



**MINUTES OF REGULAR MEETING
BOARD OF PARK COMMISSIONERS
JANUARY 8, 2018**

PRESENT: Andrea Smith, President
Aaron Pointer, Clerk
Tim Reid
Erik Hanberg
Jessie Baines

IN THE CHAIR: Andrea Smith

PLACE: 4702 South 19th Street

FLAG SALUTE: Commissioner Smith

COMMISSIONER SWEARING IN

Commissioners Hanberg and Smith were both administered the oath of office.

REGULAR MEETING

The regular meeting of the Metropolitan Park District Board of Park Commissioners was called to order by Commissioner Smith at 6:00p.m.

FINAL NOMINATIONS & ELECTIONS OF 2018 OFFICERS

Being no additional nominations Commissioner Smith was elected as Board President.

Being no additional nominations Commissioner Pointer was elected as Board Clerk.

SPECIAL PRESENTATIONS None

PRESIDENTS REPORT

President Smith commented on the complimentary letter she received from TPU regarding MPT Headquarters staff involved with assisting the TPU Board with hold meetings at the MPT HQ this past fall.

STANDING COMMITTEE AND COUNCIL REPORTS

Active Lifestyle & community Wellness Advisory Council

Commissioner Reid stated that the council met last on December 21st. New Member applications were reviewed. The group also appointed Brian Lupert as acting chair for the next three months.

Baseball Committee

Commissioner Pointer indicated that the Pierce County Old Timers Baseball Hall of Fame induction slated for May of 2018 will be moved to a date to be determined in 2020

President Smith made 2018 Committee Assignments:

- Capital Improvement Committee –Commissioner Pointer, Commissioner Baines (Commissioner Hanberg Alternate)

- Joint Municipal Action Committee – Commissioner Reid, Commissioner Baines (Commissioner Hanberg Alternate)
- Zoo Liaison—Commissioner Pointer, Commissioner Hanberg (Commissioner Reid Alternate)
- MPT/TPS Coordinating Committee—Commissioner Reid, Commissioner Baines (Commissioner Pointer Alternate)
- MPT/COT Interlocal Policy Committee—Commissioner Pointer, Commissioner Smith (Commissioner Baines Alternate)
- Greater Metro Parks Foundation – Commissioner Smith
- Active Lifestyles and Community Wellness Advisory Council—Commissioner Reid
- Nature and Environment Advisory Council—Commissioner Hanberg
- Arts and Heritage Advisory Council—Commissioner Pointer
- Business and Responsive Agency Advisory Council—Commissioner Baines

EXECUTIVE DIRECTOR’S REPORT None

CITIZEN COMMENTS None

MINUTES OF THE DECEMBER 11, 2017 REGULAR BOARD MEETING

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

CONSENT AGENDA

RESOLUTION NO. C1-18: APPROVAL OF WARRANTS CLAIM FUND FOR DECEMBER 2017

Commissioner Hanberg moved to adopt the consent agenda as presented; seconded by Commissioner Pointer.

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

PURCHASING RESOLUTIONS

RESOLUTION NO. P2-17: APPROVAL OF GOODS AND SERVICES FOR METRO PARKS TACOMA

1. PISCES SEAFOOD FOR VARIOUS SEAFOOD (ANIMAL FOOD) IN THE AMOUNT OF \$84,402.66
2. ATLANTIC SEAFOOD FOR VARIOUS SEAFOOD (ANIMAL FOOD) IN THE AMOUNT OF \$68,332.41

Commissioner Hanberg moved to adopt the resolution as presented; seconded by Commissioner Pointer.

Alan Varsik indicated that that these two items are part of the annual seafood purchase for zoo animals. He commented that staff supports the highest of quality standards and sustainable product available. Mr. Varsik stated that the quantity purchased is higher than last year due to new species now on site for the new aquarium.

Commissioner Smith asked for some additional detail about the total amount of product being purchase from these two vendors as compared to the total amount of seafood to be purchased.

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

PUBLIC WORKS PURCHASING RESOLUTIONS

RESOLUTION NO PW3-18: POINT DEFIANCE WATERFRONT PHASE 1 MANAGEMENT SUPPORT SERVICES CONTRACT AMENDMENT NO. 4 FOR OAC SERVICES, INC.

Commissioner Hanberg moved to adopt the resolution as presented; seconded by Commissioner Pointer.

Debbie Terwilleger commented that this change order is for OAC Services who was brought on board for the waterfront Phase I project to assist with GCCM delivery method and application of the project. Ms. Terwilleger commented that OAC would be need on site for longer than originally anticipated, as their management support is needed because the project has extended beyond the estimated completion date.

The resolution was reviewed by the CIC at their December 13, 2017 meeting.

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

RESOLUTION NO PW4-18: AUTHORIZING A CONTRACT AMENDMENT #6 FOR ARCHITECTURAL & ENGINEERING SERVICES WITH SITEWORKSHOP, LLC

Commissioner Hanberg moved to adopt the resolution as presented; seconded by Commissioner Pointer.

Debbie Terwilleger commented that this change order is for contract amendment #6 for additional A&E Services for the Waterfront Phase 1 Project.

Additional project scope includes:

- Additional Geo-technical inspection services
- City of Tacoma Permitting for Peninsula, Triangle and the Roundabout.
- Scope adjustments including; Design for Tacoma Yacht Club, Expanded Construction Administration for Peninsula and Trail & Bridge.
- Design revisions attributed to the elimination of ramp and stair dock access and replacement with gangway and ramp access
- Scope adjustments to develop entry signage for the roundabout that also required structural engineer services.
- Re-design of Roundabout Plans and Specifications from GC/CM to Design, Bid, Build.

Ms. Terwilleger commented that the notice to proceed for the roundabout project will be happening very soon, and robust outreach to the city and neighbors will be occurring.

This items was discussed at the December 13, 2017 CIC meeting.

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

RESOLUTION NO PW5-18: NW TREK BEAR FENCE INSTALLATION BID#: T2017-04
CONTRACT AWARD TO MASSANA CONSTRUCTION INC.

Commissioner Hanberg moved to adopt the resolution as presented; seconded by Commissioner Pointer.

Ms. Terwilleger commented staff completed that phase 1 of the project. This contract for Phase 2 will include the installation of new fence components, posts, rails, gates and all other components construction of a 12-foot tall exhibit perimeter fence for the grizzly bear enclosure, which connects to the existing holding dens. Staff commented there were five bidders for the project. The project is scheduled for 100 days of work.

Commissioner Hanberg inquired as to when grizzlies will be on display; staff indicated that plan is by this summer.

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

RESOLUTION NO PW6-18: POINT DEFIANCE ZOO & AQUARIUM – ARCTIC TUNDRA
EXHIBIT RENOVATIONS CONTRACT AWARD TO PGAV DESTINATIONS

Commissioner Hanberg moved to adopt the resolution as presented; seconded by Commissioner Pointer.

Staff indicated this item was discussed at the CIC meeting on December 13, 2017.

Debbie Terwilleger stated this contract is for updating the current polar bear exhibit to meet the recommendations of the AZA and Manitoba Polar Bear Protection Act of 2002. Six bids were received for the project.

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

RESOLUTION NO PW7-18: TITLOW PARK MASTER PLAN UPDATE RFQ NO J2017-13
CONTRACT AWARD TO SITE WORKSHOP

Commissioner Hanberg moved to adopt the resolution as presented; seconded by Commissioner Pointer.

Staff indicated this item was discussed at the CIC meeting on December 13, 2017.

This project will involve master planning consulting services to help MPT determine the best use for the Hidden Beach area at Titlow Park.

Commissioner Reid suggested exploring the idea of opening the former TOA site at the Park for use. Staff indicated that the future use of that site will be part of the planning process.

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

RESOLUTION NO PW8-18: POINT DEFIANCE WATERFRONT PHASE 1 PROJECT
ACCEPTING AND APPROPRIATING ADDITIONAL FUNDING AND AMENDING THE
ENVIRONMENTAL PROTECTION AGENCY COOPERATIVE AGREEMENT AND THE
CAPITAL IMPROVEMENT PLAN

Commissioner Hanberg moved to adopt the resolution as presented; seconded by Commissioner Pointer.

Staff indicated this item was discussed at the CIC meeting on December 13, 2017.

Debbie Terwilleger commented that the Cooperative Agreement is the inter-agency financial agreement that created a way for the EPA to reimburse Metro Parks for the cost of the environmental remediation included in the Waterfront Phase I project. This resolution authorizes the Executive Director to amend the Cooperative Agreement with the Environmental Protection Agency (EPA) and the 2017-2018 Capital Improvement Plan.

This amendment, by increasing the EPA funding commitment by \$4.5M will increase the Cooperative Agreement to the amount of \$ 25,397,227. The estimated amount will continue to fluctuate to match the actual cost of remediation upon completion of the project. The Cooperative Agreement will also establish the process and requirements for all transactions and payments between the EPA and Metro Parks.

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

RESOLUTION NO R9-18: NAMING THE PENINSULA AND TRAIL AT POINT DEFIANCE: “DUNE PENINSULA AT POINT DEFIANCE PARK” AND “FRANK HERBERT TRAIL”

Commissioner Hanberg moved to adopt the resolution as presented; seconded by Commissioner Pointer.

Debbie Terwilleger commented that this resolution provides recommendations for the naming of two features that are part of the Waterfront Phase I project at Point Defiance Park: a new 11-acre waterfront development and pedestrian trail. After an extensive branding process, which incorporated analysis by a cross-departmental team of MPT employees and extensive public solicitation for names, staff is recommending that the 11 acre waterfront site shall be named: Dune Peninsula at Point Defiance Park. A further recommendation is for the loop trail on the peninsula to be designated: Frank Herbert Trail. Over 500 submittals were received from the public.

Ms. Terwilleger noted the criteria for the recommendation included the following:

- The name should evoke the unique geography/landforms of this unusual landscape;
- “People” names should have a direct connection to Point Defiance Park. (Many submittals would honor individuals with significant contributions to Tacoma as a whole, but not specific to Point Defiance.)
- The name should be broad (and simple) enough to encompass specific features with the peninsula, which might have their own sponsored names.

Ms. Terwilleger commented on the background of the Dune series written by Frank Herbert.

Commissioner Pointer requested additional discussion of this recommendation at a Committee of the Whole Meeting. Commissioner Pointer voiced concern over the lack of parks in the District named for African Americans and Native Americans. Mr. Pointer stated that he has support for the Black Collective, NAACP and several other organizations in the community to name the Park after Jack Tanner, the first African American Federal Judge who was born in Tacoma.

Commissioner Hanberg indicated he is excited about the recommended name but is also interested in looking at naming parks with an equity lenses. He noted adding that criteria to current policy should be discussed by the Board.

Luke Malkiovitch commented that Dune is his favorite book and he is supportive of the staff recommendation.

Russel Sherman commented that he has read Dune and is excited about the recommended name of the park.

Cody Bakken commented he has read Dune and the environmental story told through the book has influenced his life. He noted he is supportive of the recommended name but also respects the comments made by Commissioner Pointer. He stated that he would be available to volunteer for any future work with park naming.

Marguerite Martin commented that she recently read Dune and indicated the recommended name would provide distinction in Tacoma.

Ms. Mitchell commented that she is a librarian in the area and that Herbert's readership is still alive and well. She spoke in favor of the recommended name but noted that the District should look into naming more parks in Tacoma after people of color.

Commissioner Smith moved the Resolution to the January 29th COW for additional board discussion. Second reading will occur on February 12th

SINGLE READING RESOLUTIONS None

SECOND READINGS RESOLUTIONS None

FIRST READING RESOLUTIONS

RESOLUTION NO RR10-18: ADOPTION OF THE DISTRICT STRATEGIC ACTION PLAN

Commissioner Hanberg moved to adopt the resolution as presented; seconded by Commissioner Pointer.

Joe Brady indicated that the pln has been developed over the past 7 months including a 25 day public comenent period. He noted that he has visted advisory councils, neighborhood councils and the Board has had several study session on the plan's development.

Being no additional comment the resoluion was moved to second reading on February 12th.

UNFINISHED BUSINESS None

NEW BUSINESS DISTRICT HUMAN RESOURCES POLICIES

Paul Weed gave a presentation outlining the polices beeing updated. Asummary of the changes is as follows:

Title/Policy Number	Purpose of Proposed Edits
MS CLASSIFICATION Policy 515.003 Section I	Revises Title to “Exempt” Classification to align with state and FLSA classifications.
Section II	Adds language that changes “MS-1 and MS-2” classification to “exempt”.
PAY INCREASES	Deletes additional administrative leave for employees hired prior to May 1, 1998.
Policy 515.002	Creates uniformity in exempt employee benefits regardless of hire date.
Section II	Adds language to include financial resources as a determining factor in offering pay increases
Section V	Adds discretionary pay adjustments outside of the merit system when considering such factors as internal/external alignment, retention, performance & experience and special skills.
JOB CLASSIFICATION AND COMPENSATION	Adds language that clarifies the purpose of the policy and makes explicit the philosophy of total compensation and the goal of compensating employees at or near the market average.
Policy 515.001	Aligns language, “organizational impact factors” with the language of the Total Compensation Program.
Section II	Delineates the organizational impact factors used to determine job classification.
Section III	Adds language to include interim compensation level.
Section V	Defines a promotion. Adds requirement for approval by the Executive Director prior to recruitment or placement in the new position.
PROMOTIONS	Adds employee serving in an interim role as an additional criteria for a non-competitive appointment.
Policy 511.007	Allows up to 10% increase to current base salary or minimum of new position for interim assignments.
Section I	Imposes a 120-day limit on interim appointments before recruitment or permanent appointment decision must be made.
Section IV	Limits promotional increases to 10% or the minimum of the new job range, whichever is greater.
Section VI	Imposes a hard cap not to exceed two years of vacation accrual. Clarifies that accrual stops until the accrued number of hours is reduced below the maximum.
Section VII	Changes MS term to exempt & MS-1 term to Directors. Aligns service-year accrual rate for exempt staff. Increases Director leave by one additional day for each service year category.
VACATION ACCRUAL	Allows Executive Director to advance vacation (to align with recruitment policy).
Policy #514.002	
Section III	
Section IV	
Section VII	

COMPENSATORY TIME USE & ACCRUAL

Policy #514-003

Section IX

Changes maximum accrual from 100 to 80 hour to align with current collective bargaining agreement.

Board members requested additional dialogue on these policy recommendations at the COW on January 29th.

BOARD COMMENTS:

Commissioner Hanberg thanked staff for his recent tour at the zoo.

Commissioner Baines commented that he is enjoying coaching at Grant Elementary.

ADJOURN:

Being no further business, the meeting was adjourned at 7:30p.m.

APPROVED:

President

Clerk

Submitted by: Jennifer Bowman, Board Secretary