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**BUSINESS & RESPONSIVE AGENCY ADVISORY COUNCIL  
MEETING MINUTES**

**MISSION STATEMENT**

This Council advises and makes recommendations to the programs and operations of  
Metro Parks Tacoma concerning financial management and business practices.

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Metro Parks Tacoma Headquarters Building  
4702 S 19<sup>th</sup> Street, Tacoma, WA 98405  
January 12, 2016

**Present:** Aaron Blaisdell, Su Dowie, Peter Kram, Dan Powell, Addy Tseng  
**Absent:** Jen Drake, Jessie Mumford  
**Staff:** Brett Freshwaters, Julie Wilfong  
**Board Liaison:** Commissioner Baines  
**Guest:** Joe Brady

**SUMMARY**

- A recruitment update was given.
- An Update on Destination Point Defiance Park
- A presentation of the Seymour Conservatory Planning Process
- Financial information through November 2015 was discussed.

**CALL TO ORDER**

The meeting was called to order at 7:35 a.m.

**MINUTES**

The December 8, 2015 minutes were approved as written.

**RECRUITMENT UPDATE**

Aaron Blaisdell informed the Council, Jeff Quint will be unable to be part of the BRAAC due to other commitments. We are still looking to increase our membership. Aaron mentioned sending out emails to members with other Councils whose terms are expiring to see if they would be interested in joining BRAAC.

**DESTINATION POINT DEFIANCE UPDATE**

The Storm Water Project was completed by the City of Tacoma. Metro Parks is working on finalized design for Waterfront Phase I. Construction will start in late 2016. We are also working with the Environmental Protection Agency (EPA) on an agreement for the Shoreline Project which Metro Parks will be the Project Manager.

The Development Regulation Agreement (DRA) was approved by the City of Tacoma and will allow us to move into construction phase on our projects at Point Defiance.

**SEYMOUR CONSERVATORY PLANNING PROCESS**

Joe Brady, Natural Resources Manager for the Department of Parks and Natural Resources gave a presentation on the Seymour Conservatory Planning process. The Conservatory is considered a national historic landmark and has received \$4 million from the 2014 Bond Funds to make improvements to the facility. A consultant was hired to develop plans to restore the building and add needed public restrooms, building space for horticulture workshops and educational programs. The consultant has development

four (4) options and Metro Parks is seeking public input to determine how to proceed with the development. Each option will help enhance the Conservatory while still keeping with the historic character that makes the Seymour Conservatory unique.

### **2016 METRO PARKS PLANNING & MAJOR INITIATIVES PROCESS**

Brett Freshwaters reported on the Strategic Budget Development Process. The Planning Tools used for visioning and forecasting the budget process consist of Strategic Plan, Community Needs Assessment and Other Planning Documents. Metro Parks will have formal and informal community surveys done throughout the year. This data is compiled and becomes the Mission Led Comp Plan, which is one of our major initiatives.

The Mission Led Comp Plan will become the driver for the next six years in what we look at for programs in the community. This could also have an influence on the Capital Program such as when to prioritize certain gaps for when projects should be done. An example of this would be the Eastside Community Center (ESCC). Once we understand what the needs and priorities should be, this information then becomes input for the Six Year Strategic Action Plan (SYSAP). Metro Parks will turn this into concrete actions and use this to develop a high strategic level of priorities for the next two years and is sent to all departments to compile in their work plans for the biennium. The priorities are now put into dollar terms. A determination is made on where we put the resources to include staff and programming with a budget.

Some of our major initiatives are Talent Management/Workforce Management; Business Intelligence; Sustainability and the Mission Led Comp Plan. All these will go into a high level of discussion.

The Strategic Plan is broken down into six years, then broken down to three biennium and then into specific action. The key core to all this is community input. This is a process Metro Parks takes pride in.

### **NOVEMBER 2015 FINANCIAL REPORT**

The November Financial Report was reviewed. Metro Parks is over on revenue and under on expenses. Brett Freshwaters reported on the record breaking attendance for both Northwest Trek Wildlife Park and Pt. Defiance Zoo & Aquarium. The attendance for Zoolights was down this year.

### **NEXT MEETING**

The next meeting is scheduled for February 9, 2016 at Metro Parks' Headquarters Building.

### **ADJOURNED**

The meeting ended at 9:00 a.m.

Approved:

Aaron Blaisdell, Chair

Submitted by: Julie Wilfong