



**MINUTES OF REGULAR MEETING  
BOARD OF PARK COMMISSIONERS  
June 10, 2024**

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

REMOTE: Tim Reid

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.

Commissioner Pointer was appointed as acting clerk as Commissioner Reid attend remotely.

**SPECIAL PRESENTATIONS**

**JUNETEENTH PROCLAMATION**

After a brief introduction from Julian McGilvery, Commissioner Pointer read the proclamation into the record that proclaimed Juneteenth as a Metro Parks Holiday and encourages all Tacomans to celebrate the day in honor of the hard-won freedom of Black Americans. Candace Wesley and JD Davis accepted the proclamation and addressed the Board each noting the importance of Juneteenth and their involvement with creating opportunities resulting from the Juneteenth Celebration being held in Stewart Heights Park.

**PARKS CHAMPION AWARD**

Miles Styer, Chair of the MPT Arts & Heritage Advisory Council was introduced. Mr. Styer presented Tiffany Hammonds with the Parks Champion Award for her dedicated work with the arts and the youth of Tacoma. Ms. Hammonds accepted the award and thanked the Board for the recognition.

**TACOMA PARKS FOUNDATION REPORT OUT**

Beth Boggs, Executive Director of Tacoma Parks Foundation introduced her team including Quinn Bartholomew Keisha-Rae Cooper and Hannah Fields. Ms. Boggs then spoke about the activities that the Foundation has been focusing on including a strategic plan, communications plan, fund development, corporate donor strategy, development of major gifts pipeline and work to support the whole child programs. Quinn Bartholomew was introduced and noted details of

the year-end 2023 funds distribution and the mid-year 2023 funds distribution. The Park Board was also informed about the Foundations work in being the fiscal agents for the Beyond the Bell and Club B programs as well as the Whole Child Safe Zone programs in 2023. Beth Boggs commented that in summary the financial support for 2023 totals \$4.6 million. Foundation staff noted that the resolution on tonight's agenda would be for approval of accepting and appropriating the 2023 year-end funds and the 2024 mid-year funds from the Tacoma Parks Foundation for various programs and projects for a contribution total of \$458,626

### **PRESIDENTS REPORT**

President Smith commented that she recently had the opportunity to attend the Flower And Garden Festival, the Northwest Trek Foundation fundraising dinner and the Pierce County District 7 meeting held at SAMI.

### **STANDING COMMITTEE AND COUNCIL REPORTS**

#### **Nature & Environment Advisory Council**

Commissioner Mauer commented that the council recently toured the Jennie Reed Schoolyard during their last meeting.

#### **Zoo Liaison Committee**

President Smith noted that she attended the Zoo Liaison Committee meeting held earlier in the day. She noted that agenda items included updates on fundraising efforts as well as data on visitorship, Northwest Trek porcupine exhibit and the Zoo's citizen science program.

### **EXECUTIVE DIRECTOR'S REPORT**

Shon Sylvia, Executive Director commented on the following:

- Co- Create to Retreat at People's Center will be held on June 12th at 5:30pm
- Trams are returning to service at NW Trek on Thursday, June 14th.
- Tropical Reef Aquarium opening on Friday, June 15th.

### **COMMUNITY COMMENTS** None

### **MINUTES OF THE MAY 10, 2024 REGULAR BOARD MEETING**

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

### **CONSENT AGENDA**

**RESOLUTION NO. C33-24:** APPROVAL OF WARRANTS CLAIM FUND FOR MAY 2024

**RESOLUTION NO. C34-24:** ACCEPTING AND APPROPRIATING \$50,000 FROM THE ZOO SOCIETY FOR THE KIDS' ZONE IMPROVEMENTS PROJECT

**RESOLUTION NO. C35-24:** ACCEPTING & APPROPRIATING \$458,626.49 IN CONTRIBUTIONS FROM THE TACOMA PARKS FOUNDATION FOR MULTIPLE METRO PARKS PROJECTS AND PROGRAMS

**RESOLUTION NO. C36-24:** ACCEPTING & APPROPRIATING \$3,243.75 IN FUNDS FROM THE W.W. SEYMOUR BOTANICAL CONSERVATORY FOUNDATION

**RESOLUTION NO. C37-24:** AUTHORIZING SURPLUS AND DISPOSAL OF PERSONAL PROPERTY

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

### **PURCHASING RESOLUTIONS**

**RESOLUTION NO. P38-24:** AUTHORIZING PURCHASE OF GOODS AND SERVICES FOR METRO PARKS TACOMA

1. SKYHAWKS SPORTS ACADEMY FOR SPORTS PROGRAMMING CHANGE ORDER IN THE AMOUNT OF \$305,800

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

Mr. Knowlden commented that approval is requested to provide additional funding to support staffing and programming needs for the Beyond the Bell program for the 2023-2024 school year. He noted that this is a \$305,800 change order. Mr. Knowlden noted that a new RFP will be going out with the intention of finding additional providers for the next school year.

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

**PUBLIC WORKS PURCHASING RESOLUTIONS** None

### **SINGLE READING RESOLUTIONS**

**RESOLUTION NO. R39-24:** 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

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

Debbie Russell commented that this item was reviewed at the last CIC meeting with the recommendation for forwarding to the full board for approval. Ms. Russell noted that in order to apply for these three grants formal approval is required by the Park Board. Ms. Russell then described the three projects that included the Peck Community Sports Park Multi Use Field, The Peck Community Sports Park Lighting, and The Swan Creek Park Probst Property Acquisition.

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

## **SECOND READINGS RESOLUTIONS** None

## **FIRST READING RESOLUTIONS**

### **RESOLUTION NO. RR40-24: ADOPTION OF REVISED, NEW AND REPEALED DISTRICT POLICIES**

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

Ms. Russell reminded the Board of the policy review process and the 2024 batch 1 schedule noting dates of review between May and June that occurred with the Park Board and the District's advisory councils.

Ms. Russell then reviewed the proposed policy changes and updates as follows:

#### 000.001 Policy & Procedures of the Board of Park Commissioners

- Authorize a new name recommendation, pursuant to the MPT Brand Update Project

#### 100.003 Purchasing Policy

- Expands General Provisions & Provides More Explicit General Requirements
  - Adds Conflict of Interest Statement
  - Addresses local geographical preference; equity in contracting, public disclosure and sustainable procurement
- Defines and outlines Procurement Methods:
  - Goods and Services—proposes higher Board adoption authority
  - Technology—recognizes cooperative purchasing/addresses software renewal
  - Public Works—Small Works Roster, formal bidding; alternative contracting methods; & proposes higher Board adoption authority: \$350k
  - Architectural, Engineering and Surveying Services—proposes higher Board adoption authority: \$350k
- Addresses Contracting with other Governmental Agencies/Interlocal Agreements
- Exemptions to the Competitive Process

#### 200.002 Small Works Roster

- Include policy within Policy # 100.003 Purchasing Policy, and eliminate 200.002 and include updated procedures appropriately;
  - Track Disadvantaged Business Enterprise status for small, minority, women or veteran owned businesses
  - Option to direct contract with Small Business if we have procedures in place to adhere to the RCW requirements for that option

### 200.016 Public Participation

- Recognize that Public Participation begins with meaningful and authentic community engagement and culminates with use of the system developed in partnership to serve our diverse community.
- Establish processes for diverse input to be collected, shared, and incorporated into decision-making to help advance the District’s commitment to reform as an anti-racist agency.

### NEW Concussion and Sudden Cardiac Arrest

- Three issues prompted this proposed addition to District policies
  - Commitment to participant health and safety
  - Alignment with Tacoma Public Schools Policy
  - CAPRA Standards
- This policy mirrors the governing RCW and school district policy; any additional options would need to meet those same criteria
- This change improves equity with District partners at TPS by matching the RCW prescribed policy
- The primary recommendations to date have been to mirror the RCW and TPS policies where possible

Being no additional comments this resolution was moved to second reading.

### **RESOLUTION NO. RR41-24: SURPLUSING AND SALE OF REAL PROPERTY AT SOUTH END RECREATION AREA (SERA) TO THE CITY OF TACOMA FOR FUTURE CONSTRUCTION OF FIRE STATION #7**

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

Debbie Russell commented that this resolution authorizes the surplus of 2.27 acres of park property to the City of Tacoma to facilitate the construction of a new Fire Station #7. Ms. Russell commented that this resolution would also authorize the Executive Director to enter into the necessary agreements with the City of Tacoma. Ms. Russell commented that a tree survey was completed by the City of Tacoma to map and inventory existing trees within the project area. Ms. Russell also noted that the Metro Parks Urban Forester also conducted a site inspection and tree analysis to identify any specific items of concern regarding trees within and adjacent to the project area. Ms. Russell commented as per the District’s standard operating procedure, the District will replace every tree removed with two others planted in areas already identified on the SERA Campus.

Ms. Russell commented that the total purchase price for the property is \$870,000.00 and will be used to identify & purchase additional property for the purpose of future parks space.

Site maps of the property were reviewed.

Staff noted that a public hearing is being planned for June 24<sup>th</sup>.

Commissioner Ayala request as summary of the comments received thus far from the public on this proposal.

Being no additional comments this resolution was moved to second reading.

**NEW BUSINESS** None

**UNFINISHED BUSINESS** None

**BOARD COMMENTS**

President Smith congratulated Commissioner Ayala on being named to the South Sound Business 40 Under 40.

**ADJOURN**

Being no further business, the meeting was adjourned at 7:22pm.

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President

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Clerk

Submitted by: Jennifer Bowman, Board Secretary