

**REGULAR PARK BOARD MEETING AND AGENDA  
AUGUST 24, 2020  
5:30 pm STUDY SESSION  
6:00 PM REGULAR MEETING  
REMOTE MEETING**

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**ATTENTION:**

Protecting the public, our partners, and our staff are of the utmost importance.

Due to recent health concerns with the novel coronavirus and in compliance with the Governor's Executive Order 20-28.2 (amending 20-05, 20-28, 20-28.1, 20-28.2, 20-28.3, 20-28.4, 20-28.7 & 20-28.8), this meeting will be held remotely.

The public is encouraged to participate via telephone or Zoom and will be given opportunities to comment, as noted below.

You can listen to the Study Session and Regular Park Board Meeting via telephone by following the instructions below:

**Telephone Instructions:**

**Dial: 253-215-8782**

**Enter Meeting ID: 99006512693#**

**Participant ID: no ID needed just press #**

You can listen and view presentations of the Regular Park Board Meeting via the Zoom link:

**Join Zoom Meeting**

**<https://zoom.us/j/99006512693>**

Community comment is encouraged to be submitted in advance of the meeting in written form. Please submit written comments to the Board by 5pm on August 24, 2020 by e-mailing them to Jennifer Bowman at [jenniferb@tacomaparks.com](mailto:jenniferb@tacomaparks.com). Comments will be compiled and sent to Board members in advance of the meeting. Comments may also be left on voicemail at 253-305-1091 by 5pm on August 24, 2020. Verbal comments will also be allowed during the meeting. To request to speak during community comments, please press the Raise Hand button near the bottom of your Zoom window or \*9 on your phone. All speakers will have up to three minutes to speak.

**METROPOLITAN PARK DISTRICT  
OF TACOMA**



**AGENDA**

**AUGUST 24, 2020  
6:00 P.M.  
REMOTE MEETING**

Via Telephone  
**Dial: 253-215-8782**  
**Enter Meeting ID: 990 0651 2693**  
**Participant ID: no ID needed just press #**  
or  
Listen and view presentations of the  
Regular Park Board Meeting via the Zoom link:  
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**MEETINGS ARE RECORDED AND MAY BE HEARD AT THE  
PARK DISTRICT OFFICES UPON REQUEST**

**COMMISSIONERS**

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

5:30 P.M. **STUDY SESSION** CAPITAL PROGRAM UPDATE

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

**ROLL CALL**

**SPECIAL PRESENTATIONS** RETIRING EMPLOYEE RECOGNITION

**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**

**COMMUNITY COMMENTS**

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**MINUTES**

(5-8) MINUTES OF THE AUGUST 10, 2020 REGULAR BOARD MEETING

**CONSENT AGENDA**

**REGULAR AGENDA**

**PURCHASING RESOLUTIONS**

*(Requiring one reading for adoption)*

**PUBLIC WORKS PURCHASING RESOLUTIONS**

*(Requiring one reading for adoption)*

(9-12) **RESOLUTION NO. PW37-20:** HEADQUARTERS FACILITY IMPROVEMENTS  
BID#: J2020-04 CONTRACT AWARD TO PIONEER HUMAN SERVICES  
(Contact: Debbie Terwilleger, Director of Planning & Development)

**SINGLE READING RESOLUTIONS**

*(Requiring one reading for adoption)*

(13-15) **RESOLUTION NO. R38-20:** INTERLOCAL COOPERATION AGREEMENT FOR  
THE 56<sup>TH</sup> STREET SIDEWALK PROJECT WITH THE CITY OF TACOMA STREET  
INITIATIVE PACKAGE #33  
(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**

August 26, 2020	Capital Improvement Committee	5:00 PM	Remote Meeting
August 31, 2020	Committee of the Whole	5:30 PM	Remote Meeting
September 14, 2020	Regular Park Board Meeting	6:00 PM	Remote Meeting
September 16, 2020	Capital Improvement Committee	5:00 PM	Remote Meeting

\*Remote meeting details can be found on the Metro Parks Website [www.metroparkstacoma.org](http://www.metroparkstacoma.org)

\*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  
August 10, 2020**

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

IN THE CHAIR: Tim Reid

PLACE: Remote call in meeting

**REGULAR MEETING**

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

**SPECIAL PRESENTATIONS** None

**PRESIDENTS REPORT**

President Reid commented that the Park Board held a mid- year retreat last Friday. Agenda items included: National outlook for parks and recreation, local impact and coordination of local park and recreation agencies, 21/22 budget projections and community outreach and engagement strategies. President Reid urged the community to continue wearing masks and practicing social distancing.

**STANDING COMMITTEE AND COUNCIL REPORTS**

Commissioner Smith commented that the Joint Municipal Action Committee is scheduled to meet on Friday, August 14<sup>th</sup>.

**EXECUTIVE DIRECTOR'S REPORT**

Executive Director, Shon Sylvia reported on the following:

- We continue to see high usage of many of our parks with some very large group gatherings, we have signage up in all parks encouraging people not to gather in crowds, to practice social distancing and to wear face coverings. We are working with City of Tacoma staff to block off some parking areas to deter undesirable after hour's activities.
- The Heritage Capital Grants Committee concluded its public meeting just this afternoon. Fort Nisqually's application scored 89.67 points (out of 100) and was ranked 19<sup>th</sup> out of 40 total applications. The committee is recommending full grant funding a total of \$378,753, to help with the Fort's replacement of the Clerk's House. Next, the list goes to the Governor's office and to the State Legislature for final approval.

**COMMUNITY COMMENTS** None**MINUTES OF THE JULY 27, 2020 REGULAR BOARD MEETING**

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

**CONSENT AGENDA****RESOLUTION NO. C34-20:** APPROVAL OF WARRANTS CLAIM FUND FOR JULY 2020

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

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

**PURCHASING RESOLUTIONS****RESOLUTION NO. P35-20:** AUTHORIZING PURCHASE OF GOOD AND SERVICES FOR METRO PARKS TACOMA

1. UNITED SITE SERVICES OF NEVADA, INC. FOR PORTABLE TOILET SERVICES IN THE AMOUNT of \$25,000

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

Marina Becker commented that this is a change order to allow for continuation of handwashing stations and portable toilets. The original contract was for \$50,000, with the addition of the change order of \$25,000 the total contract is now \$75,000 for the remainder of this year. Staff noted that that United Services was the low bidder.

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

**PUBLIC WORKS PURCHASING RESOLUTIONS** None**SINGLE READING RESOLUTIONS****RESOLUTION NO. R36-20:** AUTHORIZING SURPLUS AND DISPOSAL OF PERSONAL PROPERTY

Commissioner Pointer moved adoption of the resolution; seconded by Commissioner Hanberg. Alan Varsik commented that this resolution will allow for surplus and disposal of two items which be sold at state auction with the funds earned coming back to the District.

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**

**NEW BUSINESS** None

**BOARD COMMENTS**

Commissioner Pointer inquired as to how the District might coordinate with Tacoma Public Schools with sports this fall. Staff noted that it appears that TPS will be allowing for golf, cross-country and tennis.

**ADJOURN:**

Being no further business, the meeting was adjourned at 6:19 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, Director of Planning & Development

**SUBJECT: Contract Award to Pioneer Human Services for MPT Headquarters Facility Improvements Project**

DATE: August 18, 2020

**EXECUTIVE SUMMARY:** This resolution authorizes the contract award to Pioneer Human Services for MPT Headquarters Facility Improvements in the amount not to exceed **\$358,249.18**, including Washington State Sales Tax.

**CAPITAL IMPROVEMENT COMMITTEE RECOMMENDATION:** This resolution was reviewed by the Capital Improvement Committee at their meeting on Wednesday, August 12, 2020 with a recommendation to forward the action on to the full Board for approval.

**BACKGROUND:** The bid opening was held on August, 12, 2020. Eight (8) bids were received and all eight (8) were considered responsive.

Please refer to the attached bid tabulation for the list of contractors and bid amounts. Pioneer Human Services submitted low Base Bid in the amount of \$325,090.00 (not including WSST). Reference checks by staff have confirmed that Pioneer Human Services is a responsible contractor and performs quality work.

Staff is recommending award of the Base Bid for a total amount of \$358,249.18 (including Washington State Sales Tax).

Work under this contract will generally consist of replacement of carpet, interior painting, replacement of failed window glazing, replacement of failed doors, and renovations to the board room in order to remove the auditorium style seating and the construction of a level floor surface to accommodate movable furniture.

Prior work has been completed under the MPT Headquarters Facility Improvements Project under separate contract for Roof Replacement.

The 'Other Costs' budget line accounts for project expenses such as printing, bidding, advertising, equipment, commissioning, inspections, & permits.

The construction of this phase of work is anticipated to take 90 calendar days to complete after issuance of a Notice to Proceed. Roger Stanton will be project manager for this project.

**FISCAL IMPACT:** The funds for this project are from 14UTGO, 2014 Park Bond (Small Caps), Neighborhood Parks & Recreational Small Caps.

**Funding:**

2014 Park Bond (Neighborhood Parks & Rec-Small Caps)	\$853,688
1% for Art	\$ (4,715)
<b>Total</b>	<b>\$848,973</b>

**Budget:**

Planning & Design	\$199,637
WTI/KCDA - Roof Replacement	\$161,205
Pioneer Human Services	\$358,249
Other Costs	\$32,355
Contingency	\$97,527
<b>Total</b>	<b>\$853,688</b>

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

**METROPOLITAN PARK DISTRICT OF TACOMA**

**RESOLUTION NO. PW37-20**

**HEADQUARTERS FACILITY IMPROVEMENTS BID#: J2020-04  
CONTRACT AWARD TO PIONEER HUMAN SERVICES**

WHEREAS, the Board of Park Commissioners of the Metropolitan Park District of Tacoma desires to make upgrades to MPT Headquarters Facility; and;

WHEREAS, funds for the project consist of 2014 Park Bond, 2014 Park Bond (Small Caps) Neighborhood Parks & Recreational small caps; and

WHEREAS; Eight (8) bids (Bid#: J2020-04) were received with Eight (8) being considered responsive; and

WHEREAS, the low Base Bid was submitted by Pioneer Human Services, in the amount of \$325,090.00, has been reviewed by contract compliance and is considered a responsive bid; and

WHEREAS, Metro Parks staff has checked the references of Pioneer Human Services and find them to be responsible; Now, therefore, be it

RESOLVED by the Board of Park Commissioners of the Metropolitan Park District of Tacoma to award and execute the contract with Pioneer Human Services, in the amount of \$358,249.18 (including WSST.)

The foregoing resolution was adopted by the Board of Park Commissioners of the Metropolitan Park District of Tacoma at a regular meeting held on \_\_\_\_\_2020.

\_\_\_\_\_  
President

ATTEST:

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Clerk



**DEPARTMENT OF PLANNING, DESIGN & DEVELOPMENT  
HEADQUARTERS FACILITY IMPROVEMENTS  
PROJECT #J2020-04**

**BID RESULTS**

**BIDS OPENED: AUGUST 12, 2020 @ 2:00PM**

BIDDER NAME:	CFC Construction LLC	PHS Construction	JA Morris Construction	Lake Tapps Construction	American West Construction	Westmark Construction	Sunset Pacific	Oak Hills Construction
Address	20233 SE 192nd St.	7440 W. Marginal Way	P.O. Box 12645	P.O. Box 7318	25228 Baker St.#287	6102 N. 9th St.#400	9500 Front St.#: 200	901 Algona Blvd.N #A
City, State Zip	Renton, WA 98058	Seattle, WA 98108	Olympia, WA 98508	Bonney Lake, WA 98391	Black Diamond, WA 98010	Tacoma, WA 98406	Lakewood, WA 98499	Alogona, WA 98001
Contact	Chris Cummings	Kenney Johnson	Paul Orth	Darrel Heen	Bryan Sutton	Thomas Abbott	Ed Brooks	Rob V
Telephone	425.433.8547	206.717.0255	360.570.8515	253.863.6442	760.403.5737	253.564.4620	253.722.2777	253.218.2288
Fax	425.433.8150	206.768.9810	360.570.8513	253.863.6450		253.566.9441	253.588.9090	253.218.2292
Email	<a href="mailto:cfc1construct@gmail.com">cfc1construct@gmail.com</a>	<a href="mailto:Kenney.Johnson@P-H-S.com">Kenney.Johnson@P-H-S.com</a>	<a href="mailto:Paul@jamorrisconstruction.com">Paul@jamorrisconstruction.com</a>	<a href="mailto:info@laketappsconstruction.com">info@laketappsconstruction.com</a>	<a href="mailto:bryan@americanwc.com">bryan@americanwc.com</a>	<a href="mailto:tabbott@westmarkconst.com">tabbott@westmarkconst.com</a>	<a href="mailto:ed@sunpac.net">ed@sunpac.net</a>	<a href="mailto:robv@oakhillsbuilds.com">robv@oakhillsbuilds.com</a>

**BID COMPLIANCE:**

Contractor Name:	CFC Construction LLC	PHS Construction	JA Morris Construction	Lake Tapps Construction	American West Construction	Westmark Construction	Sunset Pacific	Oak Hills Construction
Bidder's Proposal:	\$ 381,150.00	\$ 325,090.00	\$ 430,000.00	\$ 394,457.00	\$ 403,260.46	\$ 418,507.65	\$ 424,007.00	\$ 450,000.00
Mandatory Bidder Requirements	X	X	X	X	X	X	X	X
Certificate of Compliance	X	X	X	X	X	X	X	X
Non-Collusion Affidavit:	X	X	X	X	X	X	X	X
Bid Bond/Money Order:	X	X	X	X	X	X	X	X
MWBE Utilization Form	X	X	X	X	X	X	X	X
Receipt of Addendum #01:	X	X	X	X	X	X	X	X

Base Bid Amount:	\$ 381,150.00	\$ 325,090.00	\$ 430,000.00	\$ 394,457.00	\$ 403,260.46	\$ 418,507.65	\$ 424,007.00	\$ 450,000.00
wa State Sales Tax 10.2%	\$ 38,877.30	\$ 33,159.18	\$ 43,860.00	\$ 40,234.61	\$ 41,132.57	\$ 42,687.78	\$ 43,248.71	\$ 45,900.00
<b>TOTAL</b>	<b>\$ 420,027.30</b>	<b>\$ 358,249.18</b>	<b>\$ 473,860.00</b>	<b>\$ 434,691.61</b>	<b>\$ 444,393.03</b>	<b>\$ 461,195.43</b>	<b>\$ 467,255.71</b>	<b>\$ 495,900.00</b>

*Debbie Hall*



**MEMORANDUM**

TO: Board of Park Commissioners

THROUGH: Shon Sylvia, Executive Director

FROM: Debbie Terwilleger, Director of Planning & Development

**SUBJECT: Interlocal Cooperation Agreement for the 56<sup>th</sup> Street Sidewalk Project with the City of Tacoma Streets Initiative Package #33**

DATE: August 19, 2020

**EXECUTIVE SUMMARY:** This resolution authorizes the appropriation of up to \$80,800.00 from the 2014 UTGO Bond Funds Trails and Open Space for construction of a sidewalk from First Creek Middle School (Pipeline Trail) to the Swan Creek 56<sup>th</sup> Street entrance. This resolution would also authorize the Executive Director to enter into the necessary agreements with the City of Tacoma.

**CAPITAL IMPROVEMENT COMMITTEE RECOMMENDATION:** This resolution was reviewed by the Capital Improvement Committee at their meeting on Wednesday, August 12, 2020 with a recommendation to forward the action on to the full Board for approval.

**BACKGROUND:** The City of Tacoma and MPT regularly coordinate in identifying shared capital project development opportunities that provide community value for both entities. The opportunity arose to combine the City's Streets Initiative Package #33 project with improvements to sidewalk safety and access around Eastside Community Center, Swan Creek Park, and the Pipeline Trail. This project will provide funding for Metro Park's 56<sup>th</sup> Street sidewalk improvements (see Exhibit A) which may include any or all of the following: demolition, excavation, construction of concrete sidewalk with curb and gutter of 700' long and 10' wide, landscaping, and signage, from the Pipeline Trail to the 56<sup>th</sup> street entry of Swan Creek. The City has agreed to manage and administer this Project, including providing public notifications, design and engineering, permitting, bidding, and construction, and providing for equitable allocation of costs to Metro Parks. Metro Parks has agreed to reimburse the City for its share of the equitable allocation. This project provides a critical bicycle and pedestrian connection between Eastside Community Center and the 56<sup>th</sup> entrance to Swan Creek Park. Pedestrian safety will be enhanced as there is currently an undeveloped, earthen path where this new sidewalk is proposed.

**FISCAL IMPACT:** The \$80,000.00 contribution will support the 56<sup>th</sup> street sidewalk project. An additional \$800.00 will be transferred into the MPT District Art Fund in accordance with the MPT 1% for the Arts Policy.

**ADDITIONAL INFORMATION:** For additional information, please contact Debbie Terwilleger, Director of Planning & Development at (253) 305-1086 or debbiet@tacomaparks.com

**METROPOLITAN PARK DISTRICT OF TACOMA**

**RESOLUTION NO. R38-16**

**INTERLOCAL COOPERATION AGREEMENT FOR THE  
56<sup>TH</sup> STREET SIDEWALK PROJECT WITH THE  
CITY OF TACOMA STREET INITIATIVE PACKAGE #33**

WHEREAS, the Board of Park Commissioners of the Metropolitan Park District of Tacoma wishes to enter into a Interlocal Cooperation Agreement with the City of Tacoma for the 56<sup>th</sup> street sidewalk extension, and

WHEREAS, the City has planned street improvements within the 56<sup>th</sup> street area, and

WHEREAS, Metro Parks has planned sidewalk and curb improvements to provide safer access to the 56th Street entrance to Swan Creek Park from First Creek Middle School, the Pipeline Trail and the Eastside Community Center, and

WHEREAS, Metro Parks and the City have determined that there would be mutual benefit by combining the Metro Parks 56<sup>th</sup> Street sidewalk improvements with the City's Streets Initiative Package #33 through a single public work project managed and administered by the City of Tacoma, and

WHEREAS, the Board of Parks Commissioners wishes to allocate funds in order to participate in this partnership; Now, therefore, be it

RESOLVED by the Board of Park Commissioners of the Metropolitan Park District of Tacoma that: a maximum contribution of \$80,800 (with the contribution to the 1% MPT Art Fund) is granted from the 2014 Capital bond Funds to build the new sidewalk on 56<sup>th</sup> street to the Swan Creek entrance and give authorization to the Executive Director to sign the Interlocal Cooperation Agreement with the City of Tacoma.

The forgoing resolution was adopted by the Board of Park Commissioners of the Metropolitan Park District of Tacoma at a regular meeting held on \_\_\_\_\_2020.

\_\_\_\_\_

President

ATTEST:

\_\_\_\_\_

Secretary

\_\_\_\_\_

Clerk

