BOARD OF PARK COMMISSIONERS
CAPITAL IMPROVEMENT COMMITTEE

August 28, 2019
5:00 PM
MINUTES

Attendees: Commissioner Hanberg, Commissioner Baines

Staff Support: Debbie Terwilleger, Director of Planning and Development; Marty Stump, Deputy Director - Planning & Development Department; Kristi Evans, Project Administrator; Roger Stanton, Project Administrator Mary Kay Henley, Planning Administration

Acceptance of Minutes: Minutes from the August 14, 2019 meeting were approved as written. Marty reported on his follow up tasks.

- Conversations with City of Tacoma (COT) have taken place regarding the pipeline trail lighting. Most of their trails are funded through grants that included lighting. The section of trail that skirts the First Creek campus was funded by COT’s budget that includes pavement, but not lighting.
- COT has agreed to participate in a future, joint presentation to CIC on the topic of shared use trail planning and development.

Project Status
Commissioner Hanberg reported he was approach by a citizen asking about long-term plans for Peoples Community Center.

- Debbie reported we have had conversations with COT, but haven’t resolved the issue yet. She added we need to work collectively with COT on a feasibility and assessment study first.
  - Commission Hanberg asked how a study would be funded. Marty reported we might consider drawing initial funding from the major maintenance general fund. If the study results in new capital assets, we could journal transfer and pull funds from the 14Bond.
- Marty reported we have had conversations with a potential donor (professional basketball player) interested in improving the basketball courts, possibly new lighting and flooring.
- Commissioner Hanberg commented that the public is now considering the new Eastside Community Center as a benchmark for our other sites.

Action Item
Center at Norpoint Roof Improvements – Construction Contract

- Marty explained that bids for the Center at Norpoint’s roofing membrane project were opened today. We had hoped to have a selection made by tonight’s meeting, however more time is needed to make sure bid applicants are certified by the manufactured for installing the specified roofing membrane. Because of the above mentioned situation, a draft resolution is being presented tonight.
  - Roger noted this membrane offers a 50 year warranty (since clarified to be a 30 year warranty for flat roof sections).
- It was noted the low bid is not pre-approved and substitutions after an award would be problematic. It was noted our legal council will review the final selection to avoid any protests or delay.
- Once a selection is made Marty will forward the updated resolution to commissioners for comment and ultimately moving forward to the full Board with a recommendation of approval.

Discussion Items
Swan Creek Phase II Master Plan and Survey – 100% Design Development
- Kristi presented 100% design development plans for the RCO Land and Water Legacy grant phase of the Swan Creek Phase II Master Plan and Survey project. Upgrades will happen mainly in the park’s upland area and trails just outside this area. Items mentioned include: road removal and restoration, new dog park, 75 parking stalls, 2 restrooms, small and large shelter, play and pause areas, road renovations, and entry deterrents,
  - Commissioner Baines asked if the first restroom will be served by water, flushing and that future, secondary restroom building(s) might be composting.
- Below is a summary of the presentation talking points:
  - **Trails** - widening and updates planned for board walks
  - **Large shelter** will have potential event space
  - **Smaller shelter** will have metal roof and posts with wood beams
  - **Restrooms** – two unisex restrooms made of CMU concrete with wood accents. Commissioner Hanberg stated he liked the wood accents.
  - **Storage Screen** – used by Maintenance until permanent storage Conex boxes are installed
  - **Trailheads and entries** – horizontal split rail fencing with iconic pieces were presented as a way to minimize motorized vehicles accessing, along with edge deterrents. The entry from the direction of the Eastside Community Center includes gradually sloped timber steps.
  - **Parking and turnaround** – fire rated turning radius is not needed for this area.
  - **Pause and play areas** – staged areas in the walkway to slow pedestrian traffic down from the parking lot to the large shelter and mountain bike area. Areas will be natural in design and provide people with a place to sit. Commissioner Baines asked if we are working with the Puyallup Tribe on design elements, etc. Kristi reported yes.
  - **Dog Park** – this 6-acre, fully fenced dog park will have two entrances and consist of asphalt hardened and soft trails, mulch and natural areas with trees. Both a small and large dog area will be featured, along with water fountains.
  - **Community engagement** – Kristi explained many ideas are being discussed, including art opportunities and a Kiosk with map.
  - **Traces of home** – sample interpretive signs that spotlighting historical area usage were presented. Kristi reported the Puyallup Tribe has been part of the review process and we have incorporated many of their ideas. The tribe has also suggested site plantings and will be monitoring excavations of more than 3 feet.
- Construction documents and permitting will start December 2019. Construction will be between May 2020 - Jan 2021, with opening slated for February 2021.
- Marty noted the street right-of-ways need to be formally vacated. He noted that COT is working with us, granting us temporary right-of-way during construction.
- Both Commissioners reported the progress being made is “great.”
CIP Project Management Professional Services

- Debbie presented an overview of the CIP Project Management Professional Services project tonight with contract award being brought to future Board Meeting. She reported she will circulate the finalized firm contracts for comments between now and the future Board meeting.
- She explained this marks a change to the model Metro Parks uses to provide project management for capital bond projects. Taking advantage of staff vacancies, we decided to contract with outside firms to supplement our project management needs. This new approach was modeled after the Tacoma School District’s. Under the new model consultants will coordination with our internal team, adding additional staffing that is scalable and allows us to make further headway on the remaining capital bond projects.
- Of the four firms responding to the bid, two were selected; Parametrix and Wenaha Group. Wenaha is tribally owned and has expertise in engaging minority and small businesses. Parametri offers expertise in permitting that will help move our projects forward. We are currently negotiating contracts with both consultants, currently looking at a not-to-exceed amount of $100,000 for both contracts.
  - Commissioner Hanberg noted the Board will have numerous questions, especially outsourcing. He stated that internal staff are better as recognizing issues. He also brought up a possibly internal issue regarding the new internal division of park projects (Regional Parks & ZEED and Community and Neighborhood). Kristi reported she feels it will balance out as new projects will fall under the Community & Neighborhood Parks classification instead of Regional Parks & ZEED.
- Commissioner Hanberg suggested this topic be brought up at an Executive Cabinet meeting for comment and discussion. Debbie will follow up on this and schedule conversations at a future Executive Cabinet meeting.
- Commissioner Baines likes the new model especially the fact that we are following the school district’s example. Debbie added both the school district and City of Tacoma were on the interview panel.
- Commissioner Baines reported it is our responsibility to have someone internally to encourage minority and disadvantage applicants. Debbie reported for the past year we have had a person on staff in the Planning Department whose responsibility is to reach out to small businesses and minorities groups/firms.

Additional Comments

- Marty will email the commissioners the CIC meeting schedule for September, along with the updated Center at Norpoint Roofing Improvements resolution.

Meeting Adjourned