

**METROPOLITAN PARK DISTRICT
OF TACOMA**



AGENDA

**August 12, 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** QUARTERLY FINANCIAL UPDATE

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

ROLL CALL

FLAG SALUTE

SPECIAL PRESENTATIONS

PRESIDENT'S REPORT

STANDING COMMITTEE & COMMISSION REPORTS

EXECUTIVE DIRECTOR'S REPORT

REGULAR MEETING

CITIZEN COMMENTS

MINUTES

(3-8) MINUTES OF THE JULY 22, 2019 REGULAR BOARD MEETING

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



CONSENT AGENDA

- (9-10) **RESOLUTION NO. C47-19:** APPROVAL OF WARRANTS CLAIM FUND FOR JULY 2019
(Contact: Erwin Vidallon Chief Financial Officer)

REGULAR AGENDA

PURCHASING RESOLUTIONS

(Requiring one reading for adoption)

- (11-15) **RESOLUTION NO. P.48-19:** APPROVAL OF GOODS AND SERVICES FOR METRO PARKS TACOMA
 1. TDI PRODUCTION SERVICES FOR SIX DELTRAIN VISION ELECTRIC TRAMS IN THE AMOUNT OF \$3,331,914
(Contact: Alan Varsik, Director of Zoological & Environmental Education)
 2. RWC INTERNATIONAL, LTD. FOR A 2019 ISUZU TRUCK IN THE AMOUNT OF \$53,713.63
(Contact: Alan Varsik, Director of Zoological & Environmental Education)

PUBLIC WORKS PURCHASING RESOLUTIONS

(Requiring one reading for adoption)

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 TITLOW PARK MASTER PLAN UPDATE- DEBBIE TERWILLEGER

BOARD COMMENTS

ADJOURNMENT

UPCOMING BOARD MEETINGS

August 14, 2019	Capital Improvement Committee	5:00 PM	Park Headquarters
August 19, 2019	Committee of the Whole	5:30 PM	Park Headquarters
August 26, 2019	Regular Park Board Meeting	6:00 PM	Eastside Community Ctr.

* 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
July 22, 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 Reid

STUDY SESSION: HOMELESS RESPONSE UPDATE

Linda Stewart representing the City of Tacoma and Shawn Gustafson representing the Tacoma Police Department were present to update the Board on the homelessness response efforts in the city. Ms. Stewart commented that the point in time count of homelessness in the city is 436 and 1,486 in the county. She then reminded the Board on the primary causes of homelessness including lack of affordable housing, inadequate income and employment, eviction, mental health & substance abuse and domestic violence/fleeing domestic violence. Ms. Stewart spoke about the emergency declaration declared by the Council back in May of 2017 which was extended in 2018 and currently is set to expire in December of 2019.

Deputy Chief Shawn Gustafson and Ms. Stewart then spoke about the results of the HOT team, noting that they are seeing success in referrals and continued progress with individuals at the stability site. It was noted that the City and MPT continue to collaborate on this issue including code updates, addressing encampments, storage of property at the Cavanaugh site, community meetings and conversations and joint planning via JMAC.

PARK CODE REVISIONS

Pete Mayer stated that the City and MPT staff have been working over the past few months on addressing changes to the park code which reside in the Tacoma Municipal Code 8.27. Marina Becker then gave an overview of the recommend revisions as follows:

8.27.030 Definitions
Drones/Unmanned aircraft systems
Vapor products

8.27.085 Smoking and Vaping in Parks Prohibited:
E-cigarettes and vaping products

8.27.165 Moorage buoy and float regulations:
Moorage limitations & fees

8.27.180 Use of Certain Equipment:
Drones/Unmanned aircraft systems

8.27.210 Structures in Parks:
Defines structures and exceptions

8.27.220 Opening & Closing Hours
Defines exceptions
Removal of personal property

8.27.251 Authority to Adopt Code of Conduct:
Establishes authority

Staff commented that the recommend revisions are intended as way to continue to provide a safe environment for all park users. Commissioner Hanberg commented that he is concerned about making rash decisions now since the code is not frequently updated. Commissioner Reid commented that some of these recommendations may be impacting how some users enjoy their parks. Mark Roberts commented that even if the code is not updated regularly, the Executive Director has the authority to edit the code of conduct as needed. Staff commented that redline version of the code will be forwarded to the Board so that all languages changes and recommendation can be reviewed.

Pete Mayer the reviewed that key dates for moving forward with the recommend revisions as follows:

MPT Park Board
7/22 Study Session- Overview
8/20 Park Policy Group Meeting
9/9 Regular Meeting- Resolution recommending COT adoption

COT City Council:
8/22 Community Vitality and Safety Committee
10/1 First Reading/Public Hearing
10/8 Second Reading/Adoption

Board members suggested further discussion of this topic at a Committee of the Whole on August 5th.

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.

Commissioner Reid moved to excuse Commissioner Baines; seconded by Commissioner Smith.

SPECIAL PRESENTATIONS

CHARLOTTE'S BLUEBERRY PARK TRUST FO PUBLIC LANDS PRESENTATION
Andrew McConnico with the Trust for Public Lands was introduced. Mr. McConnico explained the mission of TPL as creating parks and protecting land for people, and ensuring healthy, livable communities for generations to come. He acknowledged the work TPL is doing around the country including Tacoma. Through outreach with the community TPL created a

children's play area to serve those who visit Blueberry Park. Photos of the recent ribbon cutting were viewed. Staff and the Board thanked TPL for their continued partnership.

HONORING CITY OF DESTINEY AWARE WINNERS

Three City of Destiney Award winners for 2019 who were nominated by the Park District were recognized by staff and the Board. Jacob Fuqua, Mary Hart-Furman and Scott Murdock were recognized by the Park Board for their outstanding volunteer efforts to the community through their work with Metro Parks Tacoma.

SUMMER LEARNING PROGRAM THROUGH THE BUFFALO SOLDIERS MUSEUM

Jackie Jones- Hook and Chuck Lennox were introduced. Mr. Lennox and Ms. Hook explained the current summer program partnership with Tacoma Public Schools and the Buffalo Soldiers Museum to expose children to local history. The program includes hands on experiences and field trips to broaden the knowledge children have of the role of the Buffalo Soldiers in this region. Board members applauded the efforts of the program and partnership.

EMPLOYEE YEARS OF SERVICE PROCLAMATION

Rich Johnson was honored for his 50 years of employment at Point Defiance Zoo. President Pointer read a proclamation in his honor. Mr. Johnson thanked the Board for the recognition.

PRESIDENTS REPORT

President Pointer commented that the Board retreat was held last Friday at Northwest Trek. Agenda items included MWBE, Heidelberg Sports Village, and a preview of the new eagle exhibit.

STANDING COMMITTEE AND COUNCIL REPORTS

Active Living and Community Wellness Advisory Council

Commissioner Reid commented that the committee attended and participated in the recent Swan Creek Master Plan public meeting. The next meeting will be a tour of the Lister Uplands at Swan Creek.

Joint Municipal Action Committee

Commissioner Reid stated that the committee met on July 12th. The agenda included an update from City staff on the homelessness response in the city.

EXECUTIVE DIRECTOR'S REPORT

Executive Director, Shon Sylvia commented on the following:

- Pierce County Trails Day, Ethnic Fest and the Doug MacArthur field dedication are all July 27.
- Marina Becker and Shon Sylvia recognized and thanked Dave Lewis who is leaving the District next month and moving to Texas.

CITIZEN COMMENTS None

MINUTES OF THE JULY 8, 2019 REGULAR BOARD MEETING

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

CONSENT AGENDA

RESOLUTION NO. C43-19: ACCEPTING \$189,055.57 IN CONTRIBUTIONS FROM THE GREATER METRO PARKS FOUNDATION FOR MULTIPLE METRO PARKS PROJECTS AND PROGRAMS

RESOLUTION NO. C44-19: FINAL ACCEPTANCE FOR CONSTRUCTION OF PLAY EQUIPMENT BY TRUST FOR PUBLIC LANDS

RESOLUTION NO. C45-19: ACCEPTING DONATION OF VET EQUIPMENT FROM THE NORTHWEST TREK FOUNDATION FOR THE BENEFIT OF NORTHWEST TREK WILDLIFE PARK

Commissioner Hanberg moved adopt the consent agenda as presented; seconded by Commissioner Reid.
Being no additional comments the consent agenda passed on a vote of 4-0 (Commissioner Baines being excused).

PURCHASING RESOLUTIONS

RESOLUTIONS P46-19: APPROVAL OF GOODS AND SERVICES FOR METRO PARKS TACOMA

1. CONCESSION NATION, INC. FOR A FOOD CONCESSION TRAILER IN AN AMOUNT NOT TO EXCEED \$99,000

Commissioner Hanberg moved adoption of the resolution; seconded by Commissioner Reid.

Marina Becker stated that this trailer will be used as a mobile teaching kitchen in the community. The purchase is made possible by a sponsorship by Cambia Health Solutions. Ms. Becker noted staff went out for bid twice on the purchase in order to get the best possible price.

Being no additional comments the consent agenda passed on a vote of 4-0 (Commissioner Baines being excused).

PUBLIC WORKS PURCHASING RESOLUTIONS

RESOLUTION N. PW47-19: POINT DEFIANCE PARK WATERFRONT PHASE 1 GUY F. ATKINSON CONSTRUCTION, LLC CONTRACT CHANGE ORDER NO. 28 FOR TRAIL, BRIDGE, AND PENINSULA

Commissioner Hanberg moved adoption of the resolution; seconded by Commissioner Reid.

Debbie Terwilleger commented that the District continues to get positive feedback from the community after the opening of Dune at Point Defiance Park. She stated that this resolution was reviewed by the CIC in July. Ms. Terwilleger commented that this change order will allow for the settlement agreement and change order 28.

Being no additional comments the consent agenda 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 Hanberg commented positively on the opening of Dune and the Blues and Blueberries event at Blueberry Park. He also noted he is looking forward to the two events related to the Trek Eagle Exhibit opening in early August.

ADJOURN:

Being no further business, the meeting was adjourned at 7:20 p.m.

APPROVED:

President

Clerk

Submitted by: Jennifer Bowman, Board Secretary



METROPOLITAN PARK DISTRICT OF TACOMA

RESOLUTION NO. C47-19

APPROVAL OF WARRANTS CLAIM FUND FOR JULY 2019

WHEREAS, the Board of Park Commissioners approved, appropriated and adopted the 2019-2020 Biennial Budget in Resolution No. RR92-18, dated December 10, 2018 to meet public expenses, bond retirement, interest and operational expenses for the biennium ending December 31, 2020; and

WHEREAS, the Board of Park Commissioners has authorized the Executive Director to establish procedures to meet the fiscal year public debt, to maintain accountable records of all transactions, and to provide certification that labor and debt claims have been met; now, therefore, be it

RESOLVED by the Board of Park Commissioners of the Metropolitan Park District of Tacoma that the warrants issued to meet obligations in the Warrants Claim Fund and the Disbursements by Funds in the amounts and for the period indicated on Attachment "A" have been audited and certified by the auditing officer as required by RCW.42.24.080 and those expense reimbursement claims certified as required by RCW 42.24.090, be approved for payment.

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

ATTEST:

President

Secretary

Clerk

BLANKET CERTIFICATION AND WARRANT APPROVAL FORM

AUDITOR'S CERTIFICATION

I, the undersigned, do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered or the labor performed as described herein, and that the claim is a just, due and unpaid obligation against the Metropolitan Park District of Tacoma, and that I am authorized to authenticate and certify to said claim.

FOR THE PERIOD STARTING JULY 1, 2019 AND ENDING JULY 31, 2019.

WARRANTS CLAIM FUND

ACCOUNTS PAYABLE CLAIMS FUND:

Warrant Serial Numbers <u>328445</u> to <u>328896</u>	AMOUNT:	<u>\$6,063,262.64</u>
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PAYROLL CLAIMS FUND:

Warrant Serial Numbers <u>050533</u> to <u>050962</u>	AMOUNT:	<u>\$187,871.19</u>
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(Most employees receive payment through direct deposit advices, which are paid to the bank through the Accounts Payable Claims Fund.)

TOTAL	<u>\$6,251,133.83</u>
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Finance and Accounting Auditing Officer
Metropolitan Park District of Tacoma

- Warrant summary reports are available with the board secretary.
- Detail reports and claim vouchers are available in the Finance and Administrative Services Office.



MEMORANDUM

TO: Board of Park Commissioners

THROUGH: Shon Sylvia, Executive Director *ssylvia*

FROM: Alan Varsik, Director of Zoological & Environmental Education

SUBJECT: Purchasing Resolution

DATE: August 12, 2019

EXECUTIVE SUMMARY: The attached Purchasing Resolution seeks Board approval to enable the Executive Director to enter into the necessary agreements for the purchase and acquisition of the goods and services detailed in Exhibit A to the Resolution and in the supporting information below.

Proposed goods and services proposed for purchase and/or acquisition:

Item No. 1

- **VENDOR** TDI Production Services
- **GOODS OR SERVICE** Six (6) Deltrain Vision Electric Trams
- **PRICE** \$555,319.00 per tram (including WSST and duties and customs fees); total of \$3,331,914
- **SOURCE OF FUNDING** Combination of ZEED Operating and Reserve Funds and a WA State LOCAL program loan
- **CONTACT** Alan Varsik, (253) 404-3634

The fleet of trams currently transporting visitors through the Free-Roaming Area at Northwest Trek Wildlife Park consists of three units procured in 1974 and two from 1999. Parts for both models are quickly becoming increasingly difficult to acquire and in order to keep the trams in use, Park mechanics are now forced to fabricate parts in-house that are no longer available for purchase. In addition, as noted in the 2016-2018 Environmental Sustainability Plan, of the total amount of fuel used by MPT, Northwest Trek uses 93% of the propane to operate trams on tours of the Free-Roaming Area. It's the goal of Northwest Trek to have an all-electric fleet of trams by 2022, which was one of the recommendations made in the Sustainability Plan. Transitioning to electric trams will lower fuel consumption, currently averaging over \$25,000 annually and will allow the Park to dramatically lower its carbon footprint.

Over the past eighteen months, staff has been researching viable tram replacement options; one of the most significant challenges was identifying a vehicle that is both safe for our visitors as well as our animals. Because the trams are driven through an animal habitat, protecting our

visitors from accidental contact with potentially dangerous animals is the highest priority. Other requirements for a vehicle that meets all of Trek’s unique needs include:

- Environmentally-friendly fuel source (electricity) but powerful enough to maneuver steep inclines
- Produces minimal engine noise
- Capacity to accommodate a minimum of 50 visitors
- ADA accessible
- Aesthetically pleasing while complimenting the theme of the Park
- Panoramic roof, allowing visitors a unique view into the forest canopy
- Affordable

The majority of the vehicles we encountered in our search met some of our needs but unfortunately are not intended to be driven amongst animals and would not provide adequate protection for our visitors.

The Deltrain “Vision” tram, from TDI, meets and exceeds all of Northwest Trek’s unique requirements in a new tram and would provide an exceptional Free-Roaming Area experience. This entirely electric-powered vehicle seats up to 57 guests and is equipped with a panoramic roof and wheelchair ramp. The solid doors will provide the necessary protection for our guests and animals while allowing an incredible view through the large retractable windows. The Vision tram is manufactured in Portugal and is currently in use in 20 countries throughout Europe. Parts required for routine maintenance are sourced from companies based in the United States and are readily available and affordable.

In order to accommodate a new electric tram, three-phase electricity would be required at both the tour station as well as the tram barn, located at the Park’s maintenance facility. Also, additional enhancements to the tour station would be necessary to allow the continued use of the existing trams while the transition to six new electric trams takes place. The cost of these infrastructure improvements is estimated to be \$600,000-\$1,000,000 and be paid for through the 2014 Bond program and the funds dedicated to Tram replacement.

Projected delivery schedule:

Delivery Schedule			
Tram 1 and 2			
Equipment	Order Date	Arrival Eatonville	Commissioned
Tram 1	Aug-19	Dec-20	Mar-21
Tram 2	Aug-19	Jan-21	Mar-21
Tram 3 and 4			
Equipment	Order Date	Arrival Eatonville	Commissioned
Tram 3	Jan-20	Jan-21	Feb-21
Tram 4	Jan-20	Feb-21	Feb-21
Tram 5 and 6 (As above)			
Equipment	Order Date	Arrival Eatonville	Commissioned
Tram 5	Feb-21	Feb-22	Mar-22
Tram 6	Feb-21	Mar-22	Mar-22

FISCAL IMPACT: The purchase price for six (6) trams is \$3,000,000.00 (Three Million dollars excluding WSST and duties and customs fees). Metro Parks Tacoma is seeking a state LOCAL (Local Option Capital Asset Lending) program loan to pay for half (50%) of the purchase of the trams. The debt repayment will be included in Northwest Trek's long-range forecast as an operating expense. The other 50% of the cost, including WSST of \$39,500 per complete unit, (currently 7.9%) and United States duties and customs fees of \$31,638 per shipment, will come from ZEED Reserve funds. The total cost for six trams including WSST and other fees will be \$555,319 each and totals \$3,331,914.

Item No. 2

- **VENDOR** RWC International, LTD.
- **GOODS OR SERVICE** 2019 Isuzu Truck
- **PRICE** \$53,713.63 (including WSST)
- **SOURCE OF FUNDING** PDZA Operating Budget
- **CONTACT** Alan Varsik, (253) 404-3634

This is a replacement vehicle for the 2007 Flatbed dump truck at Point Defiance Zoo & Aquarium, Washington State Contract #05916.

FISCAL IMPACT: The purchase price of the vehicle is \$48,786.22 plus WSST of \$4,927.41(10.10%) and funds will come from the PDZA departmental budget.

ADDITIONAL INFORMATION: for additional information contact Alan Varsik at 253-404-3634.

PURCHASING RESOLUTION NO. P48 -19

**AUTHORIZING PURCHASE OF
GOODS AND SERVICES FOR METRO PARKS TACOMA**

WHEREAS, the Board of Park Commissioners have established policies governing the purchase of goods and services for Metro Parks Tacoma through the adoption of Resolution No. RR21-15, Authorizing Amendment of the Purchasing Policy for the Metropolitan Park District of Tacoma; and

WHEREAS, the Board of Park Commissioners through the adoption of Resolution No. R51-02, Adopting Board Policies and Procedures, authorized the use of a Purchasing Resolution for consolidation of all purchases seeking approval by the Board of Park Commissioners; and

WHEREAS, Metro Parks staff recommends the Board of Park Commissioners authorize the purchase of goods and services detailed below; now, therefore, be it

RESOLVED by the Board of Park Commissioners of the Metropolitan Park District of Tacoma to authorize the Executive Director to enter into the necessary agreements to purchase or acquire the following goods and services as detailed in Exhibit A to this resolution.

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

ATTEST:

President

Secretary

Clerk

Exhibit A
to
Purchasing Resolution No. P48 -19

Item No. 1

- **VENDOR** TDI Production Services
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- **PRICE** \$555,319.00 per tram (including WSST and duties and customs fees); total of \$3,331,914
- **SOURCE OF FUNDING** Combination of ZEED Operating and Reserve Funds and from the state LOCAL program
- **CONTACT** Alan Varsik, (253) 404-3634

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