

**METROPOLITAN PARK DISTRICT
OF TACOMA**



AGENDA

**October 14, 2019
6:00 P.M.
METRO PARKS HEADQUARTERS
4702 S. 19th St.
Tacoma, WA 98405**

**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

PRESIDENT'S REPORT

STANDING COMMITTEE & COMMISSION REPORTS

EXECUTIVE DIRECTOR'S REPORT

REGULAR MEETING

CITIZEN COMMENTS

MINUTES

(5-10) **MINUTES OF THE SEPTEMBER 9, 2019 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. C60-19:** APPROVAL OF WARRANTS CLAIM FUND FOR SEPTEMBER 2019
(Contact: Erwin Vidallon, Chief Financial Officer)
- (13-16) **RESOLUTION NO. C61-19:** NW TREK BALD EAGLE EXHIBIT CONSTRUCTION FINAL ACCEPTANCE OF WILDWOOD CARPENTRY, LLC.
CONTRACT #201983T/BID #J2019-06
(Contact: Debbie Terwilleger, Director of Planning & Development)
- (17-20) **RESOLUTION NO. C62-19:** MEADOW PARK GOLF COURSE FACILITY IMPROVEMENTS- DRIVING RANGE IMPROVEMENTS PROJECT FINAL ACCEPTANCE OF CHRISTENSEN, INC. G.C. CONTRACT #2017150J/BID#J2017-27
(Contact: Debbie Terwilleger, Director of Planning & Development)
- (21-22) **RESOLUTION NO. C63-19:** REVISING MEETING SCHEDULE FOR BOARD OF PARK COMMISSIONERS
(Contact: President Pointer)

REGULAR AGENDA

PURCHASING RESOLUTIONS

(Requiring one reading for adoption)

- (23-25) **RESOLUTION NO. P64-19:** AUTHORIZING PURCHASE OF GOODS AND SERVICES FOR METRO PARKS TACOMA
1. COMDATA FOR FUEL UNLEADED AND DIESEL IN AN AMOUNT NOT TO EXCEED \$75,000
(Contact: Marina Becker Director of Parks & Recreation)

PUBLIC WORKS PURCHASING RESOLUTIONS

(Requiring one reading for adoption)

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 DISTRICT POLICIES UPDATE– PAUL WEED

BOARD COMMENTS

ADJOURNMENT

UPCOMING BOARD MEETINGS

October 16, 2019	Capital Improvement Committee	5:00 PM	Park Headquarters
October 21, 2019	Committee of the Whole	5:30 PM	Park Headquarters
October 28, 2019	Regular Park Board Meeting	6:00 PM	Park Headquarters
October 30, 2019	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.





**MINUTES OF REGULAR MEETING
BOARD OF PARK COMMISSIONERS**

September 9, 2019

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

IN THE CHAIR: President Pointer

PLACE: People's Community Center

FLAG SALUTE: Commissioner Baines

STUDY SESSION: Continuity of Operations Plan

Erwin Vidallon opened the presentation by stating that the District has been working on updating its emergency preparedness efforts including meeting CAPRA standards, developing a COOP, developing campus-wide and facility COOP plans, and development of an emergency communication plan. Mr. Vidallon commented on the planning training, drills and exercises that have been taking place.

Mr. Vidallon then commented that the intent of a COOP is to ensure an organization can continue to perform its essential functions, provide essential services, and deliver core capabilities during a disruption to normal operations. He noted that effective contingency planning can minimize the impact on the District's mission, personnel and facilities. The COOP provides direction and guidance on how to get essential operations up and running within the next 12 hours of an event and then sustain operations for the next 30 days or until normal operations can be resumed.

Goals established for the District COOP outlined by Mr. Vidallon include:

- Establish procedures to execute mission-essential functions when an emergency threatens or incapacitates operations.
- Focus from the perspective of headquarters campus. COOP plans at individual Metro Parks sites will support this plan.
- Outline roles & responsibilities to activate the COOP, including situations that require the relocation of essential personnel.
- Developed in accordance with national standards and templates created by Pierce County Emergency Management, the State of Washington, and FEMA

Hunter George explained that the COOP for MPT headquarters addresses and identifies essential personnel, identifies alternative HQ locations and addresses critical activities that cannot cease. Staff work groups have recognized the following as critical activities:

Districtwide Essential Functions:

- Administer vital services that protect people & animals – especially dangerous animals

- Maintain life support systems & access to arterials and streets around parks, and make parks safe for the public if/when they need to set up camp because homes are unsafe
- Administer programs that support the delivery of vital services (payroll, contracts and purchasing, communications, IT, legal/risk management)
- Make community centers safe & accessible if needed
- Activate child-care or other services needed by the community

Next steps noted by staff include more and continual training, working with the City and County as they update their emergency plans, participating in the Regional Coordinating Committee.

Commissioner Reid suggested staff look into policies that may need updating that deal with Board quorums and executive director authority during emergencies.

REGULAR MEETING

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

SPECIAL PRESENTATIONS

PEOPLES CENTER UPDATE

Marina Becker introduced Delia Flores, Center Supervisor and Adriane Kehinde-Lewis, Assistant Center Supervisor. The Board was informed that the center currently has 584 members and is currently running a successful Thrive Partnership with Jason Lee School. The Center is also partnering with the Puyallup Watershed Initiative to distribute free bike helmets. In September, along with the Rainbow Center, People's Center will also be co-sponsoring a job search event featuring local LGBTQ+ affirming employers and career prep workshops.

WELCOME WEEK PROCLAMATION

Hunter George and Abigail Vizcarra Perez commented the District will be participating in National Welcoming Week. Welcoming Week is a national movement in which communities gather to recognize and celebrate the contributions and sacrifices of their foreign-born neighbors and community members.

As a way to celebrate Welcoming Week, MPT Employee Sheryl Blessing performed a native Hula, and MPT Employee Kanda Patton performed an African dance with her daughter. President Pointer read a proclamation encouraging all residents to build strong connections with their neighbors and affirm the benefits of a diverse community.

GREEN TACOMA/ARBOR DAY PROCLAMATION

Mary Anderson introduced Mike Carey, City of Tacoma and Jordan Rash, Forterra. Both spoke about their agencies commitment to keep healthy green spaces in Tacoma. This year's Green Tacoma/ Arbor Day event will be held on October 12th. The event will include 14 different sites around the city. Mr. Carey and Mr. Rash recognized the Park District for their continued collaboration.

President Pointer read a proclamation recognizing October 12th as Arbor Day and Green Tacoma Day in the city of Tacoma.

PRESIDENTS REPORT

President Pointer read a letter from Doug McArthur thanking the District for creating a wonderful space at Dune Peninsula for the entire community.

STANDING COMMITTEE AND COUNCIL REPORTS None**EXECUTIVE DIRECTOR’S REPORT**

Executive Director, Shon Sylvia commented on the following:

- Marina Becker introduced the following new Parks and Recreation employees: Julian McGilvery, Jewels Jugum, and Koshawn Armstrong.
- Reminder that the Board meeting scheduled for September 23rd has been canceled due to lack of a quorum as Board members will be attending the NRPA conference.

CITIZEN COMMENTS

Michael Yoder representing Associated Ministries noted that his organization aims to provide resources and support to those experiencing homelessness. He commented that there must be a humane plan put in place prior to removing encampments from parks.

Liz Kestler representing the Puyallup Watershed Initiative commented that she is pleased that the Board has incorporated changes in recommended park code language based on feedback the Board received about multi-modal devices and bikes. She noted she supports the revised code changes and thanked MPT Board and staff for clearly communicating with the community.

Kristian Walker, Executive Director of Down Town on the Go thanked the Park Board and staff for their work on the code language changes around multi-modal transportation in parks.

City Council Member Keith Blocker recognized staff from the Park District and the City for the collaborative work on the recommended changes to park code. He further noted he sits on the City’s CVS committee and expressed the importance of advancing the changes in code so as to increase public safety.

Michael Mira Director of the Tacoma Housing Authority commented that the THA highlighted four main interests and values to be considered as it relates to camping in parks : concern for the campers; troublesome behavior of campers in People’s Park and the effect on THA staff, clients and visitors, and neighboring business and residents; developing case law; and concern for the parks and their unique value. Mr. Mirra stated that the THA will lend conditional support for the proposed changes to the park if alternative shelter or camping locations are identified

Greg Walker commented that he is an ordained minister in the community and frequently visits Wright Park and People’s Park. Mr. Walker spoke in opposition of the suggested language in park code that will eliminate the use of tents and structures with walls. He further noted that the individuals experiencing homelessness are not a threat. Mr. Walker commented that he cannot support the language as written until safe shelters can be provided.

Al Radcliff commented that he is opposed to the proposed park code language change that prohibits structures and tents with sides. He commented that without a four sided structures individuals will not have a safe space to sleep.

Jo Davies commented that she is part of the 8th & I Neighborhood. Ms. Davies thanked the District for the collaborative approach with neighbors to maintain the park. She stated that lately she has seen tents at night, along with needles in the park. Ms. Davies commented she is supportive of the park code resolution but urged the city to work on finding alternatives spaces for these individuals to camp.

President Pointer commented that the District must try something to alleviate public safety concerns in parks.

MINUTES OF THE AUGUST 26, 2019 REGULAR BOARD MEETING

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

CONSENT AGENDA

RESOLUTION NO. C57-19: APPROVAL OF WARRANTS CLAIM FUND FOR AUGUST 2019

Commissioner Hanberg moved adopt the consent agenda as presented; seconded by Commissioner Reid.

Being no additional comments the consent agenda passed on a vote of 5-0.

PURCHASING RESOLUTIONS None

PUBLIC WORKS PURCHASING RESOLUTIONS

RESOLUTION NO. PW58-19: CENTER AT NORPOINT RE-ROOF CONTRACT AWARD TO QUEEN CITY SHEET METAL & ROOFING, INC.

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

Marty Stump commented that this contract is for a new roofing system at the Center at Norpoint. Mr. Stump commented that there were two responsive bids for the project. He further commented that there was one unresponsive bidder who has submitted a letter of protest. Legal has reviewed the letter and is recommending the bid selection move forward as planned.

Being no additional comments the resolution passed on a vote of 5-0.

SINGLE READING RESOLUTIONS

RESOLUTION NO. R59-19: RECOMMENDING THE TACOMA CITY COUNCIL APPROVE REVISIONS TO TACOMA MUNICIPAL CODE TITLE 8, PUBLIC SAFETY, PERTAINING TO CHAPTER 8.27---PARK CODE

Commissioner Reid moved adoption of the resolution; seconded by Commissioner Baines.

Pete Mayer reminded the Board that the Tacoma Municipal Code regulates the park code that regulates conduct in all public parks within the City of Tacoma. Mr. Mayer commented that the changes being recommended to park code align with philosophy adopted by the District to encourage voluntary compliance and education of the park rules.

Staff then summarized the substantive changes to the following:

8.27.030 Definitions, 8.27.050 Permits- Generally, 8.27.085 Smoking and vaping in parks prohibited, 8.27.130 Molesting or feeding animals, 8.27.165 Moorage buoy and float regulations, 8.27.180 Use of certain equipment, 8.27.200 Vehicular and Micromobility Device standards, 8.27.205 Entrance Fees, 8.27.210 No Structures in parks; exception 8.27.215 Parking fees,

8.27.220 Opening and Closing hours, no use of parks when closed, exceptions, 8.27.251 Authority to adopt a code of conduct, 8.27.255 Violators may be required to leave park.

Staff then summarize the community outreach strategies used to gather and solicit community feedback on the proposed revisions. Mr. Mayer then showed several slides illuminating the key themes resulting from the survey and public comments received.

The next key dates for the Park code include first reading at the City Council on September 24th, with second reading scheduled for October 1st.

Commissioner Hanberg commented that his support for this resolution is conditional based on finding alternative spaces and shelter for individuals experiencing homelessness.

President Pointer commented that the District cannot wait to do something to address safety issues in parks now, and he is supportive of the resolution.

Linda Stewart representing Neighborhood and Community Services for the City of Tacoma commented on the number of shelter beds available and the resources offered to homeless individuals. It was noted that there is wait for beds at times but first time individuals seeking shelter will not be turned away.

Commissioner Reid thanked Ms. Stewart and her staff for the continued efforts. He commented that parks will continue to be a space where all are welcome.

Gary Walker commented that he is in opposition to the tent regulations proposed in the code. He commented that there are not viable alternatives for homeless individual including couples.

A written comment submitted to the Board by Mr. Ryan Speir in support of the drone language in the code was entered into the record.

Being no additional comments the consent agenda passed on a vote of 4-1 (Commissioner Hanberg voting no).

Shon Sylvia commented that City staff, TPD and MPT have spent lots of thoughtful time on this issue and noted that MPT will continue to play a supportive role in helping to identify alternative solutions for individuals experiencing homelessness.

SECOND READINGS RESOLUTIONS None

FIRST READING RESOLUTIONS None

UNFINISHED BUSINESS None

NEW BUSINESS None

BOARD COMMENTS

Commissioners Smith and Baines commented positively on the Dune Peninsula Concert and Downtown to Defiance event last weekend.

ADJOURN:

Being no further business, the meeting was adjourned at 8:45 p.m.

APPROVED:

President

Clerk

Submitted by: Jennifer Bowman, Board Secretary

METROPOLITAN PARK DISTRICT OF TACOMA

RESOLUTION NO. C60-19

APPROVAL OF WARRANTS CLAIM FUND FOR SEPTEMBER 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 SEPTEMBER 1, 2019 AND ENDING SEPTEMBER 30, 2019.

WARRANTS CLAIM FUND

ACCOUNTS PAYABLE CLAIMS FUND:

Warrant Serial Numbers <u>329297</u> to <u>329627</u>	AMOUNT:	<u>\$5,532,687.83</u>
---	---------	-----------------------

PAYROLL CLAIMS FUND:

Warrant Serial Numbers <u>051328</u> to <u>051609</u>	AMOUNT:	<u>\$133,505.77</u>
---	---------	---------------------

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

TOTAL	<u>\$5,666,193.60</u>
-------	-----------------------

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: **Northwest Trek – Bald Eagle Exhibit Construction Final Acceptance of Wildwood Carpentry, LLC Contract#201983T/Bid#J2019-06**
DATE: October 4, 2019

EXECUTIVE SUMMARY: This resolution authorizes final acceptance of Wildwood Carpentry, LLC. Contract #201983T/Bid#2019-06.

BACKGROUND: This project created a new eagle exhibit that is impactful upon entry and becomes a centerpiece of the core experience. The structure is a dynamic, free flight enclosure which allows visitors to fully realize the size and uniqueness of these animals. More importantly, the conservation message of bringing Bald Eagles back from the brink of extinction will become a cornerstone of interpretive messaging for visitors. The exhibit is immersive, allowing visitors to physically walk among the eagles, separated only by a framework of natural materials.

The bid opening was held on March 20, 2019. Four (4) bids were received with two (2) considered responsive. Wildwood Carpentry, LLC submitted low Base Bid in the amount of \$230,000.00 (not including WSST).

The project was inspected by staff and was completed as specified. The final contract amount was \$259,580.43

FISCAL IMPACT: The funds for this project are from Northwest Trek Foundation Donations, Private Donations, and Northwest Trek Operating funds.

Funding:

Northwest Trek Foundation	\$ 474,321.06
Northwest Trek Operations	\$ 83,367.34
Private Donations	\$ 30,904.38
1% for Art	\$ (3,762.59)
Total	\$ 584,830.19

Budget:

Planning & Design	\$ 91,702.94
Wildwood Carpentry (includes tax)	\$ 259,580.43

Mesh Netting Fabrication/Installation	\$	152,845.75
Owner Costs	\$	74,433.00
<u>Contingency</u>	<u>\$</u>	<u>6,268.07</u>
Total	\$	584,830.19

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. C61-19

**NW TREK BALD EAGLE EXHIBIT CONSTRUCTION
FINAL ACCEPTANCE OF WILDWOOD CARPENTRY, LLC.
CONTRACT#201983T/BID#J2019-06**

WHEREAS, the Board of Park Commissioners of the Metropolitan Park District of Tacoma desires to construct the Northwest Trek Bald Eagle Exhibit; and;

WHEREAS, at the meeting on March 25, 2019 the Board of Park Commissioners approved the Board Resolution #PW27-19 awarding the contract to Wildwood Carpentry, LLC for the construction of the new Bald Eagle Exhibit at Northwest Trek; and

WHEREAS; Wildwood Carpentry, LLC. has completed the construction as specified and the work has been inspected and approved by staff, therefore, be it

RESOLVED by the Board of Park Commissioners of the Metropolitan Park District of Tacoma to accept the Wildwood Carpentry, LLC, Contract #201983T/Bid#J2019-06.

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





MEMORANDUM

TO: Board of Park Commissioners
THROUGH: Shon Sylvia, Executive Director *Shon Sylvia*
FROM: Debbie Terwilleger, Director of Planning & Development
SUBJECT: **Meadow Park Golf Course Driving Range Bid #J2017-27
Final Acceptance of Christensen Inc. G.C. Contract #2017150J/Bid#J2017-27**
DATE: October 7, 2019

EXECUTIVE SUMMARY: This resolution authorizes final acceptance of Christensen Inc. G.C. Contract #2017150J/Bid#J2017-27

BACKGROUND: The 2014 UTGO bond provided funds to complete a facility assessment to guide prioritized infrastructure updates at Meadow Park Golf Course. The golf course includes a clubhouse, pro shop, driving range, and the course. This project completed high priority infrastructure updates, featuring updates to the lighting for the driving range and the putting green, as well as upgrades to the restaurant and kitchen in the clubhouse building.

This project included demolition and disposal of some of the existing concrete, replacement, new downspouts and drainage, new and upgraded covered driving range bays, heating & lighting in each bay, and a teaching space.

The bid opening was held on September 15, 2017 at 2:00 pm. Seven (7) bids were received with Five (5) considered responsive, and the lowest responsive bidder was Christensen, Inc.

The project was inspected by staff and was completed as specified. The final contract amount was \$554,627.87 including sales tax.

FISCAL IMPACT: The funds for the Meadow Park Golf Course facility improvements will be accounted for in the 2014 UTGO Capital Improvement Bond. For project implementation purposes the following is a breakdown of the funding sources and project budgets.

Funding:	
2014 UTGO Bond Fund – Meadow Park	\$ 1,113,000.00
1% for Art	<u>-\$7,400.00</u>
Total	\$ 1,105,600.00
Budget:	
Planning & Design	\$ 138,752.88

Construction (includes tax)	\$ 844,186.62
Parks Labor	\$ 23,352.21
Equipment	\$ 23,798.74
Misc. Expenses	\$ 10,257.53
<u>Contingency</u>	<u>\$ 65,252.02</u>
Total	\$ 1,105,600.00

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

METROPOLITAN PARK DISTRICT OF TACOMA

RESOLUTION NO. C62-19

**MEADOW PARK GOLF COURSE FACILITY IMPROVEMENTS
DRIVING RANGE IMPROVEMENTS PROJECT
FINAL ACCEPTANCE OF CHRISTNESEN, INC. G.C.
CONTRACT#2017150J/BID#J2017-27**

WHEREAS, the Board of Park Commissioners of the Metropolitan Park District of Tacoma desired to make improvements to the Meadow Park Golf Course Facilities; and

WHEREAS, at the meeting of November 15, 2017, the Board of Park Commissioners approved Board Resolution#PW91-17 awarding the contract to Christensen, Inc. G.C. for improvements to Meadow Park Golf Course Facilities Improvements – Driving Range Improvements; and

WHEREAS, Christensen, Inc. G.M. has completed the improvements to the Meadow Park Golf Course Driving Range 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 Christensen, Inc. G.M. Contract#2017150J/Bid#J2017-27.

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

FROM: Aaron Pointer, Board President

SUBJECT: Revising November 2019 Board Meeting Schedule

DATE: October 1, 2019

EXECUTIVE SUMMARY: It is requested that the Board of Park Commissioners revise its meeting schedule for the month of November. November 11, 2019 is the recognized Veterans Day Holiday, and it is thereby requested that the meeting be cancelled.

BACKGROUND: The Park Board of Commissioners passed resolution RR75-14 that states meetings of the Board of Park Commissioners are to be on the 2nd and 4th Mondays of each month unless changed by Board action and announced to the public. The Board is requesting that the November 11, Regular Board Meeting be cancelled in recognition of Veteran's Day.

FISCAL IMPACT: None.

ADDITIONAL INFORMATION: For additional information, contact President Pointer at (253) 305-1091.

METROPOLITAN PARK DISTRICT OF TACOMA

RESOLUTION NO. C63-19

**REVISING NOVEMBER 2019 MEETING SCHEDULE FOR
THE BOARD OF PARK COMMISSIONERS**

WHEREAS, the Metropolitan Park District of Tacoma's Board of Park Commissioners established its meeting schedule with the adoption of Resolution No. RR75-14; and

WHEREAS, Resolution No. RR75-14 provides the meeting of the Board of Park Commissioners are to be on the 2nd and 4th Mondays of each month unless changed by Board action and announced to the public; and

WHEREAS, from time to time the Board of Park Commissioners desires to revise and amend its meeting schedule; and

WHEREAS, the first Board Meeting in November falls on November 11, 2019, Veterans Day Holiday; now, therefore, be it

RESOLVED by the Board of Park Commissioners of the Metropolitan Park District of Tacoma that it hereby revise its meeting schedule by cancelling the November 11, 2019 Board Meeting

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



MEMORANDUM

TO: Board of Park Commissioners
THROUGH: Shon Sylvia, Executive Director *Shon Sylvia*
FROM: Marina Becker, Director of Parks and Recreation Department
SUBJECT: Purchasing Resolution
DATE: October 7, 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:

Item 1

- **VENDOR** Comdata
- **GOODS Or SERVICES** Fuel, Unleaded and Diesel
- **PRICE** Not to Exceed \$75,000.00
- **SOURCE OF FUNDING** 2019 Park and Recreation Operating Budget
- **CONTACT** Marina Becker- (253) 305-1024

BACKGROUND: The Parks and Recreation Department uses Comdata to fuel District trucks to perform maintenance and operations duties and to fuel the vans necessary for program delivery. Comdata is one of the vendors utilized for fueling options including PetroCard Systems, Inc., and Associated Petroleum Products. Staff minimizes drive times as much as possible by having fueling options throughout the City, allowing 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: This expense is funded in the 2019 Park and Recreation Operating Budget.

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

METROPOLITAN PARK DISTRICT OF TACOMA

PURCHASING RESOLUTION NO. P64-19

**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. P64-19**

Item No. 1

- **VENDOR** Comdata
- **GOODS Or SERVICES** Fuel, Unleaded and Diesel
- **PRICE** Not to Exceed \$75,000.00
- **SOURCE OF FUNDING** 2019 Park and Recreation Operating Budget
- **CONTACT** Marina Becker- (253) 305-1024