

**METROPOLITAN PARK DISTRICT  
OF TACOMA**



**AGENDA**

**FEBRUARY 25, 2019  
6:00 P.M.  
CENTER AT NORPOINT  
4818 NASSAU AVE N.E.  
TACOMA, WA 98422**

**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.**

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

**ROLL CALL**

**FLAG SALUTE**

**SPECIAL PRESENTATIONS SEATTLE SEAHAWKS**

**PRESIDENT'S REPORT**

**STANDING COMMITTEE & COMMISSION REPORTS**

**EXECUTIVE DIRECTOR'S REPORT**

**REGULAR MEETING**

**CITIZEN COMMENTS**

**MINUTES**

(5-10) **MINUTES OF THE JANUARY 28, 2019 REGULAR BOARD MEETING**

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"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**

- (11-12)     **RESOLUTION NO. C15-19:** APPROVAL OF WARRANTS CLAIM FUND FOR JANUARY 2019  
(Contact: Erwin Vidallon, Chief Financial Officer)
- (13-16)     **RESOLUTION NO. C16- 19:** PDZA SEAWATER SUPPLY IMPROVEMENTS FINAL ACCEPTANCE OF MCCLURE & SONS, INC. CONTRACT#2017146Z BID#J2017-15  
(Contact: Debbie Terwilleger, Director of Planning & Development)
- (17-18)     **RESOLUTION NO. C17-19:** REAPPOINTING MEMBERS TO THE ACTIVE LIVING & COMMUNITY WELLNESS ADVISORY COUNCIL  
(Contact: Marina Becker, Director of Parks & Recreation)
- (19-22)     **RESOLUTION NO. C18-19:** APPOINTING MEMBERS TO THE ACTIVE LIVING & COMMUNITY WELLNESS ADVISORY COUNCIL  
(Contact: Marina Becker, Director of Parks & Recreation)

**REGULAR AGENDA**

**PURCHASING RESOLUTIONS**

*(Requiring one reading for adoption)*

- (23-32)     **RESOLUTION NO. P19-19:** AUTHORIZING PURCHASE OF GOODS AND SERVICE FOR METRO PARKS TACOMA
1. ASSOCIATED PETROLEUM FOR BULK FUEL IN AN AMOUNT NOT TO EXCEED \$255,000  
(Contact: Marina Becker, Director of Parks & Recreation)
  2. PETRO CARD FOR FUEL, UNLEADED AND DIESEL IN AN AMOUNT NOT TO EXCEED \$100,000  
(Contact: Marina Becker, Director of Parks & Recreation)
  3. WALKERSKIP LLC, BRICKS FOR KIDS FOR LEGO CAMPS AND CLASSES IN AN AMOUNT NOT TO EXCEED \$80,000  
(Contact: Marina Becker, Director of Parks & Recreation)
  4. CONSOLIDATED ELECTRIC DISTRIBUTION INC. FOR ELECTRICAL SUPPLIES AND EQUIPMENT IN AN AMOUNT NOT TO EXCEED \$60,000  
(Contact: Marina Becker, Director of Parks & Recreation)
  5. STATE OF WASHINGTON/ CORRECTIONAL INDUSTRIES FOR EMPLOYEE UNIFORMS/ YOUTH SPORTS AND CAMP TEE SHIRTS IN AN AMOUNT NOT TO EXCEED \$100,000  
(Contact: Marina Becker, Director of Parks & Recreation)
  6. SMS CLEANING FOR JANITORIAL SERVICES IN AN AMOUNT NO TO EXCEED \$65,000  
(Contact: Marina Becker, Director of Parks & Recreation)

- 7. BERRY DUNN INC. FOR IT AND GIS STRATEGIC PLAN IN AN AMOUNT NOT TO EXCEED \$75,000  
(Contact: Erwin Vidallon, Chief Financial Officer)
- 8. COLEMON & ASSOCIATES FOR DIVERSITY, EQUITY & INCLUSION CONSULTING WORK ACROSS METRO PARKS TACOMA  
(Contact: Paul Weed, Chief Administrative Officer)

**PUBLIC WORKS PURCHASING RESOLUTIONS**

*(Requiring one reading for adoption)*

- (33-36) **RESOLUTION NO. PW20-19:** NORTHWEST TREK COMMISSARY AND HAY BARN PROJECT CONTRACT AMENDMENT NO. 1 TO BCRA  
(Contact: Debbie Terwilleger, Director of Planning & Development)
- (37-38) **RESOLUTION NO. PW21-19:** MASTER AGREEMENT FOR GEOTECHNICAL ENGINEERING SERVICES CONTRACT AWARD TO GEOENGINEERS, INC.  
(Contact: Debbie Terwilleger, Director of Planning & Development)

**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**

**BOARD COMMENTS**

**EXECUTIVE SESSION      PERSONNEL**

**ADJOURNMENT**

**UPCOMING BOARD MEETINGS**

February 27, 2019	Capital Improvement Committee	5:00 PM	Park Headquarters
March 11, 2019	Regular Park Board Meeting	6:00 PM	Park Headquarters
March 13, 2019	Capital Improvement Committee	5:00 PM	Park Headquarters
March 18, 2019	Committee of the Whole	5:30 PM	Park Headquarters
March 25, 2019	Regular Park Board Meeting	6:00 PM	Park Headquarters

\* Committee Meetings are subject to change - please check the Metro Parks Website, [www.metroparkstacoma.org](http://www.metroparkstacoma.org) for the most up to date meeting schedules.





**MINUTES OF REGULAR MEETING  
BOARD OF PARK COMMISSIONERS  
JANUARY 28, 2019**

**PRESENT:** Aaron Pointer, President  
Tim Reid, clerk  
Andrea Smith  
Erik Hanberg  
Jessie Baines

**IN THE CHAIR:** Aaron Pointer

**PLACE:** 4702 South 19<sup>th</sup> Street

**FLAG SALUTE:** Commissioner Reid

**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.

**SPECIAL PRESENTATIONS**

**PROCLAMATION HONORING DOUG MCARTHUR**

President Pointer read a proclamation declaring the naming of a baseball field at Vassault Park in honor of Doug McArthur. Board members commented on Mr. McArthur's dedication to community athletics and parks since the 1960's. Mr. McArthur was present to receive the proclamation and thanked the District for the honor.

**PARKS CHAMPION AWARD HONOREES**

The Board honored local and state electeds Marty Campbell, Catherine Ushka, Steve Conway and Jay Fey for their support and effort in securing funding for the Eastside Community Center. Electeds thanked the Board and staff for the vision of the center to provide services for eastside residents.

**GREATER METROPARKS FOUNDATION**

Julie Dugan, president of the foundation informed the Board of new members that have recently joined the Board. Ms. Dugan commented on the funds raised by the foundation that are being endowed for the Eastside Community Center programming. Ms. Dugan recognized District resource development staff for their continued work. A check for \$322,880.27 was presented to the Board.

**PRESIDENTS REPORT**

President Pointer commented that the Board retreat was held last Friday. Discussion items included diversity, equity and inclusion efforts of the District, a proposal from the Asia Pacific Cultural Center, and the Swan Creek Master Plan.

President Pointer also stated that on January 15<sup>th</sup> Tacoma City Council voted to approve the renaming of Marine Park to Judge Jack Tanner Park. A tentative date of June 1<sup>st</sup> is being considered for a renaming dedication at the park.

President Pointer noted that he recently attended the Washington State Parks Commission meeting held in Tacoma last week. During their time in Tacoma, the commission toured several of the MPT facilities and parks.

### **STANDING COMMITTEE AND COUNCIL REPORTS**

President Pointer made 2019 Committee Assignments:

- Capital Improvement Committee –Commissioner Hanberg, Commissioner Baines (Commissioner Smith- Alternate)
- Joint Municipal Action Committee – Commissioner Reid, Commissioner Smith (Commissioner Hanberg Alternate)
- Zoo Liaison—Commissioner Smith, Commissioner Hanberg (Commissioner Reid Alternate)
- MPT/TPS Coordinating Committee—Commissioner Reid, Commissioner Baines (Commissioner Hanberg Alternate)
- MPT/COT Interlocal Policy Committee—Commissioner Pointer, Commissioner Reid (Commissioner Baines Alternate)
- Pierce County Baseball Committee- Commissioner Pointer
- Greater Metro Parks Foundation – Commissioner Smith
- Active Lifestyles and Community Wellness Advisory Council—Commissioner Reid
- Nature and Environment Advisory Council—Commissioner Hanberg
- Arts and Heritage Advisory Council—Commissioner Smith
- Business and Responsive Agency Advisory Council—Commissioner Baines

#### **Nature & Environment Advisory Council**

Commissioner Smith commented that she attended the January 16<sup>th</sup> committee meeting. Agenda items included the Dickman Mill Park art project proposal and the Dune Park sail mound art.

#### **Active Lifestyles & Community Wellness Advisory Council**

Commissioner Reid commented that the council met on January 24<sup>th</sup> . The council reviewed new member applications and discussed the 2019 work plan.

### **EXECUTIVE DIRECTOR'S REPORT**

Executive Director, Shon Sylvia commented on the following:

- Waterline repairs at Point Defiance Park are being finished up, paving is planned for this Wednesday.
- Heaters at the Meadow Park Driving Range are now functioning and in final testing.
- Norpoint 25<sup>th</sup> Anniversary event is planned for Monday, February 4<sup>th</sup>.

### **CITIZEN COMMENTS**

Curt Mehlhaff commented that he attended the Park Board retreat. He commented that the Eastside Center was needed to serve kids and citizens in that part of town. He noted that the Board should be cautious about building too many centers when other areas of town become jealous, as the District cannot afford to operate them.

**MINUTES OF THE JANUARY 28, 2019 REGULAR BOARD MEETING**

Commissioner Hanberg moved to adopt the minutes as presented; seconded by Commissioner Reid and passed on a vote of 5-0.

**CONSENT AGENDA**

**RESOLUTION NO. C5-19:** ACCEPTING \$324,283.54 IN CONTRIBUTIONS FROM THE GREATER METRO PARKS FOUNDATION FOR MULTIPLE METRO PARKS PROJECTS AND PROGRAMS

**RESOLUTION NO. C6-19:** ACCEPTING \$16,438.80 IN FUNDS FROM THE W.W. SEYMOUR CONSERVATORY FOUNDATION

**RESOLUTION NO. C7-19:** POINT DEFIANCE ZOO & AQUARIUM PICNIC SHELTER FINAL ACCEPTANCE OF W.S. CONTRACTORS, LLC. CONTRACT 201843Z/BID NO. J2017-28

Commissioner Hanberg moved to adopt the consent agenda as presented; seconded by Commissioner Pointer and passed on a vote of 5-0.

Commissioner Smith indicated that the amount of funding presented by the GMPF does not reconcile with the amount of funding noted in C5-19. Shon Sylvia stated staff will address the inconsistency

**PURCHASING RESOLUTIONS**

**RESOLUTION NO.P8-19:** AUTHORIZING PURCHASE OF GOOD AND SERVICES FOR METRO PARKS TACOMA

1. WASHINGTON CITIES INSURANCE AUTHORITY (WCIA) FOR PROPERTY, LIABILITY, AND AUTO INSURANCE IN THE AMOUNT OF \$688,762.00
2. STATE OF WASHINGTON AUDITORS FOR 2019-20 FINANCIAL AUDIT SERVICES IN AN AMOUNT NO TO EXCEED \$130,000 FOR 2019-20
3. STATE OF WASHINGTON DEPARTMENT OF ECOLOGY- WASHINGTON CONSERVATION CORP FOR HABITAT RESTORATION AND VEGETATION MANAGEMENT IN AN AMOUNT NOT TO EXCEED \$185,000 FOR 2019-20

Commissioner Hanberg moved to adopt the resolution, seconded by Commissioner Reid.

Erwin Vidallon commented that the District has been a member of the WCIA insurance pool since 2008. He noted that in addition to property, liability and auto insurance, WCIA provides risk audits, trainings, pre-defense legal reviews, land use and other legal issues.

Erwin Vidallon commented that the state auditors item covers the District's financial audit and has been expanded to include the Greater Metro Parks Foundation, and the Eastside Community Center QUALICB.

Marina Becker commented that DOE Conservation Corp. provides a field crew to help reach District conservation goals. The District has been partnering with the corp. Since 2009.

Being no additional comments the question was called and the resolution passed on a vote of 5-0.

### **PUBLIC WORKS PURCHASING RESOLUTIONS**

**RESOLUTION NO. PW9-19:** POINT DEFIANCE ZOO & AQUARIUM SEAWATER SUPPLY IMPROVEMENTS CHANGE ORDER NO. 6 CONTRACT 2017146Z McCLURE and SONS, INC. BID NO. J2017-15

Commissioner Hanberg moved to adopt the resolution, seconded by Commissioner Reid.

Debbie Terwilleger commented that this was reviewed at the CIC on January 16<sup>th</sup>. She stated that the change order is needed to address ground water issues on the project site.

Being no additional comments the question was called and the resolution passed on a vote of 5-0.

**RESOLUTION NO. PW10-19:** AUTHORIZATION FOR CHANGE ORDER NO. 10 WITH TURNER CONSTRUCTION COMPANY FOR THE AQUARIUM PROJECT AT POINT DEFIANCE ZOO & AQUARIUM

Commissioner Hanberg moved to adopt the resolution, seconded by Commissioner Reid.

Debbie Terwilleger commented that this change order is needed to address final leak repairs to the concrete of the aquarium.

Being no additional comments the question was called and the resolution passed on a vote of 5-0.

**RESOLUTION NO. PW11-19:** AUTHORIZING A CONTRACT AMENDMENT NO 1 TO ARTIST MARY COSS FOR COMMISSIONING OF ART

Commissioner Hanberg moved to adopt the resolution, seconded by Commissioner Reid.

Debbie Terwilleger commented that a contract for art brief was executed in 2018 for \$15,000. This amendment will be for the commissioning of the art piece, *Ghost Log*.

Curt Mehlhaff commented that he needs more information about the nature of the funding for this project.

Staff indicated that the project is funded by a Cambia donation, but will provide additional information to the citizen.

Being no additional comments the question was called and the resolution passed on a vote of 5-0.

**RESOLUTION NO. PW12-19:** POINT DEFIANCE ZOO & AQUARIUM ASIA FOREST SANCTUARY IMPROVEMENTS CONTRACT AWARD PACIFIC EARTH WORKS, INC. BID NO. J2018-24

Commissioner Hanberg moved to adopt the resolution, seconded by Commissioner Reid.



Debbie Terwilleger commented that this contract is needed to address erosion issues on site cause by hoof stock as well as drainage issues.

Curt Mehlhaff commented that perhaps this work should be reconsidered if in time the animal collection might change at the zoo.

Being no additional comments the question was called and the resolution passed on a vote of 5-0.

**RESOLUTION NO. PW12-19: POINT DEFIANCE MARINA FACILITY MAJOR RENOVATIONS RFQ #J2015-12 CONTRACT AWARD TO BERGER ABAM**

Commissioner Hanberg moved to adopt the resolution, seconded by Commissioner Reid.

Debbie Terwilleger commented that this contract will allow for major facility renovations at the Point Defiance Marina.

Being no additional comments the question was called and the resolution passed on a vote of 5-0.

**SINGLE READING RESOLUTIONS**

**RESOLUTION NO. R13-19: MEEKER MIDDLE SCHOOL MULTIPURPOSE FIELD DEVELOPMENT; APPROVING AN INTERLOCAL AGREEMENT WITH TACOMA SCHOOL DISTRICT AND CAPITAL FUNDING ALLOCATION FOR NEW ELECTRICAL LIGHTING CONDUIT**

Commissioner Hanberg moved to adopt the resolution, seconded by Commissioner Reid.

Debbie Terwilleger commented that the District's 2017 field study identified this as a possible partnership project. Staff noted that funding is from the 2014 Bond.

Being no additional comments the question was called and the resolution passed on a vote of 5-0.

**SECOND READINGS RESOLUTIONS**

**RESOLUTION NO. RR4-19: ACCEPTING THE SWAN CREEK MASTER PLAN**

This resolution was moved and seconded at the January 10, 2019 Regular Board Meeting.

Debbie Terwilleger stated that is taking the comments made by the Board at the last meeting under advisement. She noted that there will be more opportunities to include pieces of the plan as it goes into schematic design.

Abigail Vezcarra-Perez commented on the outreach she has been leading with populations not typically involved in planning efforts to get them involved.

Commissioner Baines suggested involving more children in the outreach efforts.

President Pointer inquired about camping. Staff commented that they will be considering infrastructure needed in Swan Creek Park needed to support camping and associated programming.

Being no additional comments the question was called and the resolution passed on a vote of 5-0.

**FIRST READING RESOLUTIONS** None

**UNFINISHED BUSINESS** None

**NEW BUSINESS** None

**BOARD COMMENTS** None

**EXECUTIVE SESSION**

The Board recessed into an executive session for 30 minutes to discuss a personnel matter. (RCW 42-30-110 with no further action to be taken.)

**ADJOURN:**

Being no further business, the meeting was adjourned at 7:15p.m.

**APPROVED:**

\_\_\_\_\_  
President

\_\_\_\_\_  
Clerk

Submitted by: Jennifer Bowman, Board Secretary

**METROPOLITAN PARK DISTRICT OF TACOMA**

**RESOLUTION NO. C15-19**

**APPROVAL OF WARRANTS CLAIM FUND FOR JANUARY 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 JANUARY 1, 2019 AND ENDING JANUARY 31, 2019.

WARRANTS CLAIM FUND

ACCOUNTS PAYABLE CLAIMS FUND:

Warrant Serial Numbers <u>326224</u> to <u>326622</u>	AMOUNT:	<u>\$8,307,049.80</u>
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PAYROLL CLAIMS FUND:

Warrant Serial Numbers <u>048800</u> to <u>049017</u>	AMOUNT:	<u>\$72,356.72</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>\$8,379,406.52</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 *Shon Sylvia*

FROM: Debbie Terwilleger, Director of Planning & Development

**SUBJECT: PDZA Seawater Supply Improvements  
Final Acceptance of McClure and Sons, Inc.  
Contract #2017146Z/Bid#J2017-15**

DATE: February 6, 2019

**EXECUTIVE SUMMARY:** This resolution authorizes final acceptance of McClure and Sons, Inc. Contract #2017146Z/Bid#J2017-15

**CAPITAL IMPROVEMENT COMMITTEE RECOMMENDATION:** The Capital Improvement Committee reviewed this resolution at their meeting on January 30, 2019 and recommended forwarding this item on to the full Board for approval.

**BACKGROUND INFORMATION AND GENERAL DISCUSSION:** A Scope Definition for PDZA Seawater System Improvements was approved by the Capital Projects Group on 5/30/14, with a total project budget of \$1,900,000 earmarked for the roundhouse and seawater supply intake. Specific improvements under this scope were previously described in a report prepared in 2013 by TJP Engineers and in the Capital Program Report prepared by PDZA staff published in January of 2014. The following were specific improvements implemented under this project:

- A new pump house was constructed housing a new seawater intake system for the all salt-water exhibits at PDZA. Vertical turbine pumps were installed and the existing roundhouse structure became a wet well housing new intake pipes. Also as a part of this project new seawater supply lines were installed, running up hill from the pump house to the zoo grounds.

In June of 2016, the design firm of BCRA was selected from the A&E Roster to further evaluate and design the seawater supply intake system to support all salt-water facilities at the Point Defiance Zoo & Aquarium. A competitive bid announcement was run in September 2017. The lowest responsive bidder was McClure and Sons, Inc. and staff recommended award of the contract to McClure and Sons, Inc.

The project was inspected by staff and was completed as specified. The final contract amount was \$1,122,886.60 including sales tax.

**FISCAL IMPACT:** The funds for this project are from the 2014 UTGO Bond Funds, PDZA Seawater Supply Intake System

2014 UTGO Bond, PDZA; North Pacific	
Aquarium Exhibits	\$ 2,045,621.00
Art Funds used in project	\$12,779.00
<b>Total</b>	<b>\$ 2,058,400.00</b>

**Project Budget:**

Planning & Design	\$495,939.65
Building Construction (McClure & Sons)	\$1,122,886.60
Additional Construction Cost	\$32,414.12
In-House Labor	\$57,265.14
Owner Cost- Equipment	\$309,753.62
Misc Expenses (Equipment Rental, Ads)	\$27,852.08
1% for Art	\$ 12,000.00
Contingency	\$ 288.79
<b>Total</b>	<b>\$ 2,058,400.00</b>

**ADDITIONAL INFORMATION:** For additional information, please contact Debbie Terwilleger, Director of Planning & Development, at 253-305-1086.

**METROPOLITAN PARK DISTRICT OF TACOMA**

**RESOLUTION NO. C16-19**

**PDZA SEAWATER SUPPLY IMPROVEMENTS  
FINAL ACCEPTANCE OF MCCLURE & SONS, INC.  
CONTRACT#2017146Z / BID#J2017-15**

WHEREAS, the Board of Park Commissioners of the Metropolitan Park District of Tacoma desired to make improvements to the PDZA Seawater Supply; and

WHEREAS, at the meeting of October 23, 2017 the Board of Park Commissioners approved Board Resolution#PW88-17-18 awarding the contract to McClure & Sons, Inc. for the improvements of the Seawater Supply at the Point Defiance Zoo & Aquarium; and

WHEREAS, McClure & Sons, Inc. has completed the improvements as specified and the work has been inspected and approved by staff; now, therefore, be it

RESOLVED by the Board of Park Commissioners of the Metropolitan Park District of Tacoma to accept the McClure & Sons, Inc. Contract#2017146Z/Bid#J2017-15.

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

\_\_\_\_\_  
President

ATTEST:

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Clerk







**MEMORANDUM**

TO: Board of Park Commissioners

FROM: Commissioner Reid, Advisory Council Liason

SUBJECT: **Reappointing Member to the Active Lifestyle and Community Wellness (ALCW) Advisory Council**

DATE: February 11, 2019

**EXECUTIVE SUMMARY:** The members of the ALCW Advisory Council recommend that the Board of Park Commissioners approve this resolution to reappoint Meagan Kula, Will Taplin Preston Childs & Darren Campbell to a second term on the council.

**BACKGROUND:** The Active Lifestyle and Community Wellness Advisory Council consists of a maximum of thirteen members and assists in recommendations to the Board concerning Adult and Youth Sports, Outdoor Adventures, Aquatics, Youth Development, Adapted and Specialized Recreation, Fitness and Camps for the Metropolitan Park District of Tacoma. Recruitment occurs through direct contact, news releases and on Metro Parks Tacoma's website.

Throughout their terms on the Council, all members have shown:

1. Knowledge, interest and skills related to the Advisory Council Charter.
2. Interest related to parks, programs, and facilities operated by Metro Parks Tacoma.
3. Have made a good addition to the existing composition of the Council.
4. Are willing and able to commit to the charter, schedule and goals of the Council.

According to Resolution No. RR20-14, nomination of an advisory council member for a consecutive term may be made by a majority of the council's members without advertising the position and may be forwarded to the Board of Park Commissioners for appointment. Meagan Kula, Will Taplin, Preston Childs & Darren Campbell are valued members of the ALCW Advisory Council and have expressed a desire to serve a second term. The board and staff liaisons to the ALCW Advisory Council, as well as the entire council membership, support their reappointment.

**FISCAL IMPACT** None.

**ADDITIONAL INFORMATION:** For additional information, contact Marina Becker, Director of Parks & Recreation (253) 305- 1024.

**METROPOLITAN PARK DISTRICT OF TACOMA**

**RESOLUTION NO. C17-19**

**REAPPOINTING MEMBER TO THE ACTIVE LIFESTYLES AND  
COMMUNITY WELLNESS ADVISORY COUNCIL**

WHEREAS, the Metropolitan Park District of Tacoma created the Active Lifestyles and Community Wellness Advisory Council to assist in recommendations to the Board concerning Adult and Youth Sports, Outdoor Adventures, Aquatics, Youth Development, Adapted and Specialized Recreation, Fitness and Camps for the Metropolitan Park District of Tacoma; and

WHEREAS, Meagan Kula, Will Taplin, Preston Childs & Darren Campbell have completed their first terms on the Council; and

WHEREAS, the board and staff liaisons to the Active Lifestyles and Community Wellness Advisory Council, as well as the entire council membership, support their reappointment; and

WHEREAS, the by-laws adopted through Resolution No. RR20-14 allow for the reappointment of members to a consecutive term upon a favorable vote by the current members now, therefore, be it

RESOLVED by the Board of Park Commissioners of the Metropolitan Park District of Tacoma to reappoint Meagan Kula, Will Taplin, Preston Childs & Darren Campbell to a second three year term on the Active Lifestyles and Community Wellness Advisory Council ending February 2022.

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

ATTEST:

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Clerk



**MEMORANDUM**

TO: Board of Park Commissioners

FROM: Commissioner Reid, Advisory Council Liason

SUBJECT: **Appointing Members to the Active Lifestyle and Community Wellness Advisory Council (ALCW)**

DATE: February 11, 2019

**EXECUTIVE SUMMARY:** The members of the ALCW Advisory Council recommend that the Board of Park Commissioners approve this resolution to appoint Marian Bowers and Monique Dubose to a first term on the Active Lifestyle and Community Wellness Advisory Council. A copy of the candidates application is attached.

**BACKGROUND:** The Board of Park Commissioners adopted RR20-14 to redefine citizen advisory councils roles to be better align with the District's four mission-driven areas. The District maintains these Councils in order to have citizen engagement in Park District functions and to foster a broad range of citizen input and expertise in strategic decision-making and policy-development. Citizen advisory councils are important vehicles for the implementation of the District's participation policy and are aligned with best practices in the industry.

Throughout their terms on the Council, all members and first term members, Marian Bowers & Monique Dubose will demonstrate:

1. Knowledge, interest and skills related to the Advisory Council Charter.
2. Interest related to parks, programs, and facilities operated by Metro Parks Tacoma.
3. Have made a good addition to the existing composition of the Council.
4. Are willing and able to commit to the charter, schedule and goals of the Council.

These appointments will put the council at twelve members.

**FISCAL IMPACT:** None.

**ADDITIONAL INFORMATION:** For additional information, contact Marina Becker, Parks & Recreation Director at (253) 305-1024.

**METROPOLITAN PARK DISTRICT OF TACOMA**

**RESOLUTION NO. C18-19**

**APPOINTING MEMBERS TO THE ACTIVE LIFESTYLES AND  
COMMUNITY WELLNESS ADVISORY COUNCIL**

WHEREAS, the Metropolitan Park District of Tacoma created the Active Lifestyles and Community Wellness Advisory Council to assist in recommendations to the Board regarding Adult and Youth Sports, Outdoor Adventures, Aquatics, Youth Development, Adaptive and Specialized Recreation, Fitness and Camps for the Metropolitan Park District of Tacoma; and

WHEREAS, MARIAN BOWERS & MONIQUE DUBOSE have applied to serve on the Council; and

WHEREAS, the board and staff liaison to the Active Lifestyles and Community Wellness Advisory Council, as well as the entire council membership, support this appointment; now, therefore, be it

RESOLVED by the Board of Park Commissioners of the Metropolitan Park District of Tacoma to appoint the following citizen to serve on the Active Lifestyles and Community Wellness Advisory Council:

MARIAN BOWERS & MONIQUE DUBOSE, terms expires in February, 2022.

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

# Monique Dubose

## Dashboard



### Contact Information

Name: Monique Dubose  
Mobile: (253) 282-0032  
Home: (253) 282-0032  
Work: (253) 282-0032 x 2532820032  
Email:  
MONIQUE.DUBOSE@YAHOO.COM

### History

This Year 0.00 Hours  
Lifetime 0.00 Hours  
First volunteered in 2019  
Last Login Monday, January 28, 2019  
Birthday Alert - February 22

## Contact Information

**Name** Monique Dubose  
**Username** mdubose  
**Email Address** [MONIQUE.DUBOSE@YAHOO.COM](mailto:MONIQUE.DUBOSE@YAHOO.COM)  
**Secondary Email Address** [MONIQUE.DUBOSE@YAHOO.COM](mailto:MONIQUE.DUBOSE@YAHOO.COM)  
**Mobile Email** [MONIQUE.DUBOSE@YAHOO.COM](mailto:MONIQUE.DUBOSE@YAHOO.COM)  
**Home Phone** (253) 282-0032  
**Work Phone** (253) 282-0032 x 2532820032  
**Cell Phone** (253) 282-0032  
**Phone Preference** Not Specified  
**Instagram Username** [theresilientyou](#)  
**Date of Birth** Monday, February 22, 1971 (47 years old)  
**Region** English (USA)  
**Address** 6202 138th St E Puyallup WA 98373  
USA

## Custom Fields

Custom Field	Value
<b>Agreements and Acknowledgements</b>	
I agree to the Volunteer Release and Waiver of Liability found in the information box to the right of this field.	Current: Pending: 1. 1 agree
<b>Additional Questions</b>	
I wish to serve on the following Advisory Council	Active Lifestyles & Community Wellness
Occupation (If retired, please indicate former occupation)	Master Resilience Expert
Current Employer (or state Retired)	Founder/CEO, The Resilient You
Education (Name of high school; college/university; year graduated/degree)	Wayland Baptist BA Business Administration 2002 Youth
Please describe your interests and qualifications as related to this position	Programs/Youth Health and Wellness President, Jack & Jill of America, Inc. Tacoma Chapter Delta Sigma
Please list any involvement in professional/community activities, including any current/past involvement with MPT programs	Theta, Inc. Jack & Jill of America, Inc Redefining You Foundation Beyond Beauty Savings & Social Club Tacoma Urban League Programs Preston Childs- Council Member (253-592- 5418)
References (Name/Address/Phone)	Commissioner Aaron Pointer- Metro Parks (253-761-0490) Twina Franklin - Tacoma Urban League (253-383-2007)
Resume (Please upload your resume if available)	<a href="#">Monique Dubose Resume Jan 23 2019.pdf</a>

# Marian Bowers

## Dashboard



Contact Information  
Mobile: (253) 241-4111 Any  
Email: Mbowers0216@gmail.com

History  
This Year 0.00 Hours  
Lifetime 0.00 Hours  
First volunteered in 2018  
Last Login Thursday, November 01, 2018

## Custom Fields

Custom Field	Value
<b>Agreements and Acknowledgements</b>	
I agree to the Volunteer Release and Waiver of Liability found in the information box to the right of this field.	Current: Pending: 1. I agree
<b>Additional Questions</b>	
I wish to serve on the following Advisory Council	Active Lifestyles & Community Wellness
Occupation (If retired, please indicate former occupation)	Sports Facility owner
Current Employer (or state Retired)	Washington
Education (Name of high school; college/university; year graduated/degree)	Stadium High School 1980; Griffin Business College 1985
Please describe your interests and qualifications as related to this position	My interest include building on the current activities available and utilizing facilities to their fullest. My qualifications include managing a sports facilities, organizing multiple local and state tournaments, 30 years of involvement with Washington State Youth Soccer. Helped organize activities to utilized our space that would be considered out of the box thinking.
Please list any involvement in professional/community activities, including any current/past involvement with MPT programs	Developed a Public/Private partnership with MPT and Pacific Sports Center. Partnership with Special Olympics, Volunteer coach for Unified Sports, Truman.
References (Name/Address/Phone)	Paolo Mottola 1101 N 12th St, Apt 10 Tacoma, WA 98403 253-792-1199
Resume (Please upload your resume if available)	<a href="#">Marian Laree Bowers resumef11.doc</a>



**MEMORANDUM**

TO: Board of Park Commissioners

THROUGH: Shon Sylvia, Executive Director *Shon Sylvia*

FROM: Marina Becker, Director of Parks and Recreation Department  
Alan Varsik, Director of Zoological & Environmental Education

SUBJECT: Purchasing Resolution

DATE: February 20, 2019

**EXECUTIVE SUMMARY:** This resolution authorizes 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 for purchase and/or acquisition:

<b><u>Item Number</u></b>	<b><u>Proposed Vendor</u></b>	<b><u>Proposed Purchase</u></b>	<b><u>Price (excluding sales tax)</u></b>
1.	Associated Petroleum Product Inc.	Bulk Fuel (Resale and Operating)	Not to exceed \$255,000.00
2.	Petro Card	Fuel, Unleaded and Diesel	Not to exceed \$100,000.00
3.	Walkerskip LLC, Bricks 4 Kidz	Lego Camps and Classes	Not to exceed \$80,000.00
4.	Consolidated Electric Distribution Inc.	Electrical Supplies and Equipment	Not to exceed \$60,000.00
5.	State of Washington/ Correctional Industries	Employee Uniforms/ Youth Sports and Camp Tee Shirts	Not to exceed \$100,000.00
6.	SMS Cleaning	Janitorial Services	Not to exceed \$65,000.00
7.	BerryDunn, Inc.	IT & GIS Strategic Plan	Not to exceed \$75,000.00
8.	Colemon & Associates	Diversity, equity & inclusion services	Not to exceed \$108,000.00

Item No. 1

<b>VENDOR</b>	Associated Petroleum Product Inc.
<b>GOODS OR SERVICES</b>	Bulk Fuel (Resale and Operating)
<b>PRICE</b>	Not to exceed \$200,000.00 - Parks and Recreation Not to exceed \$55,000.00 – Zeed
<b>SOURCE OF FUNDING</b>	2019 Parks and Recreation Operating Budget. 2019 ZEED Operating Budgets
<b>CONTACT</b>	Marina Becker- (253)305-1024 Alan Varsik- (253) 404-3634

**BACKGROUND:** Associated Petroleum holds the State Contract (#00311) for bulk propane and gasoline; APP has been supplying both gasoline and propane for resale and operations. The Boathouse Marina is the primary user of Associated Petroleum which is used for resale. Meadow Park Golf Course, has a fuel tank on site, and uses fuel for their vehicles and equipment for maintenance and operations. The Tacoma Nature Center uses propane for heating.

Northwest Trek uses APP Fueling for the Discover Tram Tours, taking visitors through the free roaming area. Zeed uses both unleaded and diesel fuel in equipment used to maintain the grounds at Point Defiance Zoo and Aquarium.

**FISCAL IMPACT:** These expenses are budgeted in the Parks and Recreation Department and the ZEED Operating Budgets.

**ADDITIONAL INFORMATION:** For additional information, please contact Marina Becker at (253) 305-1024/Alan Varsik at (253) 404-6334

Item No. 2

<b>VENDOR</b>	Petro Card
<b>GOODS OR SERVICES</b>	Fuel, Unleaded and Diesel
<b>PRICE</b>	Not to exceed \$100,000.00
<b>SOURCE OF FUNDING</b>	2019 Parks and Recreation Department Operating Budget
<b>CONTACT</b>	Marina Becker- (253)305-1024

**BACKGROUND:** PetroCard Systems Inc. holds the State Contract (#00311) for bulk propane and gasoline, which was originally awarded in 2011. The Parks and Recreation Department utilizes many different vendors for fueling options such as PetroCard Systems, Inc., Comdata and Associated Petroleum Product. In an effort to minimize drive times for efficiency we strive to have fueling options throughout the City, providing staff several locations to fuel their vehicles and equipment. We are also able to reduce our carbon foot print on the environment by using the nearest options available, rather than driving to one central location within the City.

**FISCAL IMPACT:** These expenses are budgeted in Parks and Recreation Department Operating Budget

**ADDITIONAL INFORMATION:** For additional information, please contact Marina Becker at (253) 305-1024.



Item No. 3

<b>VENDOR</b>	Walkerskip LLC, Bricks 4 Kidz
<b>GOODS OR SERVICES</b>	Lego engineering camps and classes for 2019-2020
<b>PRICE</b>	Not to exceed \$80,000.00 for 2019-20
<b>SOURCE OF FUNDING</b>	2019-2020 Parks and Recreation Department Operating Budget
<b>CONTACT</b>	Marina Becker- (253)305-1024

**BACKGROUND:** In 2016 MPT went through the RFP process and Bricks 4 Kidz was awarded a two year contract with an option to renew for an additional two years. Bricks 4 Kidz has worked with MPT since 2012 offering classes and camps that provide a fun filled experience to all who participate. They provide multiple camps and class throughout the year at the following locations, STAR Center, Center at Norpoint, Eastside Community Center, Peoples Center and Titlow Lodge.

**FISCAL IMPACT:** These expenses are budgeted in Parks and Recreation Department Operating Budget.

**ADDITIONAL INFORMATION:** For additional information, please contact Marina Becker at (253) 305-1024.

Item No. 4

<b>VENDOR</b>	Consolidated Electric Distribution Inc.
<b>GOODS OR SERVICES</b>	Electrical Supplies and Equipment
<b>PRICE</b>	Not to exceed \$60,000.00
<b>SOURCE OF FUNDING</b>	2019 Parks and Recreation Department Operating Budget
<b>CONTACT</b>	Marina Becker- (253)305-1024

**BACKGROUND:** Consolidated Electric is one of multiple vendors that our staff use to purchase repair materials and equipment for our parks and facilities. Staff compares prices for supplies and utilizes the best vendor for price, quality and resource efficiencies. Consolidated Electric offers a wide range of materials used by MPT staff for repairs and replacement of equipment and infrastructure.

**FISCAL IMPACT:** These expenses are budgeted in Parks and Recreation Department Operating Budget.

**ADDITIONAL INFORMATION:** For additional information, please contact Marina Becker at (253) 305-1024.

Item No. 5

<b>VENDOR</b>	State of Washington/ Correctional Industries
<b>GOODS OR SERVICES</b>	Employee Uniforms/Youth Sports and Youth Camp Tee Shirts
<b>PRICE</b>	Not to exceed \$100,000.00
<b>SOURCE OF FUNDING</b>	2019 Parks and Recreation Department Operating Budget
<b>CONTACT</b>	Marina Becker- (253)305-1024

**BACKGROUND:** Correctional Industries has several state contracts, the clothing and apparel contract #06616 was awarded in October of 2018. They offer similar options for screen printing and embroidery on

apparel at a more economical rate than is available from other vendors. We have utilized Correctional Industries for a number of years for employee uniforms and will be incorporating youth sports apparel in acquisitions this biennium.

**FISCAL IMPACT:** These expenses are budgeted in Parks and Recreation Department Operating Budget.

**ADDITIONAL INFORMATION:** For additional information, please contact Marina Becker at (253) 305-1024.

Item No. 6

<b>VENDOR</b>	SMS Cleaning Inc.
<b>GOODS OR SERVICES</b>	Custodial Services
<b>PRICE</b>	Not to exceed \$65,000.00 FOR 2019-20
<b>SOURCE OF FUNDING</b>	2019 -2020 Parks and Recreation Department Operating Budget
<b>CONTACT</b>	Marina Becker- (253)305-1024

**BACKGROUND:** On November 21, 2018 a Request for Proposals – (RFP P2019-03) was issued for custodial services for various locations at Metro Parks Tacoma. SMS Cleaning, Inc. was the only proposal received. SMS Cleaning Inc. is a full service green custodial company. SMS will be providing all equipment and cleaning supplies to be used. All cleaning supplies and equipment will be preapproved by Metro Parks staff prior to use. SMS will provide afterhours cleaning services for rentals and events. The contract will be valid through December 31, 2020, with the option to renew for two 1 year contracts. The total cost is not to exceed \$65,000.00 through the end of the biennium.

**FISCAL IMPACT:** These expenses are budgeted in Parks and Recreation Department Operating Budget.

**ADDITIONAL INFORMATION:** For additional information, please contact Marina Becker at (253) 305-1024.

Item No. 7

<b>VENDOR</b>	BerryDunn, Inc.
<b>GOODS OR SERVICE</b>	IT & GIS Strategic Plan
<b>PRICE</b>	Not to exceed \$75,000.00
<b>SOURCE OF FUNDING</b>	2019-2020 General Fund
<b>CONTACT</b>	Erwin Vidallon – (253) 305-1080

**BACKGROUND:** Staff requests that the Board of Park Commissioners authorize the expenditure of funds for the development of a 4-6 year Information Technology (IT) and GIS Strategic Plan.

The District’s most recent Strategic Master Plan identified several objectives relating to technology priorities: (1) continuing investment in technology in support of improved customer service, upgrades or additions to critical IT and GIS systems, and (2) strategic alignment of existing IT staff and resources. Staff determined that an IT & GIS Strategic Plan was needed to prioritize and guide actions in support of technology related priorities within the next two years and beyond. Accordingly, an RFP was issued in October 2018, soliciting proposals from qualified consulting

firms to develop a 4-6 year IT and GIS Strategic Plan for Metro Parks Tacoma. The RFP specified that the plan will include a thorough assessment of current and future technology needs in the areas of technology systems, telecommunications, hardware, human capital and GIS functions. In addition, the plan will identify MPT's technology mission and priorities, in alignment with MPT's mission and strategic objectives, as well as industry trends and best practices.

An Evaluation Team was formed to review proposals received in response to the RFP; attend consultant presentations; and make a final recommendation. The Evaluation Team first chose three finalists from the eight consultants who originally submitted proposals. The three finalists were then asked to participate in live presentations of their respective qualifications, expertise and experience. The consultants were also asked to elaborate on their project approach, methodology, schedule, deliverables, and full introduction of their project teams.

In conclusion, staff were unanimous in their preference for BerryDunn as the apparent winning vendor, primarily because of their superior experience and their sound project management approach and methodology. BerryDunn has completed many IT strategic plans for local government entities throughout the country, including parks and recreation organizations.

**FISCAL IMPACT:** The budget allocated for consulting services to develop an IT and GIS Strategic Plan is \$75,000, excluding sales tax; and is included in the 2019-2020 biennium budget.

**ADDITIONAL INFORMATION:** For additional information, contact Erwin Vidallon at (253) 305-1080.

Item No. 8

<b>VENDOR</b>	Colemon & Associates
<b>GOODS OR SERVICES</b>	Diversity, Equity and Inclusion consulting work across Metro Parks Tacoma
<b>PRICE</b>	Not to exceed \$108,000
<b>SOURCE OF FUNDING</b>	OD/HR Budget
<b>CONTACT</b>	Paul Weed – (253) 404-3949

**BACKGROUND:** Since June of 2018, Colemon and Associates has worked with : (1) developed three distinct phases of work to move MPT through EDI; the phases are Exploration, Formation and Integration; (2) collected two data sets (Change Readiness Assessment and the Culture Scan) to gauge staff perspectives; (3) reviewed the Strategic Master Plan specific to the equity goals; (4) conducted an initial review of the Handbook for Recruiting, Hiring and Retention; and (5) partner and align policy and practice between the City of Tacoma & Metro Parks Tacoma

Assessing has been the primary focus in the current Exploration Phase. This phase is expected to end March 2019. As we transition to the Formation Phase – the work will shift by using the findings from the assessments to develop MPT's Equity Action Plan and implement other equity-related strategic goals contained in the Strategic Master Plan. The Equity Action Plan will include specific tactics, metrics and a timeline. In the meantime, Colemon and Associate will customize a package of equity-related trainings for staff as projected in the Strategic Master Plan. Lastly, a citizen participation platform will be piloted whereby MPT can practice inclusion and demonstrate its value of community voice.

**FISCAL IMPACT:** Funding for the above purchase will come from the OD/HR budget. The contracted amount is for \$108,000.

**ADDITIONAL INFORMATION:** For additional information, please contact Paul Weed, Chief Administrative Officer at (253) 404-3949.

**METROPOLITAN PARK DISTRICT OF TACOMA**

**PURCHASING RESOLUTION NO. P19-19**

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

WHEREAS, the Board of Park Commissioners have established polices governing the purchase of good and services for Metro Parks Tacoma through the adoption of Resolution No. RR21-15, Authorizing Amendment of Purchasing Policy for Metropolitan Parks 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 Commissioners of the Metropolitan Park District of Tacoma at a regular meeting held on \_\_\_\_\_, 2019.

ATTEST:

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Clerk

**Exhibit A**  
**to**  
**Purchasing Resolution No. P19-19**

Item No. 1

**VENDOR**  
**GOODS OR SERVICES**  
**PRICE**

**SOURCE OF FUNDING**

**CONTACT**

Associated Petroleum Product Inc.  
Bulk Fuel (Resale and Operating)  
Not to exceed \$200,000.00 - Parks and Recreation  
Not to exceed \$55,000.00 – ZEED  
2019 Park and Recreation Department Operating Budget  
2019 ZEED Operating Budget  
Marina Becker- (253)305-1024  
Allen Varsik- (253) 404-3634

Item No. 2

**VENDOR**  
**GOODS OR SERVICES**  
**PRICE**

**SOURCE OF FUNDING**

**CONTACT**

Petro Card  
Fuel, Unleaded and Diesel  
Not to exceed \$100,000.00  
2019 Park and Recreation Operating Budget  
Marina Becker- (253)305-1024

Item No. 3

**VENDOR**  
**GOODS OR SERVICES**  
**PRICE**

**SOURCE OF FUNDING**

**CONTACT**

Walkerskip LLC, Bricks 4 Kidz  
Lego engineering camps and classes for 2019-2020  
Not to exceed \$80,000.00 (2019-2020)  
2019-2020 Park and Recreation Operating Budget  
Marina Becker- (253)305-1024

Item No. 4

**VENDOR**  
**GOODS OR SERVICES**  
**PRICE**

**SOURCE OF FUNDING**

**CONTACT**

Consolidated Electric Distribution Inc.  
Electrical Supplies and Equipment  
Not to exceed \$60,000.00  
2019 Parks and Recreation Operating Budget  
Marina Becker- (253)305-1024

Item No. 5

**VENDOR**  
**GOODS OR SERVICES**  
**PRICE**

**SOURCE OF FUNDING**

**CONTACT**

State of Washington/ Correctional Industries  
Employee Uniforms/Youth Sports and Youth Camp Tee Shirts  
Not to exceed \$100,000.00 - Parks and Recreation  
2019 Parks and Recreation Operating Budget  
Marina Becker- (253)305-1024

Item No. 6

**VENDOR**  
**GOODS OR SERVICES**  
**PRICE**

**SOURCE OF FUNDING**

**CONTACT**

SMS Cleaning Inc.  
Custodial Services  
Not to exceed \$65,000.00  
2019-2020 Parks and Recreation Operating Budget  
Marina Becker- (253)305-1024

Item No. 7

<b>VENDOR</b>	BerryDunn, Inc.
<b>GOODS OR SERVICE</b>	IT & GIS Strategic Plan
<b>PRICE</b>	Not to exceed \$75,000.00
<b>SOURCE OF FUNDING</b>	2019-2020 General Fund
<b>CONTACT</b>	Erwin Vidallon – (253) 305-1080

Item No. 8


<b>VENDOR</b>	Colemon & Associates
<b>GOODS OR SERVICES</b>	Diversity, Equity and Inclusion consulting work across Metro Parks Tacoma
<b>PRICE</b>	Not to exceed \$108,000
<b>SOURCE OF FUNDING</b>	2019 OD/HR Budget
<b>CONTACT</b>	Paul Weed – (253) 404-3949







**MEMORANDUM**

TO: Board of Park Commissioners  
THROUGH: Shon Sylvia, Executive Director   
FROM: Debbie Terwilleger, Director of Planning and Development  
SUBJECT: **Northwest Trek Commissary and Hay Barn Project  
BCRA Amendment No. 1.**  
DATE: February 6, 2019

**EXECUTIVE SUMMARY:** This resolution authorizes the contract amendment No. 1 to BCRA for the Northwest Trek Commissary and Hay Barn Project in the amount of \$ 10,500.00 bringing the contract total to an amount not to exceed \$109,384.00 and to extend the contract through March 21, 2020.

**CAPITAL IMPROVEMENT COMMITTEE RECOMMENDATION:** The Capital Improvement Committee reviewed this resolution at their meeting on January 30, 2019 and recommended forwarding this item on to the full Board for approval.

**BACKGROUND:** Metro Parks Operates NW Trek and has the need to create a new commissary, hay barn and upgrade to fencing. The project will involve design and construction of off-exhibit animal facilities in the park's Animal Operations Zone. This work was identified by Northwest Trek staff as the highest priority need.

The bid opening was held on November 16, 2016. Five (5) submittals were received with all five (5) considered responsive. Please refer to the attached score card with ranking results. NW Trek staff evaluated the Statements of Qualifications and selected BCRA.

The Contract # 201720T was made and approved by staff as of the 16<sup>th</sup> day of January 2017 for architectural and engineering services in the amount of \$ 98,884.00.

The additional scope of services for BCRA includes to provide an evaluation of the current water rights and uses at Northwest Trek and to make a recommendation for providing water service to the proposed commissary building in the operations area of Northwest Trek.

Staff is requesting approval for Amendment No. 1 to BCRA in the amount of \$10,500.00 for a total contract amount not to exceed \$ 109,384.00 and also to extend the contract through March 21, 2020.

**FISCAL IMPACT:** Of Trek's \$3M of 2014 Bond Funds, \$700,000 has been allocated for this project. An additional \$250,000 will be allocated from Northwest Trek operating funds. It is anticipated that current funding will be adequate for all needs identified in the scope of work. Additional operating funds may be added to this project should it be deemed necessary and funds are available

<b>Funding:</b>	
2014 Park Bond (Northwest Trek)	\$700,000.00
Northwest Trek Operating Funds	<u>\$250,000.00</u>
<b>Total</b>	<b>\$950,000.00</b>

**ADDITIONAL INFORMATION:** For additional information please contact Debbie Terwilleger, Director of Planning Design & Development at 253. 305.1086.

**METROPOLITAN PARK DISTRICT OF TACOMA**

**RESOLUTION NO. PW20-19**

**NORTHWEST TREK COMMISSARY AND HAY BARN PROJECT CONTRACT  
AMENDMENT NO. 1 TO BCRA**

WHEREAS, the Board of Park Commissioners of the Metropolitan Park District of Tacoma desires to move forward with Ruston Way Community Planning Project; and

WHEREAS, BCRA was selected from a review of Five (5) Statement of Qualifications that were obtained from qualified consulting firms in response to Metro Parks public solicitation (RFQ#J2016-0299), with all Five (5) firms being interviewed; and

WHEREAS, a Selection Committee reviewed and scored BCRA as the most qualified firm; and

WHEREAS, funds for the project consist of Metro Parks 2014 UTGO Capital Improvement Bond (Northwest Trek) and Northwest Trek Operation Funds; now, therefore, be

RESOLVED, by the Board of Park Commissioners of the Metropolitan Park District of Tacoma to approve Amendment No. 1 to BCRA in an amount not to exceed \$10,500.00 for a total contract amount not to exceed \$ 109,384.00 and also to extend the contract through March 21, 2020;

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

ATTEST:

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Clerk





**MEMORANDUM**

TO: Board of Park Commissioners

THROUGH: Shon Sylvia, Executive Director 

FROM: Debbie Terwilleger, Director of Planning & Development

**SUBJECT: Master Agreement for Geotechnical Engineering Services  
Contract Awarded to GeoEngineers, Inc.**

DATE: February 6, 2019

**EXECUTIVE SUMMARY:** This resolution authorizes an on-call professional services contract award to GeoEngineers, Inc. for a Geotechnical Engineering Services Master Agreement. This Master Agreement is for capital projects with an anticipated budget for the required scope of work not to exceed \$300,000.00. This Agreement is intended to support Metro Park's capital projects throughout the District from the periods of 2019 through 2021 and may be extended.

**CAPITAL IMPROVEMENT COMMITTEE RECOMMENDATION:** The Capital Improvement Committee reviewed this resolution at their meeting on January 30, 2019 and recommended forwarding this item on to the full Board for approval.

**BACKGROUND:** As part of the development process for many of our capital projects it is necessary to have professional geotechnical engineering investigations conducted in order to assist in the design process and to ensure compliance with City, State and Federal regulations. In order to more efficiently provide this information and because this service is relatively standard in nature, a professional service agreement is being proposed.

An official RFQ was advertised on December 14, 2018. Eleven (11) firms responded to this RFQ. A staff panel reviewed the Statements of Qualifications (SOQs) and interviewed four (4) firms. GeoEngineers, Inc. was awarded the selection. GeoEngineers, Inc. will be providing the following professional services:

- Data Gathering,
- Field Explorations,
- Laboratory Testing,
- Engineering Analysis and Report Preparation, and
- Contaminated Soil Analysis.

**FISCAL IMPACT:** A Work Order system will be used to define a scope of services for each project site and will be paid from capital projects funded sources. This contract is intended to support Metro Parks capital projects throughout the District from the periods of 2019 through 2021 and may be extended. This contract has an assigned value in the amount not to exceed \$300,000.00.

**ADDITIONAL INFORMATION:** For additional information, please contact Debbie Terwilleger, Director of Planning and Development at (253) 305-1086.

**METROPOLITAN PARK DISTRICT OF TACOMA**

**RESOLUTION NO. PW21-19**

**MASTER AGREEMENT FOR GEOTECHNICAL ENGINEERING SERVICES  
CONTRACT AWARDED TO GEOENGINEERS, INC.**

WHEREAS, the Board of Park Commissioners of the Metropolitan Park District of Tacoma desires to move forward with implementation of capital projects; and

WHEREAS, Metro Parks requires geotechnical engineering services for many of the anticipated capital projects; and

WHEREAS; GeoEngineers, Inc. was selected from a review of eleven (11) Statements Of Qualifications (SOQs) obtained from geotechnical engineering teams in response to Metro Parks' public solicitation and four firms being interviewed, and

WHEREAS, funds for the services will be provided from the Metro Parks Tacoma capital projects throughout the District on an individual project basis through directed work orders under this contract; now, therefore, be it

RESOLVED by the Board of Park Commissioners of the Metropolitan Park District of Tacoma to award the contract for the Master Agreement for Geotechnical Engineering Services to GeoEngineers, Inc. in the amount of not to exceed \$300,00.00:

The forgoing resolution was adopted by the Board of Park Commissioners of the Metropolitan Park District of Tacoma at a regular meeting held on \_\_\_\_\_ 2019.

\_\_\_\_\_  
President

ATTEST:

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Clerk