

**METROPOLITAN PARK DISTRICT  
OF TACOMA**



**AGENDA**

**June 25, 2018  
6:00 P.M. MPT HEADQUARTERS  
4702 S. 19<sup>TH</sup> 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 SUMMER PARKS AND RECREATION PROGRAMMING**

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

**ROLL CALL**

**FLAG SALUTE**

**SPECIAL PRESENTATIONS PARKS & RECREATION MONTH PROCLAMATION  
MEADOW PARK GOLF COURSE- FIRST TEE AWARD  
FORT NISQUALLY -CITY OF TACOMA'S HISTORIC  
PRESERVATION AWARD**

**PRESIDENT'S REPORT**

**STANDING COMMITTEE & COMMISSION REPORTS**

**EXECUTIVE DIRECTOR'S REPORT**

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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."



**REGULAR MEETING**

**CITIZEN COMMENTS**

**MINUTES**

(3-8) MINUTES OF THE JUNE 11, 2018 REGULAR BOARD MEETING

**CONSENT AGENDA**

**REGULAR AGENDA**

**PURCHASING RESOLUTIONS**

*(Requiring one reading for adoption)*

**PUBLIC WORKS PURCHASING RESOLUTIONS**

*(Requiring one reading for adoption)*

(9-11) **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)*

**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 27, 2018	Capital Improvement Committee	5:00 PM	Park Headquarters
July 9, 2018	Regular Board Meeting	6:00 PM	Park Headquarters
July 11, 2018	Capital Improvement Committee	5:00 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  
June 11, 2018**

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

IN THE CHAIR: Andrea Smith

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

FLAG SALUTE: Commissioner Pointer

**STUDY SESSION ATHLETICS PROGRAMMING**

Mary Tuttle opened the presentation by noting that both the updated Strategic Plan, adopted earlier this year and the Mission Led comprehensive plan serve as the guiding documents in developing athletic programming for the District. Staff use the plans and the data driven information in making decisions that provide services that are needs based, equitable, with a focus on underserved youth. Ms. Tuttle also commented that CAPRA accreditation requirements also help guide recreational programming for the District. CAPRA recommends avoidance of duplication of services, oversaturation of services, creating efficiencies in utilizing public assets and leveraging partnerships to deliver enhanced opportunities. This includes cooperative agreements with outside agencies for the purposes of program delivery.

Leif Ellsworth then commented on the data collected in the scientific community surveys that informed the Mission Led Comprehensive Plan including the fact that youth sports programming ranked among the top nine for both importance and need, in all planning areas in the city. Conversely adult Sports ranked low for both importance and need in all planning areas. Mr. Ellsworth then showed two maps of the city that showed the amount of increase in locations where sports programming is being offered, noting an increase from 21 locations to 49 locations due largely in part to the partnership around elementary sports and the Tacoma School District.

Mr. Ellsworth then commented that the District currently offers adult leagues in Softball, Baseball, Volleyball, Ultimate Frisbee, and Lawn Bowling. He noted that in 2017 the District began contracting out softball to Come Back Sports, since then there has been an increase in teams. Come Back Sports provides 60 ft. base distance, music during games, score keeping by officials, and end of season party and a championship game at Cheney Stadium. The District will introduce pickle ball and table tennis to adults in 2019. In addition, a bubble soccer league and family sports leagues are also planned for 2019.

Within the area of youth sports, Mr. Ellsworth commented that the elementary school sports program is now occurring in 49 locations. This is in addition to mini sports, leagues camps and tournaments. Staff noted that due to the District's commitment to youth a bulk of the District's resources go the elementary sports program so as to provide every child a chance to participate in sports while eliminating barriers. A video highlighting the Elementary Sports Program was shown.

Ms. Tuttle and Mr. Ellsworth recognized partners that MPT works with in order to provide all these services including Tacoma Public School, YMCA, Tacoma Rainiers, The First Tee, Dakine, Boys and Girls Club and Next Move. This year staff was able to secure two new sponsorships with the Rave Foundation and The Seattle Mariners, as well as maintain the sponsorship with Land O'Frost.

Ms. Tuttle commented that The Next Move had already been providing internships to Tacoma Public High School students for school credit. The program goal was to have 20 high school juniors throughout the year, who would be paired with adult mentor coaches. When the student coaches were ready, they would then be given their own teams or be paired up with another intern and assigned a team. To date over 40 students go through the program this year, and as of baseball season, we have 11 students who have progressed to having their own teams. Jacob Faqua a student in the program spoke about his positive experience with coaching in this program.

Recently MPT was awarded a Program Excellence Award from WRPA for the Elementary Sports Program. Board members recognized and extended that award to the Districts partners for playing a vital role in making the program successful.

Commissioner Pointer requested additional information and dialogue regarding Adult Slow Pitch Leagues being provided by Come Back Sports.

Commissioner Reid commented on the great growth of the program.

Commissioner Baines stated he was impressed with the program and the number of children that now have access.

### **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.

### **SPECIAL PRESENTATIONS** None

### **RESIDENTS REPORT**

President Smith commented that she did the curtain speeches at the Alice in Wonderland performances. She noted that parents and participants were very complimentary and pleased with the production. Ms. Smith commented favorably on the Point Defiance National Register celebration event held last weekend.

President Smith congratulated members of the MPT Dragon Boat Team who made it to this year's finals.

**STANDING COMMITTEE AND COUNCIL REPORTS****Zoo Liaison Committee**

Commissioner Pointer commented that at the most recent meeting the agenda included an attendance report, budget update. Staff also provided an update on the foot care of one of zoo's elephants. Commissioner Pointer also commented that the new permanent picnic pavilion should be completed by the fall. The Arctic Tundra project is currently on hold to due budget and projected costs. At NW Trek fencing for the Grizzly exhibits is currently occurring. The committee also was informed that the Zoo Society has reach about 60% of its capital fundraising. It was also announced that Zoo Society Executive Director Larry Norvell will be retiring in September. Commissioner Pointer stated that the Trek Foundation and Zoo Society will be working on MOUs with the District to be aligned with District budget timing.

**Joint Municipal Action Committee**

Commissioner Reid commented that at the last JMAC meeting held on June 8<sup>th</sup>, the agenda included an update on the homeless initiative in the city. He commented that the City has proposed a \$10.7M in their biennial budget to help deal with the issue. Next month's meeting will include a discussion on the Ruston Way Visioning Project being led by Metro Parks.

**Active Lifestyle and Community Wellness Advisory Council**

Commissioner Reid commented that the committee last met on May 24<sup>th</sup>. The group discussed the park audits completed by member thus far. A group audit for DeLong Park is planned for the next meeting.

**EXECUTIVE DIRECTOR'S REPORT**

Executive Director, Shon Sylvia commented on the following:

- Alan Varsik and John Houck recognized Marla Waddell on the occasion of her retirement from the Point Defiance Zoo.
- Alan Varsik recognized the following new ZEED employees: Emily Mattox, Ginger Paschall, Jarek Sarnacki, Jessica Bartlett, and Ariel Woodruff.
- Fish Tacoma at Wapato Lake – The District is partnering with Washington Fish and Wildlife and the Get Hooked Foundation to host a family-friendly event to teach youth the basics of fishing and the importance of conservation. It will be at Wapato Park from 9-2 this Saturday and is for youth 14 and under and requires no fishing license. It is an opportunity to showcase the new ADA accessible docks and some recent renovations to the Bathhouse. We have over 400 registered participants.
- Plough to Plate is scheduled for this Saturday from 11am-5pm at Fort Nisqually. Visitors will enjoy a 19th Century cooking contest and presentation on "farm to table" topics.
- Special Olympics Spring Games (6/1-6/3) were held at PLU, KCAC, and JBLM this past weekend. There were athletes competing in Track and Field, Soccer, Aquatics, and Cycling. The District had over 15 of our athlete's medal in their various events. Special Olympics USA Games are being held in Seattle July 1-5th. MPT has two athletes that will be competing for Team Washington.
- Eastside Job Fair is scheduled for June 19 3pm-7pm . Candidates can meet hiring managers from Boys & Girls Club, Metronome Coffee and Metro Parks Tacoma. Job opportunities will include Youth Programs, Baristas, Child Watch, Guest Services, Aquatics, Custodial, Fitness Instruction, Arts & more!

**CITIZEN COMMENTS**

Wolf Patton commented that he serves on Portland Avenue Steering Committee. He commented the District should not allow potential service providers to provide housing on the current sites footprint.

Luetta Patton commented that she is concerned about loss of trees and greenspace at the Portland Ave. Community center. She also commented that sometimes the media reports on things that spread misinformation in the community; she referred to an article in a Seattle newspaper and a report on Fox News that indicated a decision about the partner for the community center had already been made. She also commented that staff had promised a third public meeting regarding the future of the center, which has not yet occurred.

**MINUTES OF THE MAY 14, 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. C52-18: APPROVAL OF WARRANTS CLAIM FUND FOR MAY 2018**

**RESOLUTION NO. C53-18: APPOINTING MEMBER TO THE BUSINESS & RESPONSIVE AGENCY ADVISORY COUNCIL**

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

Commissioner Pointer welcomed the newest member to the BRAC.

**PURCHASING RESOLUTIONS**

**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)

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

Alan Varsik commented that this additional purchase is needed since the Zoo will now has Doozer the Walrus.

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

**PUBLIC WORKS PURCHASING RESOLUTIONS****RESOLUTION NO. PW55-18: ESA - ARCHEOLOGICAL SERVICES CONTRACT #2016115J AMENDMENT #1**

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

Debbie Terwilleger commented that this resolution was reviewed by the CIC via email. She further commented that 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. Ms. Terwilleger noted that 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.

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

**RESOLUTION NO. PW56-18: BUSINESS PROCESS REVIEW AND ASSET MANAGEMENT IMPLEMENTATION STRATEGY - CONTRACT AWARD TO AMCL**

At staffs' request, Commissioner Smith moved to postpone this item; seconded and passed on a vote of 5-0.

**SINGLE READING RESOLUTIONS** None**RESOLUTION NO. R57-18: SWAN CREEK- PIERCE COUNTY PEDESTRIAN BRIDGE PARTNERSHIP MOU AND CAPITAL ALLOCATION**

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

Debbie Terwilleger commented that this was reviewed by the CIC on May 16<sup>th</sup>.

Ms. Terwilleger state that 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. Staff commented construction is scheduled of the fall.

Commissioner Hanberg inquired as to how access to the canyon will be effected during the project. Staff commented that they will contact the County to get additional information.

Being no additional comments, the question was<sup>7</sup> 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 commented that he would like to see portable restrooms removed from Peoples Park as it has attracted homeless activity.

Commissioner Hanberg commented that her recently attend the Sheep Dog Classic on Vashon Island.

President Smith commented that there will be a Committee of the Whole on Monday, June 18<sup>th</sup>.

**ADJOURN:**

Being no further business, the meeting was adjourned at 7:00 p.m.

**APPROVED:**

\_\_\_\_\_  
President

\_\_\_\_\_  
Clerk

Submitted by: Jennifer Bowman, Board Secretary





**MEMORANDUM**

TO: Board of Park Commissioners  
THROUGH: Shon Sylvia, Executive Director  
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 in 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 processes and defining an Asset Management Implementation strategy to maximize MPT's investment in an asset management software program.

The BPR consultant will be contracted to provide a comprehensive business system and workflow analysis of existing processes, and recommendations to deploy industry standard/best practices that will support the future asset management system. The analysis will ensure that 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 to ensure that such 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 is 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
<b>Total</b>	<b>\$450,000.00</b>

**Budget:**

Planning & Design	\$200,000.00
Equipment	\$200,000.00
Misc.	\$50,000.00
<b>Total</b>	<b>\$450,000.00</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. 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 that the Board of Park Commissioners of the Metropolitan Park District of Tacoma authorize the Executive Director to enter into a contract for the Business Process Review and Asset Management Implementation Strategy 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

IDENTIFICATION NUMBER

BUSINESS PROCESS BETWEEN APPARATUS MANAGER AND THE OPERATION  
STRATEGY CONTROL SYSTEM

WHEREAS the Board of Park & Recreation of the City of Los Angeles  
has authorized the Board to enter into a contract with the City of Los Angeles  
for the operation of the City of Los Angeles Park & Recreation Department

AND WHEREAS the Board of Park & Recreation of the City of Los Angeles  
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has authorized the Board to enter into a contract with the City of Los Angeles  
for the operation of the City of Los Angeles Park & Recreation Department

Witness my hand and seal of the City of Los Angeles this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

Mayor

City Clerk

City Clerk