

**METROPOLITAN PARK DISTRICT
OF TACOMA**



AGENDA

**JUNE 11, 2018
6:00 P.M. MPT HEADQUARTERS
4702 S. 19TH STREET
TACOMA, WA 98405**

**MEETINGS ARE RECORDED AND MAY BE HEARD AT THE
PARK DISTRICT OFFICES UPON REQUEST**

COMMISSIONERS

**ANDREA SMITH, PRESIDENT
AARON POINTER, CLERK
ERIK HANBERG
TIM REID
JESSIE BAINES, JR.**

5:30 P.M. **STUDY SESSION** ATHLETICS PROGRAMMING – MARINA BECKER

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

ROLL CALL

FLAG SALUTE

SPECIAL PRESENTATIONS

PRESIDENT'S REPORT

STANDING COMMITTEE & COMMISSION REPORTS

EXECUTIVE DIRECTOR'S REPORT

REGULAR MEETING

CITIZEN COMMENTS

MINUTES

(5-10) MINUTES OF THE MAY 14, 2018 REGULAR BOARD MEETING

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



CONSENT AGENDA

- (11-12) **RESOLUTION NO. C52-18:** APPROVAL OF WARRANTS CLAIM FUND FOR MAY 2018
(Contact: Erwin Vidallon, Chief Financial Officer)
- (13-16) **RESOLUTION NO. C53-18:** APPOINTING MEMBER TO THE BUSINESS & RESPONSIVE AGENCY ADVISORY COUNCIL
(Contact: Erwin Vidallon, Chief Financial Officer)

REGULAR AGENDA

PURCHASING RESOLUTIONS

(Requiring one reading for adoption)

- (17-20) **RESOLUTION NO. P54-18:** AUTHORIZING PURCHASE OF GOODS AND SERVICES FOR METRO PARKS TACOMA
1. MCROBERTS SALES FOR VARIOUS SEAFOOD (ANIMAL FOOD) IN THE AMOUNT OF \$95,551.87 (INCLUDING WSST)
(Contact: Alan Varsik, Director of Zoological & Environmental Education)

PUBLIC WORKS PURCHASING RESOLUTIONS

(Requiring one reading for adoption)

- (21-24) **RESOLUTION NO. PW55-18:** ESA - ARCHEOLOGICAL SERVICES CONTRACT #2016115J AMENDMENT #1
(Contact: Debbie Terwilleger, Director of Planning & Development)
- (25-28) **RESOLUTION NO. PW56-18:** BUSINESS PROCESS REVIEW AND ASSET MANAGEMENT IMPLEMENTATION STRATEGY - CONTRACT AWARD TO AMCL
(Contact: Debbie Terwilleger, Director of Planning & Development)

SINGLE READING RESOLUTIONS

(Requiring one reading for adoption)

- (29-30) **RESOLUTION NO. R57-18:** SWAN CREEK- PIERCE COUNTY PEDESTRIAN BRIDGE PARTNERSHIP MOU AND CAPITAL ALLOCATION
(Contact: Debbie Terwilleger, Director of Planning & Development)

SECOND READING RESOLUTIONS

(Requiring two readings for adoption)

FIRST READINGS:

(Requiring two readings for adoption)

UNFINISHED BUSINESS

NEW BUSINESS

BOARD COMMENTS

ADJOURNMENT

UPCOMING BOARD MEETINGS

June 13, 2018	Capital Improvement Committee	5:00 PM	Park Headquarters
June 18, 2018	Committee of the Whole	5:30 PM	Park Headquarters
June 25, 2018	Regular Board Meeting	6:00 PM	Park Headquarters
June 27, 2018	Capital Improvement Committee	5:00 PM	Park Headquarters

* Committee Meetings are subject to change - please check the Metro Parks Website, www.metroparkstacoma.org for the most up to date meeting schedules.

BOARD COMMITTEES

ADVISORY BOARD

UPCOMING BOARD MEETINGS

Meeting Title	Date	Time	Location
Board Meeting	04/02/2019	09:00 AM	Metropolitan Convention Center
Board Meeting	04/23/2019	09:00 AM	Metropolitan Convention Center
Board Meeting	05/14/2019	09:00 AM	Metropolitan Convention Center
Board Meeting	06/04/2019	09:00 AM	Metropolitan Convention Center
Board Meeting	06/25/2019	09:00 AM	Metropolitan Convention Center
Board Meeting	07/16/2019	09:00 AM	Metropolitan Convention Center
Board Meeting	08/06/2019	09:00 AM	Metropolitan Convention Center
Board Meeting	08/27/2019	09:00 AM	Metropolitan Convention Center
Board Meeting	09/17/2019	09:00 AM	Metropolitan Convention Center
Board Meeting	10/08/2019	09:00 AM	Metropolitan Convention Center
Board Meeting	10/29/2019	09:00 AM	Metropolitan Convention Center
Board Meeting	11/19/2019	09:00 AM	Metropolitan Convention Center
Board Meeting	12/10/2019	09:00 AM	Metropolitan Convention Center





**MINUTES OF REGULAR MEETING
BOARD OF PARK COMMISSIONERS
May 14, 2018**

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

IN THE CHAIR: Andrea Smith

PLACE: 4702 South 19th Street

FLAG SALUTE: Commissioner Baines

STUDY SESSION

UWT MSBA DATA WAREHOUSE AND BUSINESS ANALYTICS PROJECT

Paul Weed and Amy Johnson commented on a joint project undertaken by the District and a team of graduate students at the University of Washington Tacoma. The project objectives for the students were defined as a recommendation of a data warehouse platform, framework of how data will flow from data sources through data warehouse to visualization tool, and forecasting future patterns & leveraging current data. The students explained how data is fed into a data warehouse and used in informing decisions. The students disused several of the vendors they researched and the criteria used such as speed, cost, and time to value. Vendors researched included AWS, Azure, Oracle, Google Snowflake and IBM. Through demos, interviews and continued research the students narrowed the vendors to JCA Answers, Azure and AWS. The team then highlighted pros and cons of each noting cost, technical support, user expertise needed, compatibility, data integration, speed & performance.

Students then commented that the second part of the project was to analyze District data in the areas of membership, rentals and registration. After studying the data the students found that there was an increase in account usage within the areas of membership and registration. The data also showed that the increasing rate of the variety of courses being offered by the District. The students were then able to make a direct correlation between participation, rentals and revenue.

The Board and students engaged in brief dialogue about current systems already being used at the Zoo and new systems being considered. Board members also voiced some concern about privacy issues about data stored in the warehouse.

Board members thanked the students for their presentation.

REGULAR MEETING

The regular meeting of the Metropolitan Park District Board of Park Commissioners was called to order by Commissioner Smith at 6:00p.m. 5

SPECIAL PRESENTATIONS None

RESIDENTS REPORT

President Smith commented on the useful session she attended at the WRPA conference last week. She also commented that she attended the Titlow Park Planning public meeting, noting that there were about 30 citizens in attendance.

STANDING COMMITTEE AND COUNCIL REPORTS

Joint Municipal Action Committee

Commissioner Baines commented that at the last JMAC meeting held on May 1 the agenda included an update on the land study being conducted by Forterra.

Commissioner Pointer commented positively on the keynote speaker at the WRPA conference.

EXECUTIVE DIRECTOR'S REPORT

Executive Director, Shon Sylvia commented on the following:

- Marina Becker recognized Michael Bradley on the occasion of his retirement from the District in the Recreation Department after 26 years.
- Marina Becker recognized Vito Iacobazzi on the occasion of his retirement from the District in the Parks Department after 35 years.
- Alan Varsik introduced two new employees: Malia Somerville and Sara Dunleavy.
- This coming Saturday the District is hosting the Cinderella Ball at the Tacoma Yacht Club.
- Saturday Fort Nisqually hosts the annual Queen Victoria's Birthday event from 11am-5pm.
- Staff is preparing to open the Point Defiance Visitors Center beginning Friday, May 25 in time for Memorial Day Weekend. Park Ambassadors have been hired and trained and new merchandise items are being received daily.
- Roundabout construction remains on schedule. The contractor is confident roads will be re-opened and full use of the roundabout will be available to traffic beginning Friday, May 25.
- Meadow Park Golf Course has added another innovative activity to its program lineup. Glow Golf at night will be offered on the Williams Nine on Friday nights this summer beginning June 8. Tee times will begin at 10:00 pm.

Board members thanked and recognized Mr. Bradley and Mr. Iacobazzi for their years of commitment to the community as MPT employees.

CITIZEN COMMENTS

Suzanne Martin commented that the Board was not specific in the RFP for Portland Avenue. She noted that eastside residents have been meeting to address community needs in an objective and data driven way. Ms. Martin commented on the demographics and troublesome economic conditions in that area and have been labeled an opportunity zone by the City of Tacoma.

Stephanie Breedlove commented about her concern about the homeless activity at Puget Gulch. She noted the need for fence repair and a cleaning of the area.

Wolf Patton commented that the RFP process for the Portland Avenue Community Center should have involved more citizen input up front.

Luetta Patton commented that Portland Avenue Community Center is a valuable asset in the community. Mrs. Patton further commented that she has looked over the First Creek Action Plan.

MINUTES OF THE APRIL 23, 2018 REGULAR BOARD MEETING

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

CONSENT AGENDA

RESOLUTION NO. C42-18: APPROVAL OF WARRANTS CLAIM FUND FOR APRIL 2018

RESOLUTION NO. C43-18: REVISING MAY 2018 MEETING SCHEDULE FOR THE BOARD OF PARK COMMISSIONERS

RESOLUTION NO. C44-18: APPOINTING MEMBER TO THE ACTIVE LIVING AND COMMUNITY WELLNESS ADVISORY COUNCIL

RESOLUTION NO. C45-18: WAPATO PARK DOCK REPLACEMENT FINAL ACCEPTANCE OF NEPTUNE MARINE CONTRACT 2017105J/BID J2017-05

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

Commissioner Reid thanked the newest member of the Active Living and Community Wellness Advisory Council.

President Smith noted the Board Meeting on the 28th is canceled but there will be a COW meeting on May 29th.

Staff commented that the Wapato docks are now open; a community celebration is planned for June 16th.

PURCHASING RESOLUTIONS

RESOLUTION NO. P46-18: APPROVAL OF GOODS AND SERVICE FOR METRO PARKS TACOMA

1. PIONEER HUMAN SERVICES FOR VENDED MEALS FOR THE 2018 USDA SIMPLIFIED SUMMER FOOD PROGRAM AND 2018-19 CHILD AND ADULT CARE FOOD PROGRAM IN AN AMOUNT NOT TO EXCEED \$125,000.00

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

Marina Becker commented that this resolution authorizes meals for the six summer playground sites, one community center and one day camp site within the District. Estimated total meals served this summer is 20,000-25,000. Staff commented that the District works with Tacoma Public Schools in selecting meal sites in the summer in an effort to serve the most children possible.

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

PUBLIC WORKS PURCHASING RESOLUTIONS

RESOLUTION NO. PW47-18: POINT DEFIANCE PARK WATERFRONT PHASE 1
GUY F. ATKINSON CONSTRUCTION, LLC CONTRACT CHANGE ORDER NO. 18
FOR TRAIL, BRIDGE, AND PENINSULA

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

Debbie Terwillegger commented that work under this change order includes the Tacoma Yacht Club Dock, soil remediation, surveying and fencing.

This resolution was reviewed by the CIC on April 25, 2018.

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

RESOLUTION NO PW48-18: SCI INFRASTRUCTURE CHANGE ORDER 1

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

Debbie Terwillegger commented that this resolution was reviewed by the CIC on April 25, 2018. This resolution authorizes additional material excavation at the Roundabout Project at Point Defiance.

Commissioner Pointer inquired if the State DOT was contributing to this project at all. Staff indicated the DOT is not funding any of the project.

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

SINGLE READING RESOLUTIONS None

RESOLUTION NO. R49-18: GRANT PROPOSAL AUTHORIZATION FOR FOSS
CENTRAL PARK DEVELOPMENT (WWRP), PIPELINE TRAIL CONNECTIONS
(WWRP), SERA COMPLEX, SYNTHETIC TURF CONVERSIONS (YAF), FIRST CREEK
SPORTS LIGHTING (YAF)

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

Debbie Terwillegger commented that the Recreation & Conservation Office has announced that they are accepting grant applications now for the 2018 funding cycle. Staff has prepared applications for Foss Central Park, SERA Complex, Pipeline Trail Connections, and First Creek Sports Lighting that are consistent with the criteria as established by the RCO and supports the District's Capital Improvement Program (CIP). As part of the application process RCO requires that the submitting agency pass an Authorizing Resolution as a commitment to the funding request.

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

RESOLUTION NO. R50-18: AUTHORIZING RESOLUTION FOR 2018 WASHINGTON STATE HISTORICAL SOCIETY HERITAGE CAPITAL GRANT- W.W. SEYMOUR BOTANICAL CONSERVATORY RESTORATION

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

Debbie Terwilleger commented that The Washington State Historical Society (WSHS) has announced that they are accepting Heritage Capital Project (HCP) grant applications now for the 2018 funding cycle. Staff has prepared an application for W.W. Seymour Botanical Conservatory that is consistent with the criteria as established by the WSHS and supports the District's Capital Improvement Program (CIP). As part of the application process WSHS requires that the submitting agency pass an Authorizing Resolution as a commitment to the funding request.

Commissioner Hanberg asked how this funding would fit into the timing of other projects planned for the conservatory. Staff commented that this phase at the Conservatory will allow for the most necessary improvements that need to be made. Staff continues to work on a funding plan for Phase 2.

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

RESOLUTION NO. R51-18: AUTHORIZING SURPLUS AND DISPOSAL OF PERSONAL PROPERTY

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

Marina Becker indicated that this resolution authorizes surplus and disposal of property no longer in service or required for future operations from the Department of Parks and Recreation.

Commissioner Baines asked about the movement toward an all-electric fleet at Meadow Park Golf Course. Staff indicated that they are moving in that direction.

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

SECOND READINGS RESOLUTIONS None

FIRST READING RESOLUTIONS None

UNFINISHED BUSINESS None

NEW BUSINESS None

BOARD COMMENTS

Commissioner Baines apologized to the Board for his recent absences at Board meetings.

Commissioner Hanberg commented that he recently noticed the lack of public beach on Fox Island.

ADJOURN:

Being no further business, the meeting was adjourned at 7:10 p.m.

APPROVED:

President

Clerk

Submitted by: Jennifer Bowman, Board Secretary

METROPOLITAN PARK DISTRICT OF TACOMA

RESOLUTION NO. C52-18

APPROVAL OF WARRANTS CLAIM FUND FOR MAY 2018

WHEREAS, the Board of Park Commissioners approved, appropriated and adopted the 2017-2018 Biennial Budget in Resolution No. RR115-16, dated December 12, 2016 to meet public expenses, bond retirement, interest and operational expenses for the biennium ending December 31, 2018; 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 _____, 2017.

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 MAY 1, 2018 AND ENDING MAY 31, 2018.

WARRANTS CLAIM FUND

ACCOUNTS PAYABLE CLAIMS FUND:

Warrant Serial Numbers 323110 to 323481 AMOUNT: \$8,431,996.60

PAYROLL CLAIMS FUND:

Warrant Serial Numbers 046507 to 046744 AMOUNT: \$83,700.65

(Most employees receive payment through direct deposit advices, which are paid to the bank through the Accounts Payable Claims Fund.)

TOTAL \$8,515,697.25

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: Jessie Baines, Jr., Park Board Commissioner
FROM: Donald Golden, BRAAC Advisory Council Chair
SUBJECT: **Appointing New Member to the Business & Responsive Agency Advisory Council**
DATE: May 31, 2018

EXECUTIVE SUMMARY: The application for membership of the Business & Responsive Agency Advisory Council have been reviewed by the board liaison, staff and the council. It is the recommendation of the entire council that the Board of Park Commissioners appoint the candidates for a three-year term to conclude in 2021. A copy of the candidate's 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 implantation of the Distirct's participation policy and are aligned with best practices in the industry.

The Business & Responsive Agency Advisory Council has reviewed the application submitted by Doug Andreassen and interviewed and candidate. We have determined that the candidates:

Doug Andreassen, has shown:

1. Has knowledge, interest and skills related to the Advisory Council Charter.
2. Has interest related to parks, programs, and facilities operated by Metro Parks Tacoma.
3. Would make a good addition to the existing composition of the Council.
4. Is willing and able to commit to the Charter, goals of the Council.

After this appointment is made, the total number of council will be eleven members.

FISCAL IMPACT: None.

ADDITIONAL INFORMATION: For additional information, contact Erwin Vidallon, Chief Financial Officer at (253) 305-1081.

Julie Wilfong

Subject: FW: Changes to Advisory Council Application Form: New Applicant

From: Smartsheet Notifications <notification@smartsheet.com>

Date: March 9, 2018 at 2:25:02 AM PST

To: Samira Obeid <samirao@tacomaparks.com>

Subject: Changes to Advisory Council Application Form: New Applicant

Reply-To: Samira Obeid <samirao@tacomaparks.com>



Log In

 **Advisory Council Application Form**

Changes since 3/8/18 2:25 AM

1 row added

1 row added or updated (shown in yellow)

Row 1

Name Doug Andreassen

I wish to serve on the following Advisory Council: Business & Responsive Agency Advisory Council

Phone Number 2063003701

Email douqandreassen@gmail.com

Employer Self-Employed; Publishing Company, Equity Fund Investor and Family Investments

Occupation (If retired please indicate former job) Business Owner

Home Address 3421 49th Ave NE, Tacoma, Washington 98422

Work Address 14240 Interurban Ave South Suite 190


Education (Name; Year Graduated/Degree) Stadium High School, Green River Community College

Describe your interests and qualifications: I was born in Tacoma, attended public schools, and have worked in the community for well over 50 years. In addition to being a

business owner, I am an advocate for our city, county, and the State of Washington. I have served on many boards throughout my career and have been an active member of the youth sports community. As past President of Washington Youth Soccer, a volunteer-driven organization that was responsible for 130,000 youth playing the game of soccer in Washington State, I instituted constitutional change to create a vibrant organization for youth from all walks of life. I have had a lifelong interest in our Parks organization, dating back to working on the founding of NW Trek as well as "Renew the Zoo" bond issues coupled with Port of Tacoma bond campaigns. My history with the parks also covers years of working with past Metro Park Board Commissioner, Mr. George Nalley. I continue to participate, with my family in park activities that bring attention to the usability of our facilities by every community, with a particular passion for the underserved communities. I carry a perspective of understanding sound business decisions with the balance of understanding our unique park district and what it offers to our citizens.

Professional/Community Activities, including MPT: Current: Serve on the Tacoma South Sound Sports Commission Chair of US Soccer Diversity Task Force President of Washington Legends of Soccer Committee Prior: Past President of Tacoma Pierce County Youth Soccer Organization Past President of Fircrest Soccer Club Past President of Washington Youth Soccer Past Board Member of US Youth Soccer Past Board Member, Washington State Concussion advocacy board

References (Name/Address/Phone) Brad Cheney 3110 Ruston Way Suite A Tacoma. WA 98402 253 572 2442 Jeff Woodworth 3110 Ruston Way, Suite D Tacoma, WA 98402 253 752 6405

Attached Resume? 

Date 03/08/18

Changes made by web-form@smartsheet.com

You are receiving this email because you are subscribed to a notification "New Applicant" (ID# 3517473896064900) on sheet [Advisory Council Application Form](#)

Your notifications include changes made by you. [Exclude your changes from all notifications](#)

Don't want to receive this notification? [Unsubscribe](#)

Please do not reply to this mail. For support or questions, please email support@smartsheet.com 4

© 2018 Smartsheet Inc. | [Contact](#) | [Privacy Policy](#) | [User Agreement](#) | [Report Abuse/Spam](#)

METROPOLITAN PARK DISTRICT OF TACOMA

RESOLUTION NO. C53-18

**APPOINTING MEMBER TO THE
BUSINESS & RESPONSIVE AGENCY ADVISORY COUNCIL**

WHEREAS, Metro Park Tacoma seeks to provide quality programs and services to all its customers and residents; and

WHEREAS, Metro Parks Tacoma wishes to utilize the input and expertise of a broad base of community members for guidance in the development of its programs and services; and

WHEREAS, the Board of Park Commissioners has established four Citizen Advisory Councils for the purpose of aiding the Board of Park Commissioners by assessing and recommending policy and program decisions that influence mission-led interest areas; and

WHEREAS, there are current vacancies on the advisory council;

WHEREAS, the application was reviewed by the chair of the council, staff and board liaison and the appointment is recommended by the entire membership in order to sustain functional councils; 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 Business & Responsive Agency Advisory Council.

Doug Andreasson, Term Expires on June 30, 2021

The foregoing resolution was adopted by the Board of Commissioners of the Metropolitan Park District of Tacoma at a meeting held on _____, 2018.

President

ATTEST:

Secretary

Clerk



MEMORANDUM

TO: Board of Park Commissioners
THROUGH: Shon Sylvia, Executive Director
FROM: Alan Varsik, Director of Zoological & Environmental Education
SUBJECT: **Purchasing Resolution**
DATE: June 6, 2018

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

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

ITEM No. 1

- **VENDOR** McRoberts Sales
- **GOODS OR SERVICE** Various Seafood (animal food)
- **PRICE** \$95,551.87 including WSST
- **SOURCE OF FUNDING** PDZA Zoological Budget
- **CONTACT** Alan Varsik, (253) 404-3634

McRoberts sales was awarded part of the annual seafood bid this year for blue fish, clam tongue, blue crab, pollock, and squid. The original purchase was in the amount of \$44,296.26, which did not require Park Board approval. On April 16, 2018 a change order was done for an additional purchase of \$3,346.16, bringing the total purchases from McRoberts Sales to \$47,642.42.

Since that time, the decision was made to extend the breeding loan of the male pacific walrus, Dozer, which will require the additional purchase of clams, herring and squid. That purchase would be in the amount of \$47,909.45 which would take our total purchases from McRoberts Sales for 2018 over the \$50,000.01 purchasing threshold requiring Board Park approval.

FISCAL IMPACT: Funds will come from department operating budgets.

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

METROPOLITAN PARK DISTRICT OF TACOMA

PURCHASING RESOLUTION NO. P54 -18

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

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

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

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

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

The foregoing resolution was adopted by the Board of Park Commissioners of the Metropolitan Park District of Tacoma at a meeting held on _____, 2018.

ATTEST:

President

Secretary

Clerk

Exhibit A
to
Purchasing Resolution No. P54 -18

ITEM No. 1

- **VENDOR** McRoberts Sales
- **GOODS OR SERVICE** Various Seafood (animal food)
- **PRICE** \$95,551.87 including WSST
- **SOURCE OF FUNDING** PDZA Zoological Budget
- **CONTACT** Alan Varsik, (253) 404-3634

City of Tacoma
Human Services Building
205 7th St. Tacoma, WA 98501
Phone: (253) 404-3034
Fax: (253) 404-3034

ATTORNEY
COUNSELOR AT LAW
FIRM
ADDRESS OF FIRM
CONTACT





MEMORANDUM

TO: Board of Park Commissioners
THROUGH: Shon Sylvia, Executive Director *Sylvia*
FROM: Debbie Terwilleger, Director of Planning & Development
SUBJECT: **Archeological Services Contract #2015115J Amendment # 1 to ESA**
DATE: June 6, 2018

EXECUTIVE SUMMARY: This resolution authorizes contract Amendment #1 to the professional services with ESA for Archeological Services for a number of capital projects funded by the 2014 UTGO Park Bond Program. Total contract expenditures after this amendment are not to exceed \$300,000.00.

CAPITAL IMPROVEMENT COMMITTEE RECOMMENDATION: This resolution was reviewed and approved to move to full board with a recommendation to approve.

BACKGROUND: As part of the development process for many of our capital projects, it is necessary to have professional archaeological 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, this professional service agreement is being supplemented with additional funding to cover the projects anticipated through 2018 and the end of the contract.

An official RFQ was advertised on June 2, 2016 and due on June 17, 2016. Eight (8) firms responded; a staff panel reviewed the Statements of Qualifications (SOQs) and ESA was selected to provide the archeological services through 12/31/2018. At the time, the estimated contract need was \$100,000. As the capital plan has progressed, the need for archeological services has increased with existing projects and is projected to exceed the \$100,000 contract amount. To date, approximately \$83,000 has been utilized. This action increases the contract by \$200,000 for a total of \$300,000. (The contract will be competitively re-bid for 2019 – 2020 projects later this year or in early 2019. Any unused ESA contract authority will be reallocated to the new contract at that point.)

ESA will continue to provide archaeological services on an on-call basis through 12/31/2018, as indicated in the original RFQ. The scope of their professional services generally consists of the following:

Professional Archaeological Services to assist Metro Parks in compliance with Section 106 of the NHPA, Executive Order 05-05, and SEPA. Metro Parks receives funding from both federal and state agencies and also must obtain federal, state, and local government permits.

- Provide professional archaeological services that meet Federal Secretary of Interior Standards and Washington State RCW 27.53 and 27.44 requirements.
- Provide professional archaeological survey, identification, documentation, and site form completion into WISAARD.
- Providing project-monitoring services for all levels of sensitivity as needed.
- Active observation on site during construction.
- Develop reporting as needed to satisfy requirements of Department of Archaeology and Historic Preservation (DAHP), National Park Service (NPS), City of Tacoma and others as necessary.

FISCAL IMPACT: This is a Contract Amendment #1 with an assigned value in the amount not to exceed \$200,000.00 brings the total contract to a value in the amount not to exceed \$300,000. A Work Order system is used to define a scope of services for each project site and project funds are paid from each of the corresponding park budgets as identified in the 2014 UTGO Capital Improvement Bond.

CONTRACT HISTORY					
Item	Action	Date	Contract Amount		Note
			Amendment/ Supplement Amount	Total Contract Remaining	
1.	Original Contract	09/01/2016		\$100,000.00	Approval by Jack Wilson
2.	Supplement – BP Lighthouse Park	11/2/2017	-\$17,156.00	\$82,844.00	Approved by Marty Stump
3	Supplement – Titlow Lodge	3/15/2017	-\$3,214.00	\$79,630.00	Approved by Melissa McGinnis
4.	Supplement – Seawater Supply	11/21/2017	-\$7,944.00	\$71,686.00	Approved by Alan Varsik
5	Supplement – Pt. D Loop Trail	5/14/2018	-\$54,763.00	\$16,923.00	Approved by Erwin Vidallon

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

METROPOLITAN PARK DISTRICT OF TACOMA

RESOLUTION NO. PW55-18

ESA - ARCHEOLOGICAL SERVICES CONTRACT#2016115J AMENDMENT #1

WHEREAS, the Board of Park Commissioners of the Metropolitan Park District of Tacoma desires to move forward with implementation of the 2014 UTGO Bond Projects; and

WHEREAS, Metro Parks requires Archeological services for many of the 2014 UTGO Bond projects and

WHEREAS, ESA was selected in June, 2016 from a review of Eight (8) Statements of Qualifications (SOQs) obtained from consultants in response to Metro Parks' public solicitation; and was awarded a contract not to exceed \$100,000.00; and,

WHEREAS, funds for the services will be provided from the Metro Parks Tacoma 2014 UTGO Capital Improvement Bond funds 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 authorizing contract amendment #1 for Archeological Services to ESA in the amount not to exceed \$300,000.00 (including Tax).

The forgoing resolution was adopted by the Board of Park Commissioners of the Metropolitan Park District of Tacoma at a regular meeting held on _____ 2018.

President

ATTEST:

Secretary

Clerk

1.2.4 - AIR QUALITY ANALYSIS (OPTIONAL TECHNICAL SUPPLEMENT)

WHEREAS, the Board of Park Commissioners of the Metropolitan Park District has determined that it is necessary to have an Air Quality Analysis conducted for the proposed project and

WHEREAS, the Board of Park Commissioners of the Metropolitan Park District has determined that it is necessary to have an Air Quality Analysis conducted for the proposed project and

WHEREAS, the Board of Park Commissioners of the Metropolitan Park District has determined that it is necessary to have an Air Quality Analysis conducted for the proposed project and

WHEREAS, the Board of Park Commissioners of the Metropolitan Park District has determined that it is necessary to have an Air Quality Analysis conducted for the proposed project and





MEMORANDUM

TO: Board of Park Commissioners
THROUGH: Shon Sylvia, Executive Director *Shon Sylvia*
FROM: Debbie Terwilleger
SUBJECT: **Contract Award to AMCL for Business Process Review and Enterprise Asset Management Implementations (EAM) Strategy**
DATE: June 5, 2018

EXECUTIVE SUMMARY: This resolution authorizes the contract award to AMCL for business process review and enterprise asset management implementation strategy an amount not to exceed \$199,971.00.

CAPITAL IMPROVEMENT COMMITTEE RECOMMENDATION: The Capital Improvement Committee reviewed this resolution at their meeting on May 16, 2018 and recommended forwarding this item on to the full Board for approval.

BACKGROUND: Staff has identified a need to replace existing ad hoc work order systems and other infrastructure related documents/processes in an effort to bring many of the independent asset management elements within Metro Parks Tacoma into alignment. Prior to selecting an asset management software vendor, the District will hire a Business Process Review (BPR) consultant with the goal of understanding current business process and defining an Asset Management Implementation strategy to maximize MPT 's investment of an asset management software and program.

The BPR consultant will be brought on to provide a comprehensive business system and workflow analysis associated with effectively executing asset management and implementing a system which deploys industry standard/best practices. The analysis will ensure any inefficient asset management related processes within MPT are identified prior to implementation. The analysis will also call out existing mission critical functions unique to MPT and a mature asset management program to ensure said functions are accounted for as part of the overall project implementation.

On January 19, 2018, a Request for Proposal (Bid J2018-02) was publicly advertised in the Daily Journal of Commerce, Tacoma Daily Index, OMWBE Website and on Metro Park's website. MPT received six (6) complete proposals, and four finalists were invited to interview. Based on the interviews and submittals scoring, we selected AMCL.

AMCL is recognized as one of the world's leading asset management professional services firms, with a global reputation for leadership in asset management thinking and on the ground

delivery. AMCL was founded in 1997 and has been providing services to clients in North America since 2012.

The scope of services for AMCL will include, but not be limited to, developing asset/maintenance management roadmaps and software implementation strategies; stakeholder engagement and management; evaluating organizational maturity and preparedness; gap analysis and guiding in preparation and selection of EAM software solution.

FISCAL IMPACT: The funds for the Business Process Review and Enterprise Asset Management Implementation Strategy will be accounted for in the 2014 UTGO Capital Improvement Bond and Operations. For project implementation purposes the following is a breakdown of the funding sources and project budgets.

Funding:

2014 UTGO System Efficiencies, Technology Upgrades	\$250,000.00
Metro Parks Tacoma Operating Funds	\$200,000.00
Total	\$450,000.00

Budget:

Planning & Design	\$200,000.00
Equipment	\$200,000.00
Misc.	\$50,000.00
Total	\$450,000.00

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. PW56-18

**BUSINESS PROCESS REVIEW AND ASSET MANAGEMENT IMPLEMENTATION
STRATEGY - CONTRACT AWARD TO AMCL**

WHEREAS, the Board of Park Commissioners of the Metropolitan Park District of Tacoma desires to move forward with business process review and asset management implementation; and

WHEREAS, funds for the project consist of Metro Parks 2014 UTGO system efficiencies, Technology upgrades and Metro Parks operations; and

WHEREAS, Six (6) Proposals (RFP#J2018-02) were received with Six (6) being considered responsive; and

WHEREAS, the proposals addressed the requirements of the project and the experience of the firms; and

WHEREAS, a Selection Committee reviewed and scored AMCL as the most qualified firm; now, therefore, be

RESOLVED, by the Board of Park Commissioners of the Metropolitan Park District of Tacoma to award a contract for the Business Process Review and Asset Management Implementation Strategy to be awarded to AMCL in an amount not to exceed \$199,971.00.

The foregoing resolution was adopted by the Board of Commissioners of the Metropolitan Park District of Tacoma at a regular meeting held on _____, 2018.

ATTEST:

President

Secretary

Clerk

MANAGEMENT'S DISCUSSION AND ANALYSIS

Our financial statements are prepared in accordance with generally accepted accounting principles (GAAP) and are intended to provide a fair and accurate view of our financial position and operations.

Our financial statements are prepared on a cash basis and do not include any accruals or deferrals.

Our financial statements are prepared on a calendar year basis and do not include any adjustments for prior periods.

Our financial statements are prepared on a going concern basis and do not include any adjustments for liquidation value.

Our financial statements are prepared on a historical cost basis and do not include any adjustments for inflation.





MEMORANDUM

TO: Board of Park Commissioners

THROUGH: Shon Sylvia, Executive Director *Shon Sylvia*

FROM: Debbie Terwilleger, Director of Planning & Development

SUBJECT: Swan Creek-Pierce County Pedestrian Bridge Partnership MOU and Capital Allocation--Acceptance and Appropriation

DATE: June 6, 2018

EXECUTIVE SUMMARY: This resolution authorizes the appropriation of \$101,000 of the 2014 UTGO Bond for the completion of a pedestrian bridge in Swan Creek. This resolution would also authorize the Executive Director to enter into a Memorandum of Understanding with the Pierce County for the construction of the pedestrian bridge.

CAPITAL IMPROVEMENT COMMITTEE RECOMMENDATION: The Capital Improvement Committee reviewed this resolution at their meeting on May 16, 2018 and recommended forwarding this item on to the full Board for approval.

BACKGROUND: This project will providing partnership funding to replace a foot bridge at the portal of Pioneer Way Park/Pierce County, which is a major link into Swan Creek Park. At this time it is deteriorating and in need of removal. In the 2011 Master Plan for Swan Creek, it was identified for replacement. Pierce County has taken the lead for the purpose of coordinated design, permitting, construction and replacement of the pedestrian bridge that crosses the creek in Swan Creek Park. This agreement provides authorization, establishes responsibilities, and defines financial contributions related to the Bridge Project.

FISCAL IMPACT: This project demonstrates cost effective collaboration with MPT partners for the benefit of Tacoma residents. Metro Park Tacoma's capacity to serve the community is clearly enhanced through partnerships and contributions and support. Funding allocation is derived from the 2014 UGTO Open Space, Trails & Natural Areas, Trails & Pedestrian System Partnerships of \$101,000 for the completion of the bridge.

\$345,000	Pierce County
\$100,000	MPT Open Space/Partnership
<u>\$ 1,000</u>	<u>MPT Art Fund</u>
\$446,000	Total

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

METROPOLITAN PARK DISTRICT OF TACOMA

RESOLUTION NO. R57-16

**SWAN CREEK- PIERCE COUNTY PEDESTRIAN BRIDGE PARTNERSHIP MOU
AND CAPITAL ALLOCATION**

WHEREAS, the Board of Park Commissioners of the Metropolitan Park District of Tacoma wishes to enter into an Memorandum of Understanding regarding the completion of construction of a new pedestrian bridge with Pierce County for the recreational experience for residence in Swan Creek Park; and

WHEREAS, the completion of the new bridge will increase safety with the park and over the creek; and

WHEREAS; the Board of Park Commissioners wishes to allocate funds in order to participate in the partnership; and

Now, therefore, be it

RESOLVED by the Board of Park Commissioners of the Metropolitan Park District of Tacoma that: authorization to be given to the Executive Director to sign a Memorandum of Understanding with the Pierce County and appropriate bond funds.

The forgoing resolution was adopted by the Board of Park Commissioners of the Metropolitan Park District of Tacoma at a regular meeting held on _____ 2018.

President

ATTEST:

Secretary

Clerk