

CITY OF EVERETT  
BOARD OF PARK COMMISSIONERS AND TREE COMMITTEE MEETING  
December 7<sup>th</sup>, 2021  
4:45 P.M. – 6:45P.M.  
Virtual Teams Meeting  
+1 425-616-3920  
Conference ID: 195 105 506#

Roll Call  
Adoption of Meeting Agenda for February 1<sup>st</sup>, 2021  
Acceptance of Minutes for December 7<sup>th</sup>, 2021

Comissioner Welcome	5 minutes
Comissioner Report/Introductions	20 minutes
Parks Director Comments	5 minutes
Council Liaison Comments	5 minutes
Citizen Comments	5 minutes

ACTION ITEM

Rules of Procedure Review and Adoption	20 minutes
Election of Officer Appointments	10 minutes

INFORMATION

Park Board Workplan	10 minutes
Silver Lake Boat Regatta Presentation	20 minutes
Project Update	10 minutes

New Business

Adjourn

Next Meeting  
April 5<sup>th</sup>, 2022  
Virtual Teams Meeting

MISSION STATEMENT:

"The Parks and Recreation mission is to bring all Everett citizens and visitors together on our common grounds and facilities. We provide a wide variety of quality recreational and park experiences that welcome everyone. We measure our success by customer satisfaction, efficiency and community development of our public spaces and recreation services that meet the values and needs of our citizens and visitors. We provide parks, play fields, recreation amenities, trails and pools that are attractive, clean, safe, and accessible."

CITY OF EVERETT  
BOARD OF PARK COMMISSIONERS AND TREE COMMITTEE MEETING  
December 7<sup>th</sup>, 2021  
4:45 P.M. – 6:15P.M.  
Virtual Teams Meeting  
1-425-616-3920  
Conference ID: 195 105 506#

**Board Members Present:** Tom Norcott, Vice Chair, Linda War Bonnet, Laura McMurray, Sergiy Ryzhonkov

**Board Members Absent:** Pamela Gerla, Katrina Lindahl

**Staff Present:** Mayor Cassie Franklin, Bob Leonard, Parks and Facilities Director, Kimberly Moore, Assistant Parks Director, Paul Crane, Landscape Architect, Nichole Webber, Executive Assistant, Emily Young, Administrative Coordinator

**Guests Present:** Tami Dunn, Snohomish County Sports Commission

**Review and Acceptance of Minutes:** Motion/Second/Approved **(m/s/a)** unanimously to accept the minutes from November 2<sup>nd</sup>, 2021.

**Acceptance of Meeting Agenda:** Motion/Second/Approved **(m/s/a)** unanimously to accept the agenda for December 7<sup>th</sup>, 2021.

#### **Park Board/Tree Committee Member Reports**

Linda War Bonnet commented that she is pleased with the accessibility notes in the PROS plan. She discussed the low attendance at the recent Thornton A. Sullivan playground public meeting. There was, however, a large response on her related post on social media. She noted that public engagement can look different but still be useful through social media. Laura McMurray shared she went birding while in Portland at a stormwater park which was lovely. Tom Norcott visited Silver Lake, Harborview, and Howarth Parks and noted that the parks were safe and well kept. He also commented that the Howarth Park area residents are happy to have a waste receptacle. He noted that Mark Harrison's presentation on the proposed changes to Harborview Park were well received.

#### **Parks Director Report**

Mayor Cassie Franklin expressed her gratitude to the Board for their devoted work towards the creation of the PROS plan. Mayor Franklin requested that Board members share their goals for the future of the parks across the next few years and beyond. Tom Norcott expressed that he has a goal of retaining the parks labor force and not cutting further positions from the budget. Mayor Franklin resonated with this goal. Linda War Bonnet shared her goal of having fewer park deficient areas in the city, specifically in South Everett. Board members were encouraged to send other goals by email to [Cfranklin@everettwa.gov](mailto:Cfranklin@everettwa.gov).

Director Leonard expressed his gratitude for the work that all our current Board members have done and their continued advocacy for our parks system.

#### **Council Liaison Report**

As this is the final meeting for Council Liaison Bader, he expressed his gratitude for the experience of representing the Board and commended the professionalism of the Board members.

#### **Citizen Comments**

Tami Dunn, Executive Director of Snohomish County Sports Commission, shared that she enjoys attending these meetings to understand how the Commission can best assist and be involved. She noted that the City and the Sports Commission have many shared interests such as the quality of life of our residents. Director Leonard shared that the Snohomish County Sports Commission will soon be operating out of Everett and the City looks forward to opportunities to partner in the future.

### **Tree Committee Staff Report**

Paul Crane addressed several questions which were raised at a previous meeting. He discussed that of the 164 trees removed (as stated in last month's reports), most were saplings removed from the stormwater ponds. More than 100 trees will be planted in place of the 164 trees removed. The station is still working to select tree replacement species for the anticipated removal of their trees in poor health. They will provide details on the final species selection and a timeline of removal of the trees in poor condition once known. Tom Norcott commented that Adopt-A-Tree sells live Christmas trees which can be planted successfully after Christmas.

### **Park Board Updates**

It was discussed that this meeting will serve as the final meeting for several Board members as their terms will expire with the new year. Director Leonard expressed his gratitude individually to each of the members who will not be continuing in 2022. Administration has begun interviewing new candidates to obtain the most diverse group of Commissioners moving forward.

Kimberly Moore discussed that the frequency of scheduled Board meetings will be reduced in 2022 as the amount of work needed to complete the PROS plan is nearing completion. The first meeting of 2022 will be on February 1<sup>st</sup>. Kimberly reviewed the meeting schedule for the coming year and outlined quarterly meeting topics. National Night Out and an organized park tour will make up two of the six meetings in 2022. Questions and/or concerns between meeting dates can always be relayed via email and additional meetings can be scheduled if deemed necessary.

### **Tree Ordinance**

The City will be working with the Davey Resource Group and devoting resources to updating/creating a robust Tree Ordinance. It is anticipated that savings from the PROS plan will be used to fund this project. The City will work with BERK to secure the Davey Resource Group as a sub-contractor. This Ordinance will detail the expectations for trees within the city and will be a multi-departmental effort between the Parks Department, Planning Department, and Public Works. Laura commented that she is excited to see this project moving forward and she believes it to be of the utmost importance. It was discussed that this project can produce data similar to the format of a State of the Urban Forest Report.

### **Pros Plan**

Kizz Pursia from BERK reviewed the proposed final changes to the PROS plan. Kizz walked the Commissioners through the use of the electronic story map functions. The comment map and survey results were reviewed and discussed. Linda War Bonnet noted that she is happy with the PROS plan and feels confident moving it forward. She did note slight concern about a few areas labeled as public access that are not fully able to be accessed. She is concerned that adding this area to the overall total may make it appear that there is more access to recreation than correct. Discussion ensued and it was noted that the report does not reflect data on non-city owned recreation open space. Any non-city owned recreation open space can be considered ancillary to reported amounts. Tom noted his satisfaction on the completeness of the report. A recommendation for Council adoption was made. Motion/Second/Approved **(m/s/a)** unanimously to move the proposed PROS plan to Council with the recommendation that it is adopted as written.

### **New Business**

None.

**Meeting Adjourned: 6:15P.M.**

**Next Meeting: February 1<sup>st</sup>, 2022**

Respectfully Submitted

Emily Young

Administrative Coordinator

City of Everett Parks and Facilities

DRAFT

# Public Works Tree Report

**DISTRIBUTED**

12/10/21

November 2021

Removal										
Category	Location	Type of Tree Removed	Issue	Deciduous	Evergreen	# of Trees Reported	# of Trees Evaluated	# of Trees Removed	Greater than 6" DBH	
Public Safety	1330 Hoyt Ave	Cherry	lifting sidewalk	7		7		7	NO	
Hazardous	5806 1st Dr W	Alder Cottonwood	leaning hazard	6		6		6	6	
				# Month	13	0	13	0	13	6
				# YTD	113	16	117	8	182	83

Planting (All Plantings including Street Trees)						
Category	Location	Type of Tree Planted	Deciduous	Evergreen	# Requested	# Planted
			# Month	0	0	0
			# YTD	0	0	2

Maintenance			
Category	Location	# This Month	# YTD
Dead Wood Removal		0 Yds	8 Yds
Right of Way Trimming for Line of Sight	xxxxxx	4	399
View Corridor Trimming		0	215
Service Requests		16	375
Limb Debris Removal	xxxxxx	0	63
Stump Removal		5	7
Door Hangers	xxxxxx	9	311

**Other Notes:**

This report only covers public right of way and city property. The City does not track tree work on private property. Parks and Public Works will use the same document, but track separately. At the end of 2021, we can combine Parks and Public Works data and present Park Board with collective totals. Goal of this report is to track significant tree removal and new plantings with the goal of growing the total tree count over time. Removals and plantings get reported in the calendar month they are either removed or planted. Trees will not be tracked by neighborhood or district at this time, but a location is provided if we need to move to this format in the future. Removed the rolling 12 month totals, as we felt enough data was captured in the monthly and YTD numbers.

**Public Works Distribution List:**

- Ryan Sass (Email)
- Pat Mitchell (Email)
- Grant Moen (Email)
- Mark Libbing (Email)
- Paul Crane (Email)
- Emily Young (Email)
- Bob Leonard (Email)

# Public Works Tree Report

December 2021

**DISTRIBUTED**

01-10-2022

Removal									
Category	Location	Type of Tree Removed	Issue	Deciduous	Evergreen	# of Trees Reported	# of Trees Evaluated	# of Trees Removed	Greater than 6" DBH
Public Safety	NONE								
Hazardous	NONE								
Windstorm	Highland & California	Evergreen	Down across Sidewalk		x	1		1	NO
			down across street		x	1		1	YES
		Evergreen	# Month	0	2	2	0	2	1
			# YTD	113	18	126	8	184	84

Planting (All Plantings including Street Trees)						
Category	Location	Type of Tree Planted	Deciduous	Evergreen	# Requested	# Planted
Midigation replacement	Smith Island Trail	Vine maple cedar	35	35	70	70
Midigation replacement	Hardeson Rd & Industry St	Vine maple cedar	65	65	130	130
		# Month	100	100	200	200
		# YTD	100	100	202	200

Maintenance			
Category	Location	# This Month	# YTD
Dead Wood Removal		0 Yds	8 Yds
Right of Way Trimming for Line of Sight	xxxxxx	3	202
View Corridor Trimming		0	215
Service Requests		7	382
Limb Debris Removal	xxxxxx	6 YDS	69
Stump Removal	3207 Grand Ave	1	8
Door Hangers	xxxxxx	2	313

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 Removed the rolling 12 month totals, as we felt owning data was captured in the monthly and YTD numbers

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- Pat Mitchell (Email)
- Grant Moen (Email)
- Mark Libbing (Email)
- Paul Crane (Email)
- Emily Young (Email)
- Bob Leonard (Email)

Parks Maint. Report December 2021									
Removal									
Category	Location	Type of Tree Removed	Issue	Deciduous	Evergreen	# of Trees Reported	# of Trees Evaluated	# of Trees Removed	Greater than 6" DBH
Forest	Forest Park Gun Range	Red Alder	lean/Risk Mitigation	4		4	4	4	3
			# Month	4	0	4	4	4	3
			# YTD	49	11	59	56	60	49
Planting (All Plantings including Street Trees)									
Category	Location	Type of Tree Planted	Deciduous	Evergreen	# Requested	# Planted			
			# Month	0	0	0	0		
			# YTD	66	176	227	242		
Maintenance									
Category	Location	# This Month	# YTD						
Structural Pruning	Lowell, Forest Park	10	269						
Right of Way Trimming for Line of Sight .			348						
Trimming			26						
Service Requests	TAS, Forest park, CBD, Legion Golf	4	9						
Limb Debris Removal	Legion, Wiggums, Clark, Grand, Lowell, Forest, Howarth, Harborview, Lions, Kasch, Walter Hall, TAS, Hauge	13	36						
Stump Removal			1						
Door Hangers			0						

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Removed the rolling 12 month totals, as we felt enough data was captured in the monthly and YTD numbers

Park Maint. Tree Report January 2022									
Removal									
Category	Location	Type of Tree Removed	Issue	Deciduous	Evergreen	# of Trees Reported	# of Trees Evaluated	# of Trees Removed	Greater than 6" DBH
None									
			# Month	0	0	0	0	0	0
			# YTD	0	0	0	0	0	0
Planting (All Plantings including Street Trees)									
Category	Location	Type of Tree	Deciduous	Evergreen	# Requested	# Planted			
None									
			# Month	0	0	0	0		
			# YTD	0	0	0	0		
Maintenance									
Category	Location	# This Month	# YTD						
Structural Pruning Right of Way Trimming for Line of View Corridor Trimming	Everett Station, Forest Park	114	114						
Service Requests	Arboretum	1	1						
Limb Debris Removal			0						
Stump Removal	Legion, Lowell, Langus, Garfield, Clark, Kasch, Wiggums, Summit	28	28						
Door Hangers			0						

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**Rules of Procedure 2022**  
**City of Everett Board of Park Commissioners and Tree Committee**

**The City of Everett Charter identifies in Article V Section 5 the establishment of the Advisory Board. Ordinance 2924-06 establishes position terms.**

**The Rules of Procedure are intended to codify meeting details such as length, day/time, agenda, conduct and responsibilities.**

Meeting Terminology:

Regular Meeting – Monthly, regularly scheduled meetings to conduct most business. These meetings may include informational, discussion and action/recommendation items.

Retreat – The purpose of a retreat is to provide board members an opportunity to discuss issues in more depth. No formal minutes or actions are taken at retreats.

Special Meeting - A special meeting is intended to address a need to have a meeting for an item that is unanticipated and cannot wait until the next regularly scheduled meeting

Workshop – Workshops only include discussion items. Typically, policy items and comprehensive plan processes affecting staff work priorities are the types of items that would usually be scheduled for a workshop.

<b>Number</b>	<b>Rule of Procedure</b>	<b>Rationale</b>
<b>1.0</b>	<b>Meeting Length</b>	
1.1	The length of board meetings and workshops shall not exceed two hours unless the board approves an extension past two hours.	Research demonstrates that the productivity of attendees tends to rapidly diminish after meeting for two consecutive hours.
1.2	The length of special board meetings and retreats will be jointly determined by the Parks and Recreation Department Director (“Director”) and the Board of Park Commissioners’ Chair (“Chair”).	This provides the necessary flexibility based upon the timing of projects and issues that need to be discussed prior to actions that may be taken by the board.
<b>2.0</b>	<b>Meeting Day, Time, and Location</b>	
2.1	<b>The regular meeting day shall be the first Tuesday of any month in which a meeting has been determined to occur. Unless otherwise agreed upon by a majority of the Board, meeting time will begin at 4: 45P.M</b> <del>The regular meeting of the board shall be the first Tuesday of each month at 6:00 PM. The Director and Chair will</del>	The first Tuesday has been the traditional day for the regular meeting.

	<p><del>jointly determine if a regular meeting will be canceled or the meeting day and time changed. Meeting dates and times that vary from the first Tuesday of the month at 6 p.m. need to be agreed to by the majority of board members.</del> All meetings of the board are open to the public.</p>	
2.2	<p>Workshops, if scheduled, shall be held on the fourth Tuesday of a month unless otherwise agreed in advance by a simple majority vote of the board. All workshops of the board are open to the public.</p>	<p>Provides consistency of a meeting date, regardless of the type of meeting.</p>
2.3	<p>Special meetings may be called by the Director, in consultation with the Chair, if a formal action is required of the board and the action must be taken prior to the next regularly scheduled board meeting. Public notice will be provided in advance of special meetings.</p>	<p>On the rare occasion there may be a need to have a special meeting for an item that is unanticipated and cannot wait until the next regularly scheduled meeting.</p>
2.4	<p>Regular meetings and workshops (if scheduled) will have a standard meeting time for each calendar year. The meeting time will be decided at the regular meeting in October for the subsequent year.</p>	<p>This gives the board flexibility to balance a variety of factors that can affect attendance.</p>
2.5	<p>All meetings and workshops shall be held at the same location throughout the year at a Parks and Recreation facility unless otherwise agreed to by the Director and Chair, and posted in the city's official newspaper, on the City's website and Facebook page at least one week in advance of the meeting date. The meeting location will be decided at the regular meeting in October for the subsequent year.</p>	<p>This gives the board the ability to move its meetings and workshops around the community on an annual basis and also allows for a different location to have a meeting and/or workshop due to a special circumstance.</p>
2.6	<p>Unless otherwise agreed to in advance by a simple majority vote of the board a board retreat may be held no more than twice yearly at a Parks and Recreation facility. The decision to hold a retreat will be made at a regular meeting at least three months prior to a retreat.</p>	<p>A retreat provides board members an opportunity to discuss issues in a more in-depth level of detail, if desired.</p>

2.7	When a regular meeting or workshop falls on a holiday or specially recognized day of celebration (though not an official holiday), the Director and Chair shall jointly determine if the regular meeting or workshop will be canceled or re-scheduled.	Necessary because occasionally, a conflict will occur.
<b>3.0 Meeting Agenda</b>		
3.1	All regular meetings, workshops, special meetings, and retreats shall have an agenda prepared by the Director to guide board member and staff discussion. The agenda shall be distributed to board members no later than three business days before regular meetings and workshops. Agenda for special board meetings shall be distributed no later than one business day before said meeting. A retreat agenda shall be distributed no later than five business days before said retreat.	This helps to ensure that discussion is focused and that the intent of meetings, workshops, special meetings, and retreats is accomplished.
3.2	The Chair has the authority to alter the order of the agenda prior to adoption of the meeting agenda by the Board.	Provides the needed flexibility to account for any issue.
3.3	Regular meeting agenda shall include, at the minimum, the following in the order stated: 1) roll call of members; 2) acceptance of minutes from the previous meeting; 3) acceptance of minutes from a workshop that falls between the current and immediate past regular meeting; 4) adoption of the meeting agenda; 5) board member comments; 6) director comments; 7) city council liaison report; 8) public comment on any item not on the agenda; 9) board action items (adoption, public hearings and/or recommendation to city council); 10) discussion items; 11) information items; 12) new business as time allows and as allowed by the Chair; and 13) adjournment. Under board member comments, members may include requests to have an item placed under	<p>This order closely aligns with the order of the city council meetings. An opportunity is also provided to discuss board member-initiated ideas, observations, and/or concerns more fully as part of the new business section without necessarily needing to speak to these types of items under their board member comment's section.</p> <p>Additionally, the time between workshops can be long. In order to minimize the possibility of "not remembering" most discussion details, approval of workshop minutes at the next regularly scheduled meeting helps to mitigate this issue.</p> <p>There are usually several meetings during the year where a public hearing or public forum is scheduled as part of the Board</p>

	new business to allow an appropriate amount of time to initiate discussion, including a request to place items on an agenda at a future meeting. The only planned exception to the agenda is when a public hearing/public forum is scheduled at the meeting. If scheduled, the public hearing will constitute the second item on the agenda.	meeting. In this case, placing hearings/forums as the second agenda item allows staff to advertise a specific time to the public when the hearings/forums will begin.
3.4	Special meeting agenda shall only include action items (adoption and/or recommendation to city council). No other item is discussed.	By its nature a special meeting is for a narrower purpose than a regular meeting.
3.5	Workshop agenda shall only include items for discussion. These items are of a nature that extended discussion by board members may be necessary. Items for discussion at workshops would typically precede an action by the board. The Chair shall determine if public comment will be allowed during workshops.	Typically, policy items and comprehensive plan processes affecting staff work priorities are the types of items that would usually be scheduled.
3.6	Retreat agenda will be jointly developed by the Director and Chair in consultation with all board members.	Issues may vary from year to year. Potential retreat topics may be suggested from board members for consideration and discussion prior to agenda finalization.

<b>4.0</b>	<b>Meeting Conduct</b>	
4.1	In all practical cases, Robert’s Rules of Order will govern the conduct of meetings, special meetings, workshops, and retreats.	It is the boards desire to generally follow Roberts Rules of Order. This is to help ensure fairness and protection of speech by all board members.
4.2	Acceptance of minutes and board actions (adoptions, public hearing closure and recommendations to city council) require motions (first and second) and a quorum. A quorum consists of a simple majority present based on the total number of appointed positions. A quorum shall be four (4) members based upon six (6) or seven (7) appointed positions. A quorum shall be three (3) based on four (4) or five (5) members appointed. Actions shall be determined by a simple majority vote of the members present. Voting shall be by voice unless a board member requests a roll call vote.	Motions apply to formal board activity. All other activity involves discussion and consensus.
4.3	Board member, city council liaison and public comments are limited to three (3) minutes each unless otherwise approved, in advance of the meeting, by the Chair. Discussion items shall not exceed 25 minutes in length (including board questions/comments unless otherwise arranged ahead of time between the Director and Chair. Information items shall not exceed 15 minutes in length unless otherwise arranged ahead of time between the Director and Chair.	This is to help ensure that the gist of the comment is identified, and discussion/information items are concisely presented to help ensure that the agenda is followed in the time available.
4.4	Discussion of any issue not on the agenda and brought up under board member comments, may be further discussed under new business as time allows. The issues can then be scheduled for further board consideration at a future meeting (see 3.3 above).	This is to help ensure that the rules of procedure framework are utilized in a manner to promote appropriate discussion based on the application of standard meeting protocols. It also allows, as time is available, for additional discussion prior to a potential scheduling of issues at future board meetings.

4.5	It is the responsibility of board members to take the initiative to comment on agenda items. The Chair will conclude agenda items prior to board action and/or direction by offering an opportunity for “final” comments through a general appeal to board members.	This is to both ensure that discussion is not prematurely “closed” and that individual board members are not required to speak on an issue if they desire to remain silent.
4.6	The public can speak on any item not on the agenda as the eighth agenda item (see 3.3 above). The public will also have the opportunity to speak on any item on the agenda after staff presentation and prior to board discussion. <i>Each member of the public is also limited to three minutes.</i>	This follows city council meeting protocol.
4.7	The Parks and Recreation Department shall keep minutes of all regular meetings, special meetings, workshops, and retreats, including actions of the board, all of which shall be housed in the Parks and Recreation Department. Minutes are public records and subject to public disclosure. The minutes are designed to capture the essence of dialogue and are not meant to be a verbatim summary of remarks.	Specifies in writing what is today’s common practice.
4.8	All board members, staff and guests are expected to comport themselves with respect and collegiality.	Proper etiquette is to be exercised as a requirement of participation.
<b>5.0</b>	<b>General Meeting Responsibilities</b>	
5.1	Each board member commits to read agendas and agenda packet materials prior to the start of a meeting, special meeting, workshop and/or retreat.	Board members cannot discharge their responsibility without reading, absorbing and thinking about the material prior to discussion and/or action.
5.2	During discussions, the Chair “officiates” (i.e. facilitates) the meeting. In this role, the Chair progresses the meeting through the agenda, recognizes all speakers, including board members, extends and/or limits discussion and helps to ensure that, where practical, Roberts rules of order are followed. If an agenda item is likely to require additional time that may impede the likelihood of addressing all agenda	The chair is in the position to promote the conduct of a meeting that is smoothly run. Occasionally, it is not possible to conclude discussion and/or take action as planned. In these cases, it is appropriate for board members to discuss how they wish to proceed, in light of any constraints as may be identified by the Chair and/or Director.

	items, the Chair shall seek board guidance to either extend an agenda item's discussion time, postpone any agenda item(s) to a future meeting, if practical, or seek other guidance such as extend the meeting past two hours.	
5.3	The Chair may also 1) appoint ad hoc committees as needed; and 2) select a member to chair any meeting that the Chair and Vice Chair cannot attend. The Vice Chair is to serve as Chair in the event that the Chair is unable to do so.	Provides additional clarity regarding procedure.
5.4	The Chair will restate all motions to help ensure that board members understand the intent of the motion.	Avoids a situation when someone might say he/she didn't realize what was associated with the vote.
5.5	Board members commit to frame discussion around the department's vision, mission, the magnitude of benefits, costs, and cost savings as a guiding principle. The principal board role is related to policy advice as opposed to administration or "how" to implement policies and/or programs/facilities.	This commitment is to reinforce the notion that there is a balance between the extent of benefits received and the resources needed to extend the benefit. It is also to clearly define "policy advocacy" from "administration."
5.6	Board members who wish to schedule a discussion of a specific issue will request that the Chair work with the Director to place the issue on an upcoming agenda.	This is to prevent a meeting from veering off the agenda which is not fair to anyone in attendance.
5.7	Suggestions, ideas and initiatives that are introduced at a meeting where the board members are hearing it for the first time or have not been included in an agenda packet for review will not result in any type of board action and/or commitment at the meeting where first introduced.	No one should be placed on the spot and forced to indicate a position or comment on the worthiness of a proposal without having the opportunity to think about a suggestion, idea or initiative outside of a meeting.
5.8	Board members commit to analyzing staff proposals, asking questions, and helping to ensure that they are well thought out and balance benefits with costs. Questions are encouraged by board members during staff and/or consultant presentations in all practical cases.	This is a fundamental responsibility. Most presentations also are structured to have questions asked throughout the presentations.

5.9	In discussing issues, board members and staff are asked to respond to comments as opposed to react to comments. In doing so, referring to individuals is strongly discouraged. The reference needs to be the comment.	Responding to comments is a result of expressing an opinion and/or perspective. Reacting is generally a rebuttal and defensive in nature.
<b>6.0</b>	<b>Meeting Attendance</b>	
6.1	Board members commit to respond to the Board's administrative liaison by 5:00 p.m. the day before a meeting, workshop, or special meeting if they cannot attend.	This helps to ensure that the Director and Chair are aware if agenda items need to be revised and that the proper meeting supplies are prepared in advance, thereby avoiding unnecessary expense.
6.2	Board members commit to attending a minimum of 75% of the total of all regularly scheduled meetings, workshops, special meetings and retreats during a rolling 12-month period.	This is generally the minimum percentage to help ensure continuity of discussion and minimize the probability of board and staff time being devoted to reviewing material previously discussed and/or acted upon by the board.
6.3	In addition to the requirement of 6.3 above, board members commit to not missing more than three consecutive board meetings, in any combination of sequence of regular meetings, workshops, special meetings or retreats.	This helps to prevent significant knowledge gaps from developing which could hinder board member activities, discussions and/or actions.
6.4	Board members, whose attendance does not conform to the requirements of section 6.3 or 6.4 above, and after taking into account any unique circumstances that may affect attendance based on discussion between the member and the Director and Chair, may be recommended to the Mayor for removal from the board by formal action of the board at a regular meeting.	This is to help ensure that the probability is maximized that there will be full board member attendance.
<b>7.0</b>	<b>Officers</b>	
7.1	The board shall have two officers, a Chair and Vice Chair, to be elected from the members of the board.	Positions are necessary to conduct the meeting.

7.2	The election of the officers shall take place annually <u>during the first meeting occurrence with newly appointed members, or in December if no new members will be appointed for the following year.</u> The term of office shall run until the next subsequent election.	It is encouraged that the Chair and Vice Chair are members with <i>at least one year of service</i> on the board.
7.3	In the event of a vacancy of any officer position during the term of office, the board shall elect a successor from its membership.	As relates to the Chair position, it is not automatic that the Vice Chair becomes Chair.

**Approved this 1<sup>st</sup> day of February 2022**

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**Pamela Gerla, Chair**

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**Laura McMurray**

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**Sergiy Ryzhonkov**

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**Jacob Close**

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**Will Kaage**

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**Monica Szarvas**

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**Erica Diaz**

# PARKS ADMINISTRATION, PROJECT, PROGRAMS AND MAINTENANCE UPDATES – LOOKING AHEAD

February 1, 2022

## Current Projects:

- **Colby Avenue – Half Block Tree Replacement Demonstration Project**
  - The Colby Tree Plan was presented to the Park Board on May 4, 2021.
  - The Colby Tree Plan has been presented to the neighborhood on July 12, 2021.
  - The half block demonstration project will present tree species (Emerald Sunshine Elm, Copper Beach, Scarlet Oak) and spacing for review and comment and to determine project costs moving forward.
- **Doyle Park – Playground Replacement**
  - Working on request for designs and costs – King County Directors Association (KCDA)
  - Anticipate neighborhood outreach for sidewalk renovation and playground replacement plans in March.
  - A neighborhood meeting was held on March 11<sup>th</sup>.
  - A neighborhood meeting is planned for April to show designs for the playground and a sidewalk and tree renovation plan.
  - A neighborhood meeting was held on May 10<sup>th</sup> to further develop the designs for the playground and sidewalk and tree renovation plan.
  - Recommended playground design was presented to the Park Board on June 2, 2021.
  - A Funding Ordinance in the amount of \$300,000 was approved by Council on June 30, 2021.
  - The purchase agreement for the playground was approved by Council on September 8, 2021.
  - The anticipated start of construction is November 8, 2021.
  - Construction started November 16, 2021, with the demolition of the existing playground.
- **Eclipse Mill Park - Later Phase**
  - Staff is working with Public Works and Shelter refining the original design.
  - Shelter Development, LLC will be constructing the upland park amenities as part of the development agreement.
  - Working on Request for Qualification for an engineer to provide design, construction documents, bidding and permit procurement, and construction administration for riverbank stabilization and in-water amenities.
  - The Request for Qualifications for engineering services has been posted and submittals are due on May 25<sup>th</sup>.
  - KPFF was selected as the engineering consultant on June 23, 2021 and contract negotiations are ongoing.
  - A Funding Ordinance in the amount of \$600,000 was approved by Council on December 8, 2021.
  - A Professional Services Agreement with KPFF in the amount of \$600,000 was approved by Council on December 22, 2022.
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- **Edgewater Park - Renovation**

- The 90% construction drawings for the bridge replacement have been submitted to Parks for review. Bridge construction is anticipated to start June 2022 and be completed June 2023.
- The City was awarded a grant from the Washington State - Recreation Conservation Office (RCO) in the amount of \$299,788 (\$224,841 Grant Funding - \$74,947 Local Match) to replace the existing sports court.
- A property survey has been completed to support the park renovation.
- A design kick-off meeting with the neighborhood is planned for October 2021.
- Anticipated construction of the park renovations is after the bridge is completed in June 2023.
- A virtual neighborhood outreach meeting was held on October 14, 2021.
- **Emma Yule Park (CIP-3 Funding)**
  - Staff is working on construction documents
  - Hearing Examiner Scheduled for December 19<sup>th</sup>
  - Initial layout of playground complete
  - Anticipate soliciting bids by the end of the year
  - Project was out for bid in May 2020 first the bid was delayed and then the bid was pulled
  - Applied for a grant from Recreation Conservation Office (RCO) in July – should know preliminary ranking in November
  - Anticipate project will be bid again in December 2020
  - 90% design completed. Draft Permit applications completed for City review and signature.
  - Construction anticipated to begin in early 2021
  - Call for Bids – Council Agenda December 2.
  - Project has been advertised for bid and posted at the Builder’s Exchange plan center. Bids are scheduled to be opened on Tuesday, February 2<sup>nd</sup>.
  - Bids were opened on February 2<sup>nd</sup> with 10 bids received. RRJ Contractors was lowest responsive and responsible bid.
  - Funding Ordinance in the amount of \$2,050,000 and Bid Award was approved by City Council on March 10<sup>th</sup>.
  - The construction contracts have been signed and the permit has been issued.
  - Construction started on April 26, 2021.
- **Howarth Park – Playground Replacement**
  - Working on request for designs and costs – King County Directors Association (KCDA)
  - Upper area Conceptual Site Plan presented at the November 17 neighborhood meeting.
  - Design and costs are anticipated in March 2021.
  - Recommended playground designs were presented to the neighborhood on May 18<sup>th</sup>.
  - Recommended playground design was presented to the Park Board on June 2, 2021
  - A Funding Ordinance in the amount of \$280,00 was approved by Council on June 30, 2021.
  - A purchase agreement was executed by Procurement in September 2021.
  - Construction is anticipated to start in November 2021.
  - Construction started on November 22, 2021.
- **Howarth Park - Sport Court Renovations**
  - Received grant agreement with Recreation Conservation Office (RCO)
  - Design and details being reviewed
  - Quote for work being solicited through King County Directors Association (KCDA)

- On hold pending design considerations
- Parks will initiate public outreach to seek comments on this project and other projects, tentatively scheduled for October 20<sup>th</sup>
- Howarth Park upper area is in design development based on comments generated at the October 20 neighborhood meeting.
- Upper area Conceptual Site Plan presented at the November 17 neighborhood meeting.
- Quote for work being solicited through King County Directors Association (KCDA)
- Anticipated start of construction is spring 2021.
- The construction of the lower sport court has changed to a concrete slab overlay and a quote for the work is being solicited through JOC Contractor. The renovation of the upper parking lot will be included in the scope of work and quote.
- The CIP-3 financial model has been revised to capture the increased cost of the project.
- A Funding Ordinance in the amount of \$317,396 was approved by Council on September 22, 2021. (\$52,828 Grant Funded - \$264,568 City Funded).
- Construction is anticipated to start in October 2021, contingent on weather.
- Weather Conditions have pushed construction to Spring of 2022.
- **Legion Park – Evergreen Arboretum and Gardens - Small Urban Tree Walk Renewal Project**
  - The City in partnership with Evergreen Arboretum and Gardens has been awarded a \$10,000 grant from Snohomish County to be applied to renovations to the Evergreen Arboretum and Gardens - Small Urban Tree Walk Renewal Project.
- **Lowell Riverfront Park - Off Leash Area** (Snohomish County funding)
  - An initial scope has been developed
  - Working on the permits necessary for the project
  - Interlocal agreement with Snohomish County for funding in the amount of \$80,000 has been signed.
  - Working on Professional Services Agreement (PSA) for Biologic Assessment
  - Biologic Assessment complete
  - Shoreline Substantial Development Permit Approval 06-22-2020
  - Project timeline to be determined
  - JOC walk thru to determine scope of work on December 4, 2020
  - Permit documents to be submitted early 2021.
  - Anticipated start of construction is spring 2021.
  - Construction by the JOC contractor started on October 21, 2021.
- **Madison-Morgan Park - Improvements** (CIP-3 Funding)
  - House repairs to prepare for rental opportunity/eyes on the park
    - Staff are working remodel
  - Staff attended neighborhood meeting in March
  - Revising site drawings based on neighborhood input
  - Met with neighborhood in April
  - Funding for purchase (Conservation Futures) requires property be used as natural open space and native vegetation. Neighborhood supports this.
  - Neighbor has agreed to sell property to the City
  - Conservation Futures grant will fund the acquisition of the property
    - Property agreement has been signed
    - Waiting for sale of property to close

- Started asbestos survey contract and small works bid to demolish the residence on the newly acquired Conservation Grant property
  - Park improvement timeline to be determined.
  - A scope of work and quote for the work is being solicited through JOC Contractor.
  - A presentation to the neighborhood is planned for June 3<sup>rd</sup>.
  - A scope of work and quote has been received by Parks from the JOC Contractor.
  - A Funding Ordinance in the amount of \$315,00 was approved by Council on August 25, 2021.
  - The anticipated start of construction is November 2021.
  - Construction started on October 18, 2021.
- **Riverfront Trail – Renovations**
  - KPFF was selected as the engineering consultant on June 23, 2021 and contract negotiations are ongoing.
  - The renovation will include rerouting a section of the trail that is being washed out by the Snohomish River and repairs due to tree roots.
  - A Funding Ordinance in the amount of \$600,000 was approved by Council on December 8, 2021.
  - A Professional Services Agreement with KPFF in the amount of \$600,000 was approved by Council on December 22, 2022.
- **Rotary Park - Boat Launch Renovations**
  - Received grant agreement with RCO (Recreation Conservation Office)
  - PSA with engineering firm for design, permitting, etc. being routed for signature
  - 60% design completed. Draft Permit applications completed for City review and signature.
  - The LED parking lot lighting is complete.
  - Waiting for Federal Corps of Engineers permit.
  - The City has received the Corps of Engineers permit.
  - Parks has received completed construction documents from the engineering firm in July 2021.
  - A Funding Ordinance in the amount of \$475,080 was approved by Council on September 22, 2021. (\$244,534 Grant Funded - \$230,546 City Funded).
  - The bids were opened on November 23, 2021.
  - Council awarded the construction contract to Specialty Equipment/Neptune General Construction in the amount of \$460,775.70 on December 12, 2022
- **Silver Lake Trail - Improvements**
  - Have applied for the following grant: Silver Lake Trail (TA Sullivan) - Washington State Recreation & Conservation Office, Washington Wildlife & Recreation Program (WWRP) – Trails, for trail development through the park
  - Should know preliminary ranking of grant in November.
  - Parks initiated a project kick off meeting with Public Works.
  - Project schedule to be determined
  - Preliminary design presented at neighborhood meeting on November 17, 2020.
  - A property survey was completed in December to support the design development of the trail.

- City staff continue to look into the comments and concerns expressed by our citizens. The City continues to perform their due diligence regarding these concerns. We hope to hold another public meeting in the near future as soon as we have additional information to share.
- A neighborhood meeting is scheduled for March 30.
- A neighborhood meeting was held on March 30. A revised trail alignment was presented along with design options for Silver Lake Road.
- **TA Sullivan Park – Playground Replacement**
  - A kick-off meeting with the community is planned for in November 2021.
  - A virtual kick-off meeting with the community was held on November 18, 2021.

#### **Future Projects:**

- **Playground Replacements**
  - Wiggums Hollow Park – Playground Replacement – 2022 - \$570,000
  - Phil Johnson Park - Playground Replacement - 2023 - \$205,000 Budget Estimate
- **Restroom Renovations**
  - 2022 – A consultant will be selected to provide designs and cost estimates for various park restroom renovations.
- **Hannabrook Park**
  - The City anticipates receiving \$80,000 from the Snohomish County to develop a natural playground amenity.