
**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.

Metro Parks Tacoma Headquarters Building
4702 S 19th Street, Tacoma, WA 98405
March 8, 2016

Present: Aaron Blaisdell, Su Dowie, Peter Kram, Dan Powell, Addy Tseng
Absent: Jen Drake; Brett Freshwaters
Staff: Tara Dunford, Julie Wilfong
Board Liaison: Commissioner Baines
Guest: Debbie Terwilleger

SUMMARY

- A recruitment update was given.
- A presentation of the Capital Program Update given by Debbie Terwilleger.

CALL TO ORDER

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

MINUTES

The February 9, 2016 minutes were approved as written.

RECRUITMENT UPDATE

Aaron Blaisdell will contact other advisory council members whose terms have expired to consider the BRAC Advisory Council.

DESTINATION POINT DEFIANCE UPDATE

No update.

CAPITAL PROGRAM UPDATE

Debbie Terwilleger, presented an update on the Capital Program. Since the beginning of 2015 over 56 projects were implemented with an overall value of \$100 million. Due to the sheer volume of projects and work, the Planning & Development Department had to do some re-organization to be able to move projects forward and figure out the best way to do business. This led to hiring additional Project Managers and two Contract Administrators.

Many of the projects the Planning Department is working on came from the Bond brochure. The Bond funds were distributed with \$65 Million for Point Defiance, \$65 Million to regional parks and historical landmarks and the remaining \$67 Million to neighborhood parks and recreational facilities.

There are still funds remaining from the 2005 Bond for projects currently underway such as Oak Tree Park, Browns Point Lighthouse and Peoples Pool and it will be spent in full.

The Planning Department has been able to leverage funding from outside resources such as the Recreation and Conservation Office (RCO) and the Environmental Protection Agency (EPA) for the Waterfront Phase I, SERA Field Lighting Replacement and Wapato Park Dock Replacement. This allowed the bond funds to go further.

Metro Parks is working with the City of Tacoma to develop a new Art Policy. This allows capital dollars to be used to develop and install artwork throughout our parks and incorporate art in larger capital projects such as Point Defiance Zoo & Aquarium and Waterfront Phase I. Metro Parks will work with the local artist community as well as solicit regionally or nationally for artists.

Debbie described the Capital Project Review Process that started with a list of capital projects derived from our Mission Led Comp Plan. They looked at programs requested by staff and the citizens of Tacoma and determined where gaps were. From a capital prospective they worked with everyone to determine what was needed. It could be a new community center, a new multi-purpose play field or updating our facilities. These projects are placed in the Capital Improvement Program 6 year list (CIP). Programming and citizen's needs drive the capital program. The first 3 years of the CIP plan are committed projects. The last 3 years are not set. As new data comes along priorities shift and so do the projects that fall in this range.

The Capital Improvement Committee (CIC) reviewed and approved projects listed as priority on the CIP list. During the two year budget process dollars are allocated to these projects. The approved projects are assigned a Project Manager who works with a Steering Committee/Client Group (stakeholders) to develop a scope definition that outlines the project. The scope is reviewed and approved by an internal body known as the Capital Projects Group (CPG). Once the scope definition is approved, Park Board action is required. This allows Metro Parks to contract with a consultant to design the project. During this phase, outreach for public comments and review is sent out to the community. During various phases of design, the project is brought back to both the CIC and CPG committees for review. As the design process is completed, Park Board action is required for the project to move into construction phase. This allows Metro Parks to bid and select the contractor for the construction phase. Throughout construction the Project Manager updates CPG weekly on the projects progress leading up to final completion. Once the project is completed, Park Board action is required for final acceptance and the project is closed out.

FINANCIAL REPORT

No update.

NEXT MEETING

The next meeting is scheduled for April 12, 2016 at Metro Parks' Headquarters Building.

ADJOURNED

The meeting ended at 8:55 a.m.

Approved:

Aaron Blaisdell, Chair

Submitted by: Julie Wilfong