **SOURCE OF FUNDING** 2023-2024 Parks and Recreation Operating Budget
- **CONTACT** Mark Knowlden- (253) 255-2487

**Item No. 4**

- **VENDOR** Highwire/OMNIA
- **GOODS OR SERVICE** 2 NHL goals and fencing system
- **PRICE** \$66,074.11 (including WSST)
- **SOURCE OF FUNDING** One Roof Donation





**MEMORANDUM**

TO: Board of Park Commissioners

THROUGH: Shon Sylvia, Executive Director

FROM: Debbie Russell, Director of Business Administration and Planning

**SUBJECT: Granting Maintenance Covenant and Easement Access From MPT to COT for Storm Sewer Improvements in Melanie Jan LaPlant Dressel Park**

DATE: May 8, 2024

**EXECUTIVE SUMMARY:** Approval of a resolution is requested granting a maintenance covenant and access easement to City of Tacoma from Metro Parks Tacoma in Melanie Dressel Park and authorizing the Executive Director to negotiate and sign said easement.

**CAPITAL IMPROVEMENT COMMITTEE RECOMMENDATION:** This resolution was reviewed by the Capital Improvement Committee at their meeting on April 24, 2024, and accepted for forwarding on to the full Board with a recommendation for approval.

**BACKGROUND:** The City of Tacoma has approved the Permit for the new development or of Melanie Dressel Park, including the Stormwater System. The Stormwater System is designed in accordance with City's stormwater regulations. Any damages caused by the failure of the Stormwater System shall be the sole responsibility of the Grantor or Grantor's successors-in-interest. This is an agreement to maintain and repair the storm sewer system.

**FISCAL IMPACT:** There is no dollar value attached to the granting of this covenant and easement.

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

**METROPOLITAN PARK DISTRICT OF TACOMA**

**RESOLUTION NO. R28-24**

**GRANTING MAINTENANCE COVENANT AND EASEMENT ACCESS FROM  
METRO PARKS TACOMA TO CITY OF TACOMA FOR  
STORM SEWER IMPROVEMENTS IN  
MELANIE JAN LAPLANT DRESSEL PARK**

WHEREAS, the Board of Park Commissioners of the Metropolitan Park District of Tacoma desires to construct improvements to Melanie Dressel Park; and

WHEREAS, in order to complete said improvements City of Tacoma requires an maintenance covenant and access easement to City of Tacoma of the storm sewer system.; and

WHEREAS; the proposed easement permits the Metro Parks to install, construct, operate, inspect, maintain, remove, repair and replace the storm sewer improvements; Now, therefore, be it

RESOLVED by the Board of Park Commissioners of the Metropolitan Park District of Tacoma to approve the maintenance covenant and access easement to City of Tacoma as described in the covenant and easement that the Executive Director be authorized to negotiate and sign said easement on behalf of the Board.

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.

\_\_\_\_\_  
President

ATTEST:

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Clerk



**MEMORANDUM**

TO: Board of Park Commissioners

THROUGH: Shon Sylvia, Executive Director

FROM: Debbie Russell, Director of Business Administration & Planning

**SUBJECT: 2024 Washington State Historical Society Heritage Capital Grant Application Authorizing Resolution- Fort Nisqually Phase II Building Improvements**

DATE: May 8, 2024

**EXECUTIVE SUMMARY:** The Washington State Historical Society (WSHS) has announced that they are accepting Heritage Capital Project (HCP) grant applications now for the 2024 grant cycle, legislative funding biennium 2025-2027. Staff has prepared an application for Fort Nisqually Phase II Building Improvements that is consistent with the criteria as established by the WSHS and supports the District’s Capital Improvement Program (CIP). As part of the application process WSHS requires that the submitting agency pass an Authorizing Resolution as a commitment to the funding request.

**CAPITAL IMPROVEMENT COMMITTEE RECOMMENDATION:** This resolution was reviewed by the Capital Improvement Committee at their meeting on April 24, 2024, and accepted for forwarding on to the full Board with a recommendation for approval.

**BACKGROUND:** The HCP program was created in 1995 by an act of the Washington State Legislature establishing HCP as a program of the Washington State Historical Society. It provides a path to capital funds for projects that increase public access to history through historic preservation and history interpretation. WSHS requires that local agencies approve a resolution authorizing application for funding assistance. The resolution needs to be approved, and meeting minutes submitted to WSHS by June 7, 2024, along with all other final application materials.

Timeline:

- March 29, 2024 Application Stage 1 Deadline
- April-May, 2024 Application Eligibility Review
- June 7, 2024 Application Stage 2 Deadline
- June-July 2024 Application Review
- September 5, 2024 Public Ranking Meeting
- September 2024 Ranked List Submitted to state capital budget
- January-June 2025 Legislature determines state capital budget
- July 1, 2025 Grant contracting begins
- June 30, 2027 Grant project completed

Staff developed an internal review 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 Staff is proposing to submit one (1) application as follows:

**Fort Nisqually Phase II Building Improvements:**

Total Project Cost \$ 1,056,560    Grant Request \$348,700    Matching Funds \$ 707,860

**Description:**

This project addresses two Fort Nisqually buildings that were erected in the 1930s: the Kitchen and Sale Shop. Improvements to these structures, including replacement of deteriorated materials, are a top priority identified in the Fort Nisqually Building Assessment (2018). Additionally, these repairs are called for in the Fort Nisqually Living History Museum 2036 Capital Development and Program Plan. The condition assessment identified these structures listed above as in need of improvements to address: life safety and structural improvements, greater ADA access, systems, and seismic upgrades.

**FISCAL IMPACT:** The Washington State Historical Society, Heritage Capital Project Grant Program operates on a 66.67% matching funds basis. 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 legislature for final approval.

**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. R29-24**

**AUTHORIZING RESOLUTION FOR 2024 WASHINGTON STATE HISTORICAL  
SOCIETY HERITAGE CAPITAL GRANT  
FORT NISQUALLY LIVING HISTORY MUSEUM**

WHEREAS, Metro Parks' Strategic Plan identifies as a major goal to be responsible stewards of its historic and cultural assets; and

WHEREAS, Metro Parks has identified in its Capital Improvement Plan the preservation of significant structures of Fort Nisqually Living History Museum; now, therefore, be it

RESOLVED by the Board of Park Commissioners of the Metropolitan Park District of Tacoma that has applied for or intends to apply for funding assistance managed by the Washington State Historical Society for the above listed Project.

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.

\_\_\_\_\_  
President

ATTEST:

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Clerk







## **MEMORANDUM**

TO: Board of Park Commissioners

THROUGH: Shon Sylvia, Executive Director

FROM: Debbie Russell, Director of Business, Administration and Planning

**SUBJECT: 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.**

DATE: May 8, 2024

**EXECUTIVE SUMMARY:** This resolution authorizes the Executive Director to negotiate the final terms and execute a Construction Agreement with the Asia Pacific Cultural Center (APCC) for the construction of a new building at South Park.

**CAPITAL IMPROVEMENT COMMITTEE RECOMMENDATION:** This resolution was reviewed by the Capital Improvement Committee at their meeting on May 8, 2024 and accepted for forwarding on to the full Board with a recommendation for approval.

**BACKGROUND:** APCC is a non-profit organization that has been providing complementary cultural programming and services for the community for many years. Metro Parks entered into a lease agreement with APCC in 2012 to provide programming cultural programming and services in the former South Park Community Center building.

Metro Parks and APCC assessed the existing building and determined that it was functionally obsolete. Thereafter, APCC agreed to demolish that building at its sole expense, which was the subject of a separate Demolition Agreement. APCC completed the demolition work earlier this year. In the interim, APCC has been working with Metro Parks to design a new Cultural Center building to be constructed at South Park. The design drawings place the new building in the same footprint as the former South Park building. APCC will provide all project funding which is expected to be approximately \$18.3 million dollars. The Ground Lease at South Park for this new building to be constructed is addressed in a separate Ground Lease. APCC has secured all of the permits necessary to construct the new building.

Pursuant to the Construction Agreement, APCC will construct an 18,500 square foot building at a construction cost of approximately \$14.64 million dollars. The Construction Agreement will facilitate the working relationship and construction of the new building between Metro Parks, APCC and APCC's contractor, Korsmo Construction. This includes Metro Parks right to inspect the work for conformity with the building's detailed plans and specifications and to approve or disapprove of any changes.

**FISCAL IMPACT:** APCC provided all of the funding and did demolish the old building and related improvements. APCC is providing all of the funding to construct the new cultural center building within the footprint of the previous building according to the terms of the Construction Agreement. Metro Parks is providing a Ground Lease for the purpose of providing a place to construct that new building.

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

**METROPOLITAN PARK DISTRICT OF TACOMA**

**RESOLUTION NO. R30-24**

**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**

WHEREAS, the Board of Park Commissioners of the Metropolitan Park District of Tacoma desires to maintain quality facilities at South Park; and

WHEREAS, Metro Parks has leased the former South Park Community Center building to the Asia Pacific Cultural Center (APCC) since 2012; and

WHEREAS, APCC is a non-profit organization and long-term partner with Metro Parks providing complementary cultural programming and services for the benefit of the community; and

WHEREAS, Metro Parks and APCC determined that the existing building at South Park was functionally obsolete; and

WHEREAS, Metro Parks and APCC entered into a Demolition Agreement to remove the building, at APCC's sole expense, which APCC completed earlier this year; and

WHEREAS, APCC has worked with Metro Parks to design and permit a new building at South Park to be constructed with the footprint of the former building; and

WHEREAS, APCC has agreed to construct the new building at its sole expense at South Park subject to a separate Ground Lease, and APCC has agreed to provide programming and services for the benefit of the public at the new building. Now, therefore, be it

RESOLVED by the Board of Park Commissioners of the Metropolitan Park District of Tacoma that the Executive Director is authorized to negotiate the final terms and execute the Construction Agreement with the Asia Pacific Cultural Center for the purposes of constructing a new building at South Park and providing programming and services for the benefit of the public at the new building.

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.

\_\_\_\_\_  
President

ATTEST:

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Clerk





## **MEMORANDUM**

TO: Board of Park Commissioners

THROUGH: Shon Sylvia, Executive Director

FROM: Debbie Russell, Director of Business, Administration and Planning

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

DATE: May 8, 2024

**EXECUTIVE SUMMARY:** This resolution authorizes the Executive Director to negotiate the final terms and execute a Ground Lease with the Asia Pacific Cultural Center (APCC) whereby Metro Parks will lease a portion of South Park to APCC.

**CAPITAL IMPROVEMENT COMMITTEE RECOMMENDATION:** This resolution was reviewed by the Capital Improvement Committee at their meeting on May 8, 2024 and accepted for forwarding on to the full Board with a recommendation for approval.

**BACKGROUND:** APCC is a non-profit organization that has been providing complementary cultural programming services for the community for many years. Metro Parks entered into a lease agreement with APCC in 2012 for APCC to provide cultural programming and services in the former South Park Community Center building. This lease was updated in 2020 with a 20-year term that included APCC making certain capital improvements to the Cultural Center.

Metro Parks and APCC assessed the existing building and determined that it was functionally obsolete. Thereafter, APCC agreed to demolish that building at its sole expense, which was the subject of a separate Demolition Agreement. APCC completed the demolition work earlier this year. In the interim, APCC has been working with Metro Parks to design a new Cultural Center building to be constructed at South Park. The design drawings place the new building in the same footprint as the former South Park building. APCC will provide all project funding which is expected to be approximately \$18.3 million dollars. The construction of this new building is addressed in a separate Construction Agreement. APCC has secured all of the permits necessary to construct the new building.

The proposed Ground Lease has an initial term of 30 years, but it may be extended an additional 20 years if Metro Parks does not elect to terminate the lease prior to the extension term. Since APCC has paid for all of the costs to demolish the old building and construct the new building, as well as continue to provide the cultural programming and services to the community, the rent will be \$1.00 per year.

Metro Parks supports APCC's programming and services and this Ground Lease will allow APCC to continue to do so for many years to come. The construction of the new cultural center building is the subject of a Construction Agreement that will be presented to the Board separately from this Ground Lease.

**FISCAL IMPACT:** APCC provided all of the funding and did demolish the old building and related improvements. APCC is providing all of the funding to construct the new cultural center building. Metro Parks is providing the Ground Lease for the purpose of providing a place to construct that new building, which will be constructed within the footprint of the old building.

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

**METROPOLITAN PARK DISTRICT OF TACOMA**

**RESOLUTION NO. R31-24**

**AUTHORIZING THE EXECUTIVE DIRECTOR TO NEGOTIATE THE FINAL TERMS  
AND EXECUTE A GROUND LEASE AT SOUTH PARK WITH THE  
ASIA PACIFIC CULTURAL CENTER**

WHEREAS, the Board of Park Commissioners of the Metropolitan Park District of Tacoma desires to maintain quality facilities at South Park; and

WHEREAS, Metro Parks leased the former South Park Community Center building to the Asia Pacific Cultural Center (APCC) since 2012; and

WHEREAS, APCC is a non-profit organization and long-term partner with Metro Parks providing complementary cultural programming and services for the benefit of the community; and

WHEREAS, Metro Parks and APCC determined that the existing building at South Park was functionally obsolete; and

WHEREAS, Metro Parks and APCC entered into a Demolition Agreement to remove the building, at APCC's sole expense, which APCC completed earlier this year; and

WHEREAS, APCC has worked with Metro Parks to design and permit a new building at South Park to be constructed within the footprint of the former building; and

WHEREAS, APCC has agreed to construct the new building at its sole expense, which is the subject of a separate Construction Agreement, and APCC has agreed to provide programming and services for the benefit of the public at the new building in exchange for Metro Parks providing a Ground Lease at South Park for \$1.00 per year. Now, therefore, be it

RESOLVED by the Board of Park Commissioners of the Metropolitan Park District of Tacoma that the Executive Director is authorized to negotiate the final terms and execute the Ground Lease with the Asia Pacific Cultural Center for the purposes of constructing a new building at South Park and providing programming and services for the benefit of the public at the new building.

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.

\_\_\_\_\_  
President

ATTEST:

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Clerk







**MEMORANDUM**

TO: Board of Park Commissioners

THROUGH: Shon Sylvia, Executive Director

FROM: Debbie Russell, Director of Business Administration and Planning

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

DATE: May 8, 2024

**EXECUTIVE SUMMARY:** Approval of a resolution is requested granting a stormwater maintenance covenant and access easement to City of Tacoma from Metro Parks Tacoma in South Park and authorizing the Executive Director to negotiate and sign said easement.

**CAPITAL IMPROVEMENT COMMITTEE RECOMMENDATION:** This resolution was reviewed by the Capital Improvement Committee at their meeting on May 8, 2024 and accepted for forwarding on to the full Board with a recommendation for approval.

**BACKGROUND:** The City of Tacoma has approved the Permit for the development of the Asia Pacific Cultural Center in South Park, including enhancements to the Stormwater System. The Stormwater System is designed in accordance with City's stormwater regulations. Any damages caused by the failure of the Stormwater System shall be the sole responsibility of the Grantor or Grantor's successors-in-interest. This is an agreement to maintain and repair the storm sewer system.

**FISCAL IMPACT:** There is no dollar value attached to the granting of this covenant and easement.

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

**METROPOLITAN PARK DISTRICT OF TACOMA**

**RESOLUTION NO. R32-24**

**GRANTING MAINTENANCE COVENANT AND EASEMENT ACCESS FROM  
METRO PARKS TACOMA TO CITY OF TACOMA FOR STORM SEWER  
IMPROVEMENTS IN SOUTH PARK**

WHEREAS, the Board of Park Commissioners of the Metropolitan Park District of Tacoma desires to construct improvements to South Park; and

WHEREAS, in order to complete said improvements City of Tacoma requires a maintenance covenant and access easement to City of Tacoma for the storm sewer system.; and

WHEREAS; the proposed easement permits the Metro Parks to install, construct, operate, inspect, maintain, remove, repair and replace the storm sewer improvements; Now, therefore, be it

RESOLVED by the Board of Park Commissioners of the Metropolitan Park District of Tacoma to approve the maintenance covenant and access easement to City of Tacoma as described in the covenant and easement, and that the Executive Director be authorized to negotiate and sign said easement on behalf of the Board.

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.

\_\_\_\_\_  
President

ATTEST:

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Clerk