



**THE REGULAR MEETING
BOARD OF PARK COMMISSIONERS
JANUARY 27, 2025**

PRESENT: Andrea Smith, President
Matthew Mauer, Clerk
Alisa Lee

IN THE CHAIR: Andrea Smith

PLACE: Park District Headquarters, 4702 S 19th Street Tacoma, WA 98405

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 None

PRESIDENTS REPORT

President Smith commented that she and the other Board members attend the Tet Lunar New Year Celebration held at Eastside Community Center.

STANDING COMMITTEE AND COUNCIL REPORTS

Active Living & Community Wellness Advisory Council

Commissioner Lee commented that she attended the council's January meeting, noting that the council is continuing to recruit for new members.

Nature & Environment Advisory Council

Commissioner Mauer commented the council is scheduled to meet on January 28th.

Arts & Heritage Advisory Council

President Smith commented that this council is continuing to discuss their annual work plan and their year-end report which they will distribute at the Advisory Council Summit in February.

Business & Repsosnive Agency Advisory Council

President Smith noted she attend the council's January meeting. The agenda included a budget overview from CFAO, Tania Wink.

Joint Municipal Action Committee

President Smith commented JMAC was held on January 17th . County Council Member Rosie Ayala was elected committee chair and Port Commissioner Deanna Keller was elected as Vice Chair. President Smith further commented the meeting agenda included setting 2025 priorities.

EXECUTIVE DIRECTOR’S REPORT

Executive Director Shon Sylvia commented on the following:

- Emergency Declaration was issued in response to the damage caused by December windstorms to begin repair work at NW Trek. Staff is still awaiting final report from WCIA related to insurance. Staff will keep the Board updated on contractor selection and costs.
- Swan Creek Pedestrian & Bicycle Bridge Community Workshop, January 28th , 6pm at the Salishan Family Investment Center.
- January 29th CIC meeting is canceled.
- Special Park Board meeting for the purpose of candidate interviews on Friday, February 7th beginning at 1:30pm at District HQ.
- Visit Point Defiance Zoo & Aquarium for the monthly Garden Tour on Sunday, February 2nd .
- Kids ‘N’ Critter Weekends will be happening at Northwest Trek Wildlife Park January 31st to March 2nd . Two kids 12 and under are free with each paid adult general admission ticket on weekends and on Presidents Day.

Commissioner Mauer noted he attended the Annual Zoo volunteer Event last weekend. He noted that that Zoo volunteers gave over 24,000 hours in 2024.

Commissioner Lee commented that she attended the annual Burns Dinner Volunteer Recognition Event for Fort Nisqually. She thanked the volunteers for over 7,600 hours of service in 2024.

COMMUNITY COMMENTS None

MINUTES OF THE JANUARY 13, 2025 REGULAR BOARD MEETING

Commissioner Mauer moved to adopt the minutes as presented; seconded by Commissioner Lee and passed on a vote of 3-0.

CONSENT AGENDA None

PURCHASING RESOLUTIONS

RESOLUTION NO. P4-25: AUTHORIZING PURCHASE OF GOODS AND SERVICES FOR METRO PARKS TACOMA

1. MACDONALD-MILLER FACILITY SOLUTIONS, LLC FOR HVAC AND BOILER MAINTENANCE & REPAIR IN THE AMOUNT OF \$600,000

Commissioner Mauer moved adoption of the resolution; seconded by Commissioner Lee.

Mark Knowlden presented a resolution to approve a contract for materials and labor to perform preventative maintenance for mechanical systems across the district. He noted that his contract includes inspection, diagnostics, minor repairs and replacements, as well as emergency and professional services for equipment such as boilers, air handlers, and exhaust systems. Mr. Knowlden commented the contract is intended to address the needs of 13 facilities managed by the Parks and Recreation department. Mr. Knowlden clarified that this contract is specific to Parks and Recreation and does not include the ZEED department, which maintains its own separate mechanical contract. The proposed contract duration is two years.

Mr. Knowlden informed the Board that two companies responded to the RFP process, and McDonald Miller was selected as the low bidder. Additionally, Mr. Knowlden commented that McDonald Miller, having worked with the district for six years, was selected for the contract due to their proven service and familiarity with district facilities. The proposed two-year contract is \$600,000. He further stated that if service costs exceed this amount due to emergencies or additional needs, an amended contract would be required

During the discussion, Commissioner Mauer inquired about past emergencies exceeding contract amounts, such as the Norpoint boiler issue, and staff confirmed that McDonald Miller had been highly responsive in addressing such situations. Commissioner Mauer emphasized the importance of budget alignment when bringing forward purchasing resolutions for the Board's consideration.

Being no additional comments the question was called and the resolution passed on a vote of 3-0.

PUBLIC WORKS PURCHASING RESOLUTIONS None

SINGLE READING RESOLUTIONS None

FIRST READING RESOLUTIONS None

SECOND READINGS RESOLUTIONS None

NEW BUSINESS

Board Proclamations

The Board discussed the current process for adopting proclamations and noted that legal counsel, has recommended that proclamations be formally voted on. Currently, proclamations are stated as adopted without a formal vote. To align with this guidance, the Board directed staff to include proclamations as part of the consent agenda for future meetings to ensure proper approval.

Board Clerk Designation

The Board engaged in a discussion regarding the terminology used for the Vice President and Clerk positions. It was noted that the current designation of "Clerk" originates from the 1920s and is mandated by RCW. However, in modern usage, the term "Clerk" is generally associated

with a staff position rather than an elected board role, which has caused confusion both internally and among community members.

Given this historical context, the Board recognizes the need to clarify the terminology for public understanding while still maintaining compliance with RCW requirements.

To address this, the Board directed staff explore ways to ensure that, in practice and communication, the role is referred to as Vice President for clarity. However, for legal and compliance purposes, the title of Clerk will remain in official documentation as required by the RCW. The Board believes that now is an appropriate time to make such updates for improved transparency and accessibility to the public.

UNFINISHED BUSINESS

BOARD COMMENTS

ADJOURN

Being no further business, the meeting was adjourned at 6:19 p.m.

President

Clerk

Submitted by: Jennifer Bowman, Board Secretary