

**METROPOLITAN PARK DISTRICT
OF TACOMA**



AGENDA

**MARCH 25, 2019
6:00 P.M.
METRO PARKS HEADQUARTERS
4702 S 19TH ST.
TACOMA, WA 98405**

**MEETINGS ARE RECORDED AND MAY BE HEARD AT THE
PARK DISTRICT OFFICES UPON REQUEST**

COMMISSIONERS

**AARON POINTER, PRESIDENT
TIM REID, CLERK
ANDREA SMITH
ERIK HANBERG
JESSIE BAINES, JR.**

5:30 P.M. **STUDY SESSION** CAPITAL QUARTERLY UPDATE

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

ROLL CALL

FLAG SALUTE

SPECIAL PRESENTATIONS

FORT NISQUALLY ACCREDITATION
PARKS APPRECIATION DAY PROCLAMATION
GOVERNMENT FINANCE OFFICERS ASSOCIATION AWARD

PRESIDENT'S REPORT

STANDING COMMITTEE & COMMISSION REPORTS

EXECUTIVE DIRECTOR'S REPORT

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



REGULAR MEETING

CITIZEN COMMENTS

MINUTES

(3-6) MINUTES OF THE MARCH 11, 2019 REGULAR BOARD MEETING

CONSENT AGENDA

(7-10) **RESOLUTION NO. C26-19**: APPOINTING MEMBER TO THE BUSINESS AND RESPONSIVE AGENCY ADVISORY COUNCIL
(Contact: Erwin Vidallon, Chief Financial Officer)

REGULAR AGENDA

PURCHASING RESOLUTIONS

(Requiring one reading for adoption)

PUBLIC WORKS PURCHASING RESOLUTIONS

(Requiring one reading for adoption)

(11-14) **RESOLUTION NO. PW27-19**: NW TREK BALD EAGLE EXHIBIT CONSTRUCTION
BID# J2019-06 CONTRACT AWARD TO WILDWOOD CARPENTRY, LLC.
(Contact: Debbie Terwilleger, Director of Planning)

SINGLE READING RESOLUTIONS

(Requiring one reading for adoption)

SECOND READING RESOLUTIONS

(Requiring two readings for adoption)

FIRST READINGS:

(Requiring two readings for adoption)

UNFINISHED BUSINESS

NEW BUSINESS

BOARD COMMENTS

EXECUTIVE SESSION

ADJOURNMENT

UPCOMING BOARD MEETINGS

March 27, 2019	Capital Improvement Committee	5:00 PM	Park Headquarters
April 8, 2019	Regular Park Board Meeting	6:00 PM	Park Headquarters
April 10, 2019	Capital Improvement Meeting	5:00 PM	Park Headquarters
April 15, 2019	Committee of the Whole	5:30 PM	Park Headquarters

* Committee Meetings are subject to change - please check the Metro Parks Website, www.metroparkstacoma.org for the most up to date meeting schedules.



**MINUTES OF REGULAR MEETING
BOARD OF PARK COMMISSIONERS
MARCH 11, 2019**

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

IN THE CHAIR: Aaron Pointer

PLACE: MPT Headquarters

FLAG SALUTE: Commissioner Smith

STUDY SESSION

Kate Larsen, Director of Tacoma Public Libraries began the presentation by reviewing a brief history of the library system in Tacoma. She spoke of its growth, expansion, renovations and closures since 1881. Ms. Larsen state that the system currently has 8 locations offering 40 hours per week of service. It was stated that two microlibraries are planned, one being at Eastside Community Center. The organizational structure includes a Board of Trustees and just over 100 full time staff. Ms. Larsen stated that libraries are supporting the Tacoma 2025 goals as adopted by the City of Tacoma which include digital equity & access, access to the library, education & workforce development, community needs and, equitable service delivery. Ms. Larsen thanked the Park District for their efforts to partner with the libraries. She noted that need to continue to partner in the community.

The Board was then informed about the public outreach the libraries have done over the past several months to lean outward to engage community about meeting their needs. As a result of the meetings the community recognized and ranked the following as important needs: safety, housing, affordability, inclusivity, transportation, education, civic engagement, food insecurity, healthcare cultural activities.

Ms. Larsen then briefly highlight the libraries accomplishments related to funding, operational and system efficiencies.

REGULAR MEETING

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

SPECIAL PRESENTATIONS None

PRESIDENTS REPORT

President Pointer commented that he recently met with the editorial board regarding the District's efforts around environmental issues.

STANDING COMMITTEE AND COUNCIL REPORTS**Active Lifestyle & Community Wellness Advisory Council**

Commissioner Reid commented that the committee met on February 28th. Agenda items included approval of their 2019 work plan, and a budget presentation by Marina Becker.

Joint Municipal Action Committee

Commissioner Reid commented that Norm Gollub of the Foss Water Way Development Authority briefed the committee on the current planning efforts and parks related to the Foss. The committee also received an update on the City's sub-area plan.

Commissioner Reid stated that he attended the EDB annual meeting last week where the District received awards for the new Aquarium and the Eastside Community Center.

Zoo Liaison Committee

Commissioner Smith commented that at the last meeting the committee received information on Zoo & Trek attendance. The committee also learned that an additional 60 parking spaces are being made available in the gravel lots for zoo parking. Commissioner Smith also stated that the committee was informed that the North Pacific Aquarium will be drained and evaluated by mid-summer and the South Pacific Aquarium does need some maintenance. Staff also shared that wolverines will be moving into the coyote space at NW Trek and that Bald Eagle exhibit is now on its second round of bids. Commissioner Smith commented that the Zoo Society will hold several smaller events this year include a lunch in May and Zoo Booze in October. She also noted that the NW Trek Foundation's annual fundraising dinner is being held May 4th at the Sportsman Club.

EXECUTIVE DIRECTOR'S REPORT

Executive Director, Shon Sylvia commented on the following:

- Alan Varsik introduced the following new employees: Zack Hawn, Russell Hoptowit & Brooke Pertile.
- The District learned last week that we will receive three honors at next month's WRPA conference in Vancouver. Winter Wonderland will receive a Spotlight Program Excellence Award in the category of Innovative Programming The Eastside Community Center will receive a Spotlight Facility Award in the category of Indoor Spaces and finally, Vito Iacobazzi will be honored with a well-deserved Distinguished Service Award.
- Staff heard the concerns brought forward by Board members at the February 25th Board meeting related to the correctional industries purchasing item. Staff is researching and gathering additional information and will prepare a report for the Board in preparation for a future COW meeting.
- Fort Nisqually Living History Museum learned of much-awaited news late last week – achieving accreditation by the American Alliance of Museums. This prestigious honor brings national recognition to the Fort for its commitment to excellence, high professional standards and continued institutional improvement.
- The District has been awarded the GFOA's award for Excellence in Financial Reporting for 2017.

CITIZEN COMMENTS NONE**MINUTES OF THE FEBRUARY 25, 2019 REGULAR BOARD MEETING**

Commissioner Hanberg moved to adopt the minutes as presented; seconded by Commissioner Reid and passed on a vote of 4-0 (Commissioner Baines being excused).

CONSENT AGENDA

RESOLUTION NO. C22-19: APPROVAL OF WARRANTS CLAIM FUND FOR FEBRUARY 2019

RESOLUTION NO. C23-19: APPOINTING MEMBERS TO THE BUSINESS AND RESPONSIVE AGENCY ADVISORY COUNCIL

Commissioner Hanberg moved to adopt the consent agenda as presented; seconded by Commissioner Reid and passed on a vote of 4-0 (Commissioner Baines being excused).

Commissioner Reid thanked advisory council appointees for their volunteer time. Commissioner Smith noted that appointee name in the memo did not match the name in the resolution. Staffed noted the name in the resolution was correct.

PURCHASING RESOLUTIONS

RESOLUTION NO. P24-19: AUTHORIZING PURCHASE OF GOODS AND SERVICE FOR METRO PARKS TACOMA

1. DURHAM SCHOOL SERVICES FOR SHUTTLE BUS SERVICE IN THE AMOUNT OF \$190,000 FOR 2019 & 2020
2. ALLIED UNIVERSAL FOR SECURITY SERVICES IN THE AMOUNT OF \$148,000 FOR 2019 & 2020

Commissioner Hanberg moved to adopt the resolution, seconded by Commissioner Reid.

Alan Varsik commented that these are two annual purchases. He noted that staff is pleased with the services and value provide by the two vendors. Mr. Varsik stated that he security services are for afterhours.

Being no additional comments the question was called and the resolution passed as amended on a vote of 4-0 (Commissioner Baines being excused).

PUBLIC WORKS PURCHASING RESOLUTIONS

RESOLUTION NO. PW25-19: POINT DEFIANCE VIEW POINTS INFRASTRUCTURE IMPROVEMENTS/LOOP TRAIL PROJECT A/E CONTRACT AWARD TO BCRA INC.

Commissioner Hanberg moved to adopt the resolution, seconded by Commissioner Reid.

Ms. Terwilleger commented that this resolution was reviewed by the CIC on February 27th. She commented that the contract comes as a result of the traffic and circulation study.

Staff stated that through the planning and with grant funding from the Washington State Recreation Conservation Office (RCO), the Loop Trail and Viewpoints project was developed. This Loop Trail is to be a shared-use trail for pedestrians and bicyclists, and will be separated from the vehicular road network. This shared-use trail will connect to the new roundabout at the Pearl Street entrance, the Wilson Way bridge landing within the Park, and the neighborhood. Project completion is scheduled for December 2021.

Being no additional comments the question was called and the resolution passed on a vote of 4-0 (Commissioner Baines being excused).

SINGLE READING RESOLUTIONS None

SECOND READINGS RESOLUTIONS None

FIRST READING RESOLUTIONS None

UNFINISHED BUSINESS None

NEW BUSINESS None

BOARD COMMENTS

Commissioner requested a future COW for the purpose of discussing the District’s purchasing policy.

Commissioner Pointer commented on the great youth participation at Eastside Community Center.

Commissioner Smith requested additional information on the Districts MWBE metrics.

ADJOURN:

Being no further business, the meeting was adjourned at 6:40 p.m.

APPROVED:

President

Clerk

Submitted by: Jennifer Bowman, Board Secretary



MEMORANDUM

TO: Board of Park Commissioners
THROUGH: Jessie K. Baines Jr, Park Board Commissioner
FROM: Don Golden, Business & Responsive Advisory Council Chair
SUBJECT: **Appointing New Member to the Business & Responsive Agency Advisory Council**
DATE: March 15, 2019

EXECUTIVE SUMMARY: The application for membership of the Business & Responsive Agency Advisory Council was reviewed by the board liaison, staff and the council. It is the recommendation of the entire council that the Board of Park Commissioners appoint the candidate for a three-year term to conclude in 2022. A copy of the candidates application is attached.

BACKGROUND: The Board of Park Commissioners adopted RR20-14 to redefine citizen advisory councils roles to be better align with the District’s four mission-driven areas. The District maintains these Councils in order to have citizen engagement in Park District functions and to foster a broad range of citizen input and expertise in strategic decision-making and policy-development. Citizen advisory councils are important vehicles for the implementation of the District’s participation policy and are aligned with best practices in the industry.

The Business & Responsive Agency Advisory Council has reviewed the application submitted by **Diana Phibbs** and interviewed the candidate. We have determined that the candidate:

Diana Phibbs has shown she:

1. Has knowledge, interest and skills related to the Advisory Council Charter.
2. Has interests related to the parks, programs, and facilities operated by Metro Parks Tacoma.
3. Would make a good addition to the existing composition of the Council.
4. Is willing and able to commit to the Charter and goals of the Council.

After this appointments is made, the total number of the council will be twelve members.

FISCAL IMPACT: None

ADDITIONAL INFORMATION: For additional information, contact Erwin Vidallon, Chief Financial Officer at (253) 305-1081.

Diana Phibbs

Dashboard



Contact Information

Name: Diana Phibbs
Home: (253) 219-5418
Work: (206) 477-1470
Email: dphibbs@internode.on.net
History
This Year 0.00 Hours
Lifetime 0.00 Hours
First volunteered in 2019
Last Login Tuesday, January 22, 2019
Birthday Alert - January 28

Contact Information

Name Diana Phibbs
Username dphibbs
Email Address dphibbs@internode.on.net
Home Phone (253) 219-5418
Work Phone (206) 477-1470
Phone Preference Cell Phone Any Time
Date of Birth Thursday, January 28, 1965 (53 years old)
Region English (USA)
Address 5618 N
39th Tacoma WA 98407 USA

General Availability

	Mornings	Afternoons	Evenings	Nights
Monday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tuesday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wednesday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thursday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Friday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Saturday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sunday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Custom Fields

Custom Field	Value
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Agreements and Acknowledgements

I agree to the Volunteer Release and Waiver of Liability found in the information box to the right of this field. Current:
Pending: 1. I
agree

Additional Questions

I wish to serve on the following Advisory Council Business & Responsive
Agency

Occupation (If retired, please indicate former occupation) Senior Policy Advisor
and Community Outreach Aide

Current Employer (or state Retired) King County
Council

Education (Name of high school; college/university; year graduated/degree) University Of Washington - MPA - 1991 Carleton
College -
BA - 1986 Charles Wright Academy - 1982

Please describe your interests and qualifications as related to this position I possess a strong background in
public policy and community outreach coupled with a
love of outdoor
recreation and fitness. Blessed with two career paths

Custom Field**Value**

Please list any involvement in professional/community activities, including any current/past involvement with MPT programs

in two countries (public policy/politics in the USA and public policy/politics and fitness/wellness in Australia) I understand how to meld policy with recreation while ensuring responsiveness to community needs.

I recently returned to Tacoma after 20 years in Australia and am an avid user of the Metro Parks.

I run at Pt Defiance weekly, walk my dogs at numerous Metro Parks and have enjoyed events and activities throughout the Metro Park system.

Please see my attached resume for more about my background.

References (Name/Address/Phone)

Karan Gill, Chief of Staff, King County Councilmember Dave Upthegrove, 516 Third Ave, Room 1200 Seattle, WA 98104 - 206-477-0952 Keri Rawlings Rooney, Deputy State Auditor, Washington State, 7120 64th Street Court West, University Place, WA 98467 - 253-820-1038

Resume (Please upload your resume if available)

Diana Phibbs resume.docx

Qualifications**Qualifications**

No qualifications specified.

Background Checks

There are no background checks to display.

General Interests

No general interests selected.

Committees

Not a member of any committees.

Classifications

None Specified

Reports**Summary**

Lifetime Hours 0.00

2019 Hours 0.00

First volunteered in 2019

Miscellaneous**Misc Fields**

Last Login Date

Tuesday, January 22, 2019

Database User ID

4746743

Group Settings

Group

This profile represents an individual.

Volunteer

Status

Applicant (Last Changed 1/22/2019)

Date Joined

1/22/2019 (Less than 1 year)

Application Form

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METROPOLITAN PARK DISTRICT OF TACOMA

RESOLUTION NO. C26-19

**APPOINTING MEMBER TO THE
BUSINESS & RESPONSIVE ADVISORY COUNCIL**

WHEREAS, Metro Parks Tacoma seeks to provide quality programs and services to all its customers and residents; and

WHEREAS, Metro Parks Tacoma wishes to utilize the input and expertise of a broad base of community members for guidance in the development of its programs and services; and

WHEREAS, the Board of Park Commissioners has established four Citizen Advisory Councils for the purpose of aiding the Board of Park Commissioners by assessing and recommending policy and program decisions that influence mission-led interest areas; and

WHEREAS, there are current vacancies on the advisory council; and

WHEREAS the application was reviewed by the chair of the council, staff and board liaison and the appointment is recommended by the entire membership in order to sustain functional councils; now, therefore, be it

RESOLVED by the Board of Park Commissioners of the Metropolitan Park District of Tacoma to appoint the following citizen to serve on the Business & Responsive Agency Advisory Council.

Diana Phibbs, Term Expires on March 31, 2022.

The foregoing resolution was adopted by the Board of Commissioners of the Metropolitan Park District of Tacoma at a meeting held on _____, 2019.

ATTEST:

President

Secretary

Clerk



MEMORANDUM

TO: Board of Park Commissioners

THROUGH: Shon Sylvia, Executive Director

FROM: Debbie Terwilleger, Director of Planning & Development

SUBJECT: **Contract Award to Wildwood Carpentry LLC for NW Trek Bald Eagle Exhibit Construction**

DATE: March 25, 2019

EXECUTIVE SUMMARY: This resolution authorizes the contract award to Wildwood Carpentry, LLC for NW Bald Eagle Exhibit Construction in the amount not to exceed \$248,170.00, including Washington State Sales Tax.

BACKGROUND: This project will create a new eagle exhibit that is impactful upon entry and becomes a centerpiece of the core experience. The structure will be a dynamic, free flight enclosure which allows visitors to fully realize the size and uniqueness of these animals. More importantly, the conservation message of bringing Bald Eagles back from the brink of extinction will become a cornerstone of interpretive messaging for visitors. The exhibit will also be immersive, allowing visitors to physically walk among the eagles, separated only by a framework of natural materials.

The bid opening was held on March 20, 2019. Four (4) bids were received with two (2) considered responsive.

Please refer to the attached bid tabulation for the list of contractors and bid amounts. Wildwood Carpentry, LLC submitted low Base Bid in the amount of \$230,000.00 (not including WSST). Reference checks by staff have confirmed that Wildwood Carpentry, LLC is a responsible contractor and performs quality work.

Staff is recommending award of the Base Bid for a total amount of \$248,170.00 (including Washington State Sales Tax).

The construction is anticipated to take 70 calendar days to complete after issuance of a Notice to Proceed. Dan Belting will be project manager for this project.

FISCAL IMPACT: The funds for this project are from Northwest Trek Foundation Donations, Private Donations, and Northwest Trek Operating funds.

Funding:

Northwest Trek Foundation	\$ 474,321.06
Northwest Trek Operations	\$ 53,026.00
Private Donations	\$ 22,210.94
Art Refund	\$ 341.34
1% for Art	\$ (3,510.28)
Total	\$ 546,389.06

Budget:

Planning & Design	\$ 99,400.00
Wildwood Carpentry (includes tax)	\$ 248,170.00
Mesh Netting Fabrication/Installation	\$ 152,845.75
Owner Costs	\$ 34,117.58
Contingency	\$ 11,855.73
Total	\$ 546,389.06

ADDITIONAL INFORMATION: For additional information, please contact Debbie Terwilleger, Director of Planning and Development at 253-305-1086.

METROPOLITAN PARK DISTRICT OF TACOMA

RESOLUTION NO. PW27-19

**NW TREK BALD EAGLE EXHIBIT CONSTRUCTION
BID#: J2019-06
CONTRACT AWARD TO WILDWOOD CARPENTRY, LLC.**

WHEREAS, the Board of Park Commissioners of the Metropolitan Park District of Tacoma desires to construct the Northwest Trek Bald Eagle Exhibit; and;

WHEREAS, funds for the project consist of Northwest Trek Operating funds and Northwest Trek Foundation Donations; and

WHEREAS; four (4) bids (Bid#: J2019-06) were received with two (2) being considered responsive; and

WHEREAS, the low Base Bid was submitted by Wildwood Carpentry, LLC, in the amount of \$230,000.00, has been reviewed by contract compliance and is considered a responsive bid; and

WHEREAS, Metro Parks staff has checked the references of Wildwood Carpentry, LLC and find them to be responsible; Now, therefore, be it

RESOLVED by the Board of Park Commissioners of the Metropolitan Park District of Tacoma to award and execute the contract with Wildwood Carpentry, LLC, in the amount of \$248,170.00 (including WSST.)

The forgoing resolution was adopted by the Board of Park Commissioners of the Metropolitan Park District of Tacoma at a regular meeting held on _____ 2019.

President

ATTEST:

Secretary

Clerk



47142 2nd Ave. 1st fl. Suite 101
 Tacoma, WA 98405-1175
 T: (253) 305-1026
 Email: tammyh@tacomaparks.com

Bid J2019-06 NWT Bald Eagle Construction

BID RESULTS
 BIDS Due: March 20, 2019 9:00 AM

BIDDER NAME:	Lake Tapps Construction	Rocky Bay Construction	Wildwood Carpentry	Sustainable Northwest Construction, LLC
Address	PO Box 7318	Po Box 897	15918 8th Rd. S	14003 126th Ave Cl. E
City, State Zip	Bonney Lake WA 98391	Vaughn, WA 98384	Lakebay, WA 98348	Puyallup, WA 98374
Contact	Darrel Heen	Lisha Besley	Darin F	Brandon Galatin
Telephone	253-863-6442	360-731-4327	360-390-8863	425-233-5823
Bid Documentation:				
Bid Proposal Signed	X	X	X	X
Bidder Responsibility Criteria Information Provided	X	X	X	X
Addenda Acknowledgment	N/A	N/A	N/A	N/A
Certification of Compliance with Wage Payment Statutes	X	X	X	X
Subcontractor Listing	NA	NA	NA	NA
Non-Collusion Affidavit	X	X	X	X
Bid Bond (signed/rotarized)	X	X	X	X
MWBE Utilization Form	X	X	X	X
Base Bid	\$251,400.00	\$288,000.00	\$230,000.00	\$285,000.00
	Non-Responsive \$19,860.80	Non-Responsive \$22,752.00	\$18,170.00	\$22,515.00
Tax 7.9%				
TOTAL	\$271,260.80	\$310,752.00	\$248,170.00	\$307,515.00