

**METROPOLITAN PARK DISTRICT
OF TACOMA**



AGENDA

October 10, 2022

6:00 P.M.

Metro Parks Headquarters

4702 S 19th St.

Tacoma, WA 98405

Or

Join Remotely

Via Telephone: 1-253-215-8782

Enter Meeting ID: 835 2975 0723

Participant ID: no ID needed just press #

Join Zoom Meeting

<https://us06web.zoom.us/j/83529750723>

MEETINGS ARE RECORDED
AND MAY BE HEARD UPON REQUEST

COMMISSIONERS

ANDREA SMITH, PRESIDENT

AARON POINTER, CLERK

TIM REID

ROSIE AYALA

MICHAEL LIANG

5:30 P.M. **STUDY SESSION** MEADOW PARK GOLF COURSE – STRATEGIC PLAN UPDATE
AND SUMMER 2022 REVIEW

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

ROLL CALL

FLAG SALUTE

SPECIAL PRESENTATIONS

SOUND TRANSIT FUTURE IMPROVEMENTS

INDIGENOUS PEOPLES DAY PROCLAMATION

PRESIDENT'S REPORT

STANDING COMMITTEE & COMMISSION REPORTS

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



EXECUTIVE DIRECTOR’S REPORT

REGULAR MEETING

COMMUNITY COMMENTS

Community comment is encouraged to be submitted in advance of the meeting in written form. Please submit written comments to the Board by 4 p.m. on October 10, 2022 by e-mailing them to Jennifer Bowman at 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 4 p.m. on October 10, 2022. Verbal comments will also be allowed during the meeting both in-person and remotely. 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.

MINUTES

- (5-10) MINUTES OF THE SEPTEMBER 26, 2022 REGULAR BOARD MEETING

CONSENT AGENDA

- (11-12) **RESOLUTION NO. C83-22:** APPROVAL OF WARRANTS CLAIM FUND FOR SEPTEMBER 2022
(Contact: Debbie Russell, Director of Business Administration & Planning)

REGULAR AGENDA

PURCHASING RESOLUTIONS

(Requiring one reading for adoption)

- (13-16) **RESOLUTION NO. P84-22:** AUTHORIZING PURCHASE OF GOODS & SERVICES FOR METRO PARKS TACOMA
1. DELL MARKETING LP. FOR LAPTOP AND DESKTOP COMPUTERS CHANGE ORDER IN THE AMOUNT OF \$30,000
(Contact: Mark Knowlden, Interim Director of Parks & Recreation)

PUBLIC WORKS PURCHASING RESOLUTIONS

(Requiring one reading for adoption)

- (17-20) **RESOLUTION NO. PW85-22:** MASTER AGREEMENT FOR PROJECT MANAGEMENT SERVICES, CONTRACT EXTENSION TO PARAMETRIX
(Contact: Debbie Russell, Director of Business Administration & Planning)
- (21-24) **RESOLUTION NO. PW86-22:** MASTER AGREEMENT FOR PROJECT MANAGEMENT SERVICES, CONTRACT EXTENSION TO WENAHA
(Contact: Debbie Russell, Director of Business Administration & Planning)

SINGLE READING RESOLUTIONS

(Requiring one reading for adoption)

(25-30) **RESOLUTION NO. R87-22:** DE-ACCESSIONING AND SURPLUSING ITEMS FROM THE FORT NISQUALLY COLLECTION
(Contact: Mark Knowlden, Interim Director of Parks & Recreation)

(31-34) **RESOLUTION NO. R88-22:** EXTENSION OF THE MISSION-LED COMPREHENSIVE PROGRAM PLAN
(Contact: Debbie Russell, Director of Business Administration & Planning)

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

October 12, 2022	Capital Improvement Committee	5:30 PM	Park Headquarters
October 17, 2022	Committee of the Whole	5:00 PM	Park Headquarters
October 24, 2022	Regular Park Board Meeting	6:00 PM	Park Headquarters
October 26, 2022	Capital Improvement Committee	5:30 PM	Park Headquarters

*Remote Option meeting details can be found on the Metro Parks Website www.metroparkstacoma.org

*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 26, 2022**

PRESENT: Andrea Smith, President
Aaron Pointer, Clerk
Tim Reid
Rosie Ayala
Michael Liang

IN THE CHAIR: Andrea Smith

PLACE: MPT Headquarters, 4702 S. 19th St. Tacoma, WA

STUDY SESSION MWBE UPDATE

Equity Outreach Program Coordinator for Contracts and Capital Projects, Abigail Vizcarra Perez was introduced. Ms. Vizcarra Perez began the presentation by noting this presentation would cover reporting for 2020 and 2021. Ms. Vizcarra Perez noted that the full printable report includes information that allows a deep dive into the work and creates a centralized location for all of the information related to Metro Parks minority and women business enterprise policy and resolution R32-20 which speaks to a commitment to anti racist efforts in hiring, procurement, contracting and outreach. The Board was then reminded of the current policy that was adopted five years ago noting the policy goal of 8% of public works construction dollars awarded for projects exceeding \$20,000 including subcontractors. Staff commented that the purpose of the policy is to prevent the District from actively or passively participating in discrimination against MWBE's with its contracting dollars.

Ms. Vizcarra Perez then reviewed a timeline giving a brief history, beginning in 2016 up to the present that highlighted the District's MWBE policy development, the District's Equity Pillar development, the District's Anti-Racism Resolution and work being done to track progress of the goals set in the policy. A financial table highlighting total amount of dollars and percentages awarded to OMWBE certified firms was then discussed. Several graphs were then shown that help illustrated how the timing of contract initiation can impact the MWBE program.

Ms. Vizcarra Perez then commented on the key findings of the program thus far as being: General contractors appreciate the technical support in soliciting bids from OMWBE certified firms; the District uses a variety of certification types beyond what the policy calls for but sees an opportunity to include others when tracking utilization of MWBE business & firms; the current CIP projects call for smaller projects that don't qualify for the alternative contracting methods so the District can use other delivery methods so as to provide an entry point for smaller firms.

The Board was then made aware of the next steps staff is taking including:

- Continuing to update process & targets
- Improving tracking mechanisms to assist with analysis
- Participating in JMAC and TAN
- Pilot participatory policy process
- Selecting best practices of contract compliance
- Expanding staff awareness through inreach and outreach

The Board and staff engaged in brief discussion related to barriers that small firms experience in the certification process. Board members also discussed the desire to update the District policy in the near future.

REGULAR MEETING

The regular meeting of the Metropolitan Park District Board of Park Commissioners was called to order by President Smith at 6:00p.m. President Smith read a land acknowledgement.

SPECIAL PRESENTATIONS HISPANIC HERITAGE PROCLAMATION

A proclamation was read in Spanish in honor of Hispanic Heritage Month. Calavera Collective, Voice Tacoma Radio Universal, Ireat P'urhepecha were honored during the presentation by staff members Delia Flores and Jorge Vilamill. Commissioner Ayala recognized the contributions of the Hispanic Community and thanked the three organizations in attendance. A video produced by Tacoma Radio Universal highlighting the importance of community members keeping Swan Creek Park clean was shown.

Vidal Rojas commented on the importance of his native culture and heritage.

Chris Lopez thanked the Park Board for the recognition and commented on his passion for keeping Swan Creek clean.

Luis Garcia thanked the Park District for the recognition and dedicated the accolades to the small groups in the community doing meaningful work.

Group photos with the Board were taken.

PRESIDENT'S REPORT

President Smith commented on her recent trip to the NRPA national conference. She noted the keynote speaker was Dr. Sanjay Gupta. President Smith noted some interesting sessions she attended were related to climate change and community outreach. Commissioner Liang noted that he also attended NRPA and found value in sessions related to public art and a 50/50 park funding partnership program being used in the City of Houston.

President Smith congratulated NW Trek on their recent Reaccreditation by the AZA.

President Smith noted the upcoming Co-create to Recreate community sessions coming up this week:

- Peoples Center Sept. 28th 6:30pm

- STAR Center Sept. 29th 6:30pm

STANDING COMMITTEE AND COUNCIL REPORTS

Active lifestyle & Community Wellness

Commissioner Pointer stated that the committee met on September 22nd. The agenda included an update from recreation staff related to youth and adult sports programs and offerings.

Business & Responsive Agency Advisory Council

Commissioner Reid commented that the council met on September 13th. He noted that the meeting included a discussion about the District's asset management program, the District's budget and an update on dealing with homeless population in the community.

Arts & Heritage Advisory Council

Commissioner Liang noted that this committee recently met. Agenda items included a staff update on strategic planning and outreach. He noted that the committee continues to talk about the definition of *heritage* as it relates to the District.

Commissioner Reid commented that the 29th Legislative District has a virtual meeting planned for September 27th.

EXECUTIVE DIRECTOR'S REPORT

Executive Director Shon Sylvia commented on the following:

- There is a remote Community Budget workshop scheduled for September 29, 2022 at 5:30pm

COMMUNITY COMMENTS None

MINUTES OF THE SEPTEMBER 12, 2022 REGULAR BOARD MEETING

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

CONSENT AGENDA

RESOLUTION NO. C75-22: TACOMA NATURE CENTER BUILDING& ADA IMPROVEMENTS PROJECT NO. J2022-17 FINAL ACCEPTANCE TO BEAR CONSTRUCTION GROUP INC.

RESOLUTION NO. C76-22: BROWNS POINT PLAYFIELD TENNIS COURT PROJECT NO. J2021-09 FINAL ACCEPTANCE TO BEISLEY ENTERPRISES, LLC

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

PURCHASING RESOLUTIONS

RESOLUTION NO. P72-22: AUTHORIZING PURCHASE OF GOODS & SERVICES FOR METRO PARKS TACOMA

1. PALOUSE CITY SLEDS, LLC DBA GAGE MINI TRUCKS FOR 3 DAIHATSU MINI TRUCKS IN THE AMOUNT OF \$71,567.50 METRO PARKS TACOMA

Commissioner Pointer moved to adopt the resolution; seconded by Commissioner Ayala.

Debbie Russell commented that these three trucks will replace existing equipment that is scheduled for surplus. Ms. Russell noted that one of the trucks will have snow removal capabilities.

Commissioner Laing requested information as to whether these trucks are gas or electric.

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

PUBLIC WORKS PURCHASING RESOLUTIONS

RESOLUTION NO. PW78-22: GAS STATION PARK IMPROVEMENTS BID#: J2022-25 CONTRACT AWARD TO WILDWOOD CARPENTRY LLC.

Commissioner Pointer moved to adopt the resolution; seconded by Commissioner Ayala.

Debbie Russell commented that Gas Station Park was a city of Tacoma owned park that was recently deeded to Metro Parks Tacoma and is now slated for renovation to bring it up to MPT standards. Ms. Russell commented on the public outreach that was done with the neighborhood prior to COVID related to park design and amenities. She noted that this contract will allow for the construction of updates to the park.

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

RESOLUTION NO. PW79-22: MEADOW PARK GOLF COURSE BRIDGE REPAIR (HOLE 13) WILDWOOD CARPENTRY, LLC. CHANGE ORDER #4

Commissioner Pointer moved to adopt the resolution; seconded by Commissioner Ayala.

Staff commented this has been reviewed at the CIC.

Debbie Russell commented that change order #4 to this project is substantial. Ms. Russell noted that upon completion of the initial project scope, a pre-existing wall downslope of the bridge unexpectedly began to fail. She further commented that the failed existing timber wall created increased opportunities for erosion of the soil surrounding the existing bridge footings. Ms. Russell commented that Change Order #4 in the amount of \$387,791 is required to resolve the stabilization of the existing bridge footing without the support of the lower wall that has now failed. Staff indicated that a team of professional engineers designed a solution that will keep the

bridge footings in place by installing piles into the footings and protecting the slopes around them.

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

RESOLUTION NO. PW80-22: POINT DEFIANCE PARK LOOP TRAIL PHASE 1
BID#: J2022-28 CONTRACT AWARD TO SOUND PACIFIC CONSTRUCTION, LLC

Commissioner Pointer moved to adopt the resolution; seconded by Commissioner Ayala.

Debbie Russell commented that during the 2015 Point Defiance Master Plan Update process, one of the key improvements to the park that the public identified was the need for increased pedestrian and bicyclist safety. The Board was shown of the map of the location of the trail in the park. Staff explained that this new path will connect the new roundabout at the Pearl Street entrance, the Wilson Way bridge landing, the Pagoda, the Main Picnic area, the new pedestrian and bicyclist path to Owen Beach, the front entrance to the zoo, and the neighborhood. The project will install concrete walkways, retaining walls, improve the Wilson Way connection to the park, and signage.

Project manager Roger Stanton commented the project must be started by November 1st in order to meet RCO grant requirements.

Commissioner Ayala commented that she was pleased to see seven bids for the project.

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

SINGLE READING RESOLUTIONS

RESOLUTION NO. R81-22: DASH POINT PIER & PARK IMPROVEMENTS CONTRACT AWARD FOR MACKAY SPOSITO

Commissioner Pointer moved to adopt the resolution; seconded by Commissioner Ayala.

Staff commented that this item was reviewed and discussed at the September 13th CIC meeting. Ms. Russel commented that this resolution authorizes a contract award to MacKay Sposito to provide Architectural and Engineering services for Dash Point Pier & Park Improvements. Debbie Russell reminded the Board of the structural failures at the pier. Ms. Russell indicated that the initial scope of this architectural & engineering contract provides for schematic design for the pier and park, with the potential for final design and engineering for construction projects at Dash Point Park.

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

RESOLUTION NO. R82-22: ACCEPTING AND APPROPRIATING CITY OF TACOMA LANDMARKS PRESERVATION COMMISSION HERITAGE PROJECT GRANT FUNDS FOR DICKMAN MILL PARK AUDIO ARTWORK

Commissioner Pointer moved to adopt the resolution; seconded by Commissioner Ayala.

Debbie Russell commented that in 2020, Metro Parks Tacoma submitted a grant application to the Landmarks Preservation Commission for funding to support the creation of this audio artwork for the Ghost Timbre Art project at Dickman Mill Park. Ms. Russell commented that the application was accepted, however with the onset of the COVID-19 pandemic, the program was paused for a year. In Spring 2021, the application was reviewed again, and Metro Parks was awarded \$9,500 for the project.

Ms. Russell further noted that this grant-funded project made possible the creation of the audio artwork “Ghost Timbre” available online from the Dickman Mill Park webpage as well as from the park itself by QR code and park users’ mobile devices. The Board was reminded that the artist collaborated with historians and culture bearers from the Puyallup Tribe and interviewed former mill workers to develop a soundscape that enhances the historic nature of the site as well as the natural elements of the park space.

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

SECOND READINGS RESOLUTIONS

RESOLUTION NO. RR74-22: AMENDMENT TO THE 2021-2022 BIENNIAL OPERATING BUDGET

This resolution was moved and seconded at the September 12, 2022 Regular Board Meeting. Being no additional comments, the question was called, and the resolution passed on a vote of 5-0.

FIRST READING RESOLUTIONS

UNFINISHED BUSINESS None

NEW BUSINESS None

BOARD COMMENTS

Commissioner Ayala commented that she attended a recent labor union gathering.

Commissioner Liang thanked President Smith for making a land acknowledgment at the start of the meeting.

ADJOURN

Being no further business, the meeting was adjourned at 6:55 p.m.

President

Clerk

Submitted by: Jennifer Bowman, Board Secretary

METROPOLITAN PARK DISTRICT OF TACOMA

RESOLUTION NO. C83-22

APPROVAL OF WARRANTS CLAIM FUND FOR SEPTEMBER 2022

WHEREAS, the Board of Park Commissioners approved, appropriated and adopted the 2021-2022 Biennial Budget in Resolution No. RR56-20, dated December 14, 2020, to meet public expenses, bond retirement, interest and operational expenses for the biennium ending December 31, 2022: 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 _____, 2022.

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, 2022 AND ENDING SEPTEMBER 30, 2022.

WARRANTS CLAIM FUND

ACCOUNTS PAYABLE CLAIMS FUND:

Warrant Serial Numbers <u>337976</u> to <u>338213</u>	AMOUNT:	<u>\$6,250,847.34</u>
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PAYROLL CLAIMS FUND:

Warrant Serial Numbers <u>055706</u> to <u>055891</u>	AMOUNT:	<u>\$118,267.55</u>
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(Most employees receive payment through direct deposit advice, which are paid to the bank through the Accounts Payable Claims Fund.)

TOTAL	<u>\$6,369,114.89</u>
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Finance and Accounting Auditing Officer
Metropolitan Park District of Tacoma

- Warrant summary reports are available with the board secretary.
- Detail reports and claim vouchers are available in the Finance and Administrative Services Office.



MEMORANDUM

TO: Board of Park Commissioners
THROUGH: Shon Sylvia, Executive Director
FROM: Mark Knowlden, Interim Director of Parks and Recreation Department
SUBJECT: Purchasing Resolution
DATE: October 4, 2022

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:

<u>Item Number</u>	<u>Proposed Vendor</u>	<u>Proposed Purchase</u>	<u>Price</u>
1.	Dell Marketing LP	Laptops and Desktop Computers	Change order for \$30,000.00

Item No. 1

VENDOR	Dell Marketing LP
GOODS OR SERVICES	Laptops and Desktop Computers
PRICE	Change order for \$30,000.00 - Parks and Recreation
SOURCE OF FUNDING	2022 Parks and Recreation Operating Budget
CONTACT	Mark Knowlden- (253) 255-2487

BACKGROUND: MPT uses laptop and desktop computers to accomplish everyday tasks and are essential to maintain smoothly running operations. In order to be consistent when ordering product and programs, and we decided to choose a provider available through the WA State Department of Enterprise Services (DES) NASPO cooperative contract (DES Contract No. 05815-003 Computer Equipment). After evaluating pricing and available devices, MPT selected Dell Marketing LP, to provide the products that will best suit our needs. Staffing shortages and employee departures during the pandemic contributed to delays in funding consistent replacements. Many laptops or desktops in Parks & Recreation are at the end of their life cycle

and out of warranty, having been purchased in 2017 or earlier, and are running on operating systems that are no longer supported. In order to minimize cybersecurity risks, these workstations need to be replaced. This resolution will allow P&R to order a total of workstations overall in 2022. Additional replacements will be budgeted in 2023 & 2024.

A PO was written in April of 2022 for \$30,000 for purchase of laptops & desktop computers for the Parks & Recreation Department.

Change Order #1 on 7/18/22 for \$20,000.00 was needed to increase this PO to meet the demands that are being requested, for laptops and desktops.

Change Order #2 in the amount of \$30,000.00 is being requested, per District purchasing policy 100.003 "C.2.a" as Board Approval is required when spending over \$50,000.00. The current change order that is being requested will allow for the purchase approximately 15 workstations, for either new employees or as replacements for older machines that have been deemed as needing to be replaced. This will bring the purchase order total to \$80,000.00 including Washington State Sales Tax.

FISCAL IMPACT: Funding for this purchase comes from the 2022 Parks and Recreation Operating Budget.

ADDITIONAL INFORMATION: For additional information, please contact Mark Knowlden, Interim Director of Parks & Recreation at (253) 255-2487 or mark.knowlden@tacomaparks.com

METROPOLITAN PARK DISTRICT OF TACOMA

PURCHASING RESOLUTION NO. P84-22

**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 _____, 2022.

ATTEST:

President

Secretary

Clerk

Exhibit A
to
Purchasing Resolution No. P84-22

Item No. 1

VENDOR

Dell Marketing LP

GOODS OR SERVICES

Laptops and Desktop Computers

PRICE

Change order for \$30,000.00

SOURCE OF FUNDING

2022 Parks and Recreation Operating Budget

CONTACT

Mark Knowlden (253) 255-2487



MEMORANDUM

TO: Board of Park Commissioners

THROUGH: Shon Sylvia, Executive Director

FROM: Debbie Russell, Director of Business, Administration and Planning

SUBJECT: **Master Agreement for Project Management Services, Contract Extension to Parametrix**

DATE: October 4, 2022

EXECUTIVE SUMMARY: This resolution authorizes a contract extension and funding increase to an existing Master Agreement with Parametrix for Project Management Services in an amount not to exceed \$500,000.00.

CAPITAL IMPROVEMENT COMMITTEE RECOMMENDATION: This resolution was reviewed by the Capital Improvement Committee at their meeting on Wednesday, September 28, 2022, and forwarded on to the full Board with a recommendation for approval.

BACKGROUND: In order to provide additional project management support for various projects, MPT issued RFP J2019-13 in July of 2019 to contract with one or more qualified firms through a Master Agreement for on-call project management services. Through a competitive process, Parametrix was awarded an initial Master Agreement Contract for Project Management Services through an administrative contract award not to exceed \$100,000. Parametrix is successfully managing multiple projects for MPT under this initial contract award. This contract extension will provide funding for additional project assignments.

Parametrix is a multi-disciplinary firm providing project management services to the Tacoma market, including multiple public agencies that partner frequently with MPT. Parametrix was selected by a three (3) member panel consisting of staff. The panel reviewed proposals from four (4) firms responding to our Request for Proposals (RFPs) and interviewed four (4) firms for final selection. Parametrix will be providing project management services for multiple projects as directed and assigned by individual work order, working under the direction of the CIP Program Manager.

Historically MPT has self-managed the majority of its traditional planning and CIP projects while benefitting periodically from outside project management services contracted for individual projects delivered under alternative procurement programs such as GCCM. Most recently, MPT has contracted for project management services for more traditional Design-Bid-Build projects through an on-call Master Agreement as described herein.

The benefits to MPT from contracted project management to supplement and support in-house staff include the added capacity, flexibility and ability to respond quickly to emergent projects and their schedule demands. This model of project management support is used successfully by Tacoma Public Schools and other partner agencies. MPT has now employed this model in a limited manner to meet its overall CIP project delivery schedule.

Based upon a project management workload estimated for the 2021/2022 and 2023/2024 CIPs, with multiple project assignments anticipated for Parametrix, staff recommends the Board approve a total not-to-exceed contract amount of \$500,000.00.

FISCAL IMPACTS: A work order system that has been set in place will continue to be used to define a scope of services for each project assignment and project funds will be paid from an account established for project management expenses under the 2014 UTGO Capital Improvement Bond program. The original contract amount approved under administrative authority on May 1, 2020 was for an amount not to exceed \$100,000. This amendment is for a two year contract extension with an assigned value in the amount not to exceed \$500,000.00.

FUNDING

2014 UTGO Bond – Project Management	\$ 500,000
TOTAL	\$ 500,000

PROJECT EXPENSES

Project Management, by project per Work Order	\$ 500,000
TOTAL	\$ 500,000

ADDITIONAL INFORMATION: For additional information, please contact Debbie Russell, Director of Business Administration and Planning, 253-305-1086 or debbie.russell@tacomaparks.com.

METROPOLITAN PARK DISTRICT OF TACOMA

RESOLUTION NO. PW85-22

**MASTER AGREEMENT FOR PROJECT MANAGEMENT SERVICES,
CONTRACT EXTENSION TO PARAMETRIX**

WHEREAS, the Board of Park Commissioners of the Metropolitan Park District of Tacoma desires to continue in the delivery of its capital improvement program; and

WHEREAS, the MPT Planning and Development team has implemented a project management model that includes the provision of supplemental resources through contracted professional project management services; and

WHEREAS, Parametrix was selected to provide project management services from a review of four (4) Proposals that were obtained from qualified project management firms in response to Metro Parks public solicitation (RFP) with four (4) teams being interviewed; and

WHEREAS, an initial Master Agreement contract was awarded to Parametrix administratively for a not-to-exceed contract amount of \$100,000; and

WHEREAS, Parametrix is currently providing project management services for multiple CIP projects under their initial contract award; and

WHEREAS, funds for project management are provided from the Metro Parks Tacoma 2014 UTGO Bond Program for project administration; Now therefore, be it

RESOLVED by the Board of Park Commissioners of the Metropolitan Park District of Tacoma to extend the contract for Project Management Services to Parametrix in the amount not to exceed \$500,000.00, and to extend the term of the contract for an additional two years;

The foregoing resolution was adopted by the Board of Commissioners of the Metropolitan Park District of Tacoma at a regular meeting held on _____, 2022.

ATTEST:

President

Secretary

Clerk





MEMORANDUM

TO: Board of Park Commissioners

THROUGH: Shon Sylvia, Executive Director

FROM: Debbie Russell, Director of Business, Administration and Planning

SUBJECT: **Master Agreement for Project Management Services, Contract Extension to Wenaha**

DATE: October 4, 2022

EXECUTIVE SUMMARY: This resolution authorizes a contract extension and funding increase to an existing Master Agreement with Wenaha for Project Management Services in an amount not to exceed \$500,000.00.

CAPITAL IMPROVEMENT COMMITTEE RECOMMENDATION: This resolution was reviewed by the Capital Improvement Committee at their meeting on Wednesday September 28, 2022, and forwarded on to the full Board with a recommendation for approval.

BACKGROUND: In order to provide additional Project Management support for various MPT projects RFP J2019-13 was issued in July of 2019 to contract with one or more qualified firms through a Master Agreement for on-call project management services. Through a competitive process Wenaha was awarded an initial Master Agreement Contract for Project Management Services through an administrative contract award not to exceed \$100,000. Wenaha has successfully managed multiple projects for MPT under this initial contract award. This contract extension will provide funding for additional project assignments.

Wenaha is a Certified Native American Owned project management firm (MBE, DBE, ESB #8606) serving the Tacoma market since 2015. Wenaha was selected by a three (3) member panel consisting of staff. The panel reviewed proposals from four (4) firms responding to our Request for Proposals (RFPs) and interviewed four (4) firms for final selection. Wenaha will be providing project management services for multiple projects as directed and assigned by individual work order, working under the direction of the CIP Program Manager.

Historically MPT has self-managed the majority of its traditional planning and CIP projects while benefitting periodically from outside project management services contracted for individual projects delivered under alternative procurement programs such as GCCM. Most recently MPT has contracted for project management services for more traditional Design-Bid-Build projects through an on-call Master Agreement as described herein.

The benefits to MPT from contracted project management to supplement and support in-house staff include the added capacity, flexibility and ability to respond quickly to emergent projects

and their schedule demands. This model of project management support is used successfully by Tacoma Public Schools and other partner agencies. MPT has now employed this model in a limited manner to meet its overall CIP project delivery schedule.

Based upon a project management workload estimated for the 2021/2022 and 2023/2024 CIPs, with multiple project assignments anticipated for Wenaha, staff recommends the Board approve a total not-to-exceed contract amount of \$500,000.00.

FISCAL IMPACTS: A work order system that has been set in place will continue to be used to define a scope of services for each project assignment and project funds will be paid from an account established for project management expenses under the 2014 UTGO Capital Improvement Bond program. The original contract amount approved under administrative authority on May 1, 2020 was for an amount not to exceed \$100,000. This amendment is for a two year contract extension with an assigned value in the amount not to exceed \$500,000.00.

FUNDING

2014 UTGO Bond – Project Management	\$ 500,000
TOTAL	\$ 500,000

PROJECT EXPENSES

Project Management, by project per Work Order	\$ 500,000
TOTAL	\$ 500,000

ADDITIONAL INFORMATION: For additional information, please contact Debbie Russell, Director of Business Administration and Planning, 253-305-1086 or debbie.russell@tacomaparks.com.

METROPOLITAN PARK DISTRICT OF TACOMA

RESOLUTION NO. PW86-22

**MASTER AGREEMENT FOR PROJECT MANAGEMENT SERVICES, CONTRACT
EXTENSION TO WENAHA**

WHEREAS, the Board of Park Commissioners of the Metropolitan Park District of Tacoma desires to continue in the delivery of its capital improvement program; and

WHEREAS, the MPT Planning and Development team have implemented a project management model that includes the provision of supplemental resources through contracted professional project management services; and

WHEREAS, Wenaha was selected to provide project management services, from a review of four (4) Proposals that were obtained from qualified project management firms in response to Metro Parks public solicitation (RFP) with four (4) teams being interviewed; and

WHEREAS, an initial Master Agreement contract was awarded to Wenaha administratively for a not-to-exceed contract amount of \$100,000; and

WHEREAS, Wenaha has successfully provided project management services for multiple CIP projects under their initial contract award; and

WHEREAS, funds for project management are provided from the Metro Parks Tacoma 2014 UTGO Bond Program for project administration; Now, therefore, be it

RESOLVED by the Board of Park Commissioners of the Metropolitan Park District of Tacoma to extend the contract for Project Management Services to Wenaha in the amount not to exceed \$500,000.00 and to extend the term of the contract with an addition of two years.

The foregoing resolution was adopted by the Board of Commissioners of the Metropolitan Park District of Tacoma at a regular meeting held on _____, 2022.

ATTEST:

President

Secretary

Clerk





MEMORANDUM

TO: Board of Park Commissioners

THROUGH: Shon Sylvia, Executive Director

FROM: Mark Knowlden, Interim Director of Parks & Recreation

SUBJECT: Accepting Request to Deaccession Items from Fort Nisqually Living History Museum's Permanent Collection

DATE: October 3, 2022

EXECUTIVE SUMMARY: This resolution authorizes staff to deaccession, and surplus select items from the Fort Nisqually Living History Museum Permanent Collection. While addressing necessary curatorial tasks, Metro Parks' staff has identified artifacts no longer on display or appropriate for the correct interpretation of Fort Nisqually's history. Accordingly, staff have prepared a list of artifacts qualifying for deaccession from the permanent collection (Exhibit A). Once deaccessioned from the collection the items will be disposed of following guidelines outlined in Policy No: 200.005.

BACKGROUND: Per policy number 200.005 Fort Nisqually Collections items may be deaccessioned if approved by Board of Park Commissioners. The policy further states that consideration for the removal of objects from the permanent living history collection will be a joint effort by the site's staff, MPT administrators, the Historic Preservation Advisory Committee and if necessary, legal counsel. A listing of all potentially de-accessionable objects must appear before the MPT Board of Park Commissioners at a regular public meeting and meet with their approval.

An object may be removed from the site's collections if it is:

1. Determined to be a duplicate of lesser quality and surplus to current or projected needs within the permanent, living history or research collections.
2. Not relevant to the stated themes and purpose of the site.
3. Deteriorated and of an inferior quality.
4. Prohibitively expensive to restore, maintain warehouse, preserve and/or is otherwise impractical to retain.
5. Hazardous material that poses an immediate threat to the collections.
6. Unsolicited property of no redeeming quality for exhibit, living history, research or loan use.

Once the object is identified for removal it will undergo the following steps, insofar as it is practical to do so.

1. The manner of disposition chosen will be in the best interests of Fort Nisqually Living History Museum (FNLHM), the public it serves, the public trust it represents in owning the collections, and the scholarly and educational communities it represents.
2. Primary consideration will be given to placing the objects through trade, sale, or gift in another tax-exempt public institution wherein they may serve a valid purpose in research, education, or exhibition.
3. A public auction of objects will take place only if all other avenues of removal have been explored, and in a manner that will best protect the interests, objectives and legal status of the site.
4. Objects will not be given or sold privately to MPT or FNLHM employees, volunteers, officers, members of the Board or their representatives.
5. Catalogs and other records of the site shall document the removal of objects from the collections and the condition of their disposal.
6. Objects that are broken, deteriorated or of other non-redeemable quality may be consigned to waste.

FISCAL IMPACT: Funds obtained from the disposal or sale of deaccessioned artifacts shall be used only for artifact acquisition and direct care of the collection.

ADDITIONAL INFORMATION: For additional information, please contact Mark Knowlden, Interim Director of Parks & Recreation at (253) 255-2487 or mark.knowlden@tacomaparks.com

METROPOLITAN PARK DISTRICT OF TACOMA

RESOLUTION NO. R87-22

**DE-ACCESSIONING AND SURPLUSING ITEMS FROM THE
FORT NISQUALLY COLLECTION**

WHEREAS, Metro Parks Tacoma operates an historic site at Fort Nisqually Living History Museum; and

WHEREAS, collections policy 200.005 was established by the Board of Park Commissioners (R79-81; amended R9-85; amended R76-16; amended R67-19) which allows for the appropriate removal (de-accessioning) of items for the museum collection; and

WHEREAS, the Fort Nisqually Curator has assessed the items no longer on display or appropriate for the correct interpretation of Fort Nisqually's history; and

WHEREAS, the attached list of items (Exhibit A) was deemed inappropriate for further retention in the Fort Nisqually collection; now, therefore, be it

RESOLVED that the Board of Park Commissioners of the Metropolitan Park District of Tacoma approve removal of the attached list of collection items (Exhibit A) from the Fort Nisqually permanent collection and disposal according to the standards of the museum profession and District Policy 200.005.

The foregoing resolution was adopted by the Board of Commissioners of the Metropolitan Park District of Tacoma at a regular meeting held on _____, 2022.

ATTEST:

President

Secretary

Clerk

Exhibit A

Object ID	Description	Reason
1990.01.01	Basket, Gathering	Deteriorated
1974.04.01	Framed Photo	Irrelevant
1955.02.01	Glove	Inappropriate Time Period
1970.01.09	Frying Pan	Inappropriate
1984.19.01	Book	Missing
1983.24.01-.08	Blankets	Inappropriate
1995.03.06	Sofa	Deteriorated
1971.11.01	Bronze Bell	Inappropriate
1986.11.01	Musket	Inappropriate
1984.27.09	Musket	Inappropriate
1988.02.01	Fireplace Crane	Inappropriate
1981.08.02	Musket	Inappropriate
1983.21.02	Animal Trap	Inappropriate
1983.21.03	Animal Trap	Inappropriate
1983.22.01	Animal Trap	Inappropriate
1983.22.02	Animal Trap	Inappropriate
1971.19.13	Pierce County Map	Inappropriate
1985.07.01	Table	Inappropriate
1981.08.02	Trade Gun	Inappropriate
1986.29.01	Dresser	Deteriorated
1985.04.11a-b	Candlesnuffer and base	Deteriorated
1985.40.22a-b	Candlesnuffer and base	Deteriorated
1985.43.10	Candlesnuffer	Deteriorated
1985.39.07	Candlesnuffer	Deteriorated
1971.01.05	Anvil	Inappropriate
1972.02.35	Swage	Inappropriate
1972.02.40	Swage	Inappropriate
1972.02.44	Fuller	Inappropriate
1972.02.46	Swage	Inappropriate
1972.02.47	Swage	Inappropriate
1972.02.49	Fuller	Inappropriate
1972.02.50	Fuller	Inappropriate
1972.02.51	Fuller	Inappropriate
1972.02.53	Fuller	Inappropriate
1972.02.54	Punch, round	Inappropriate
1972.02.55	Punch, round	Inappropriate
1972.02.56	Swage	Inappropriate

1972.02.58	Hammer	Inappropriate
1972.02.59	Hammer	Inappropriate
1972.02.60	Hammer	Inappropriate
1972.02.64	Chisel	Inappropriate
1983.04.01	Bellows	Inappropriate
1983.18.02	Swage	Inappropriate
1983.18.09	Swage	Inappropriate
1983.18.10	Swage	Inappropriate
1983.18.11	Swage	Inappropriate
1983.18.12	Swage	Inappropriate
1983.18.15	Fuller	Inappropriate
1983.18.18	Fuller	Inappropriate
1983.18.20	Fuller	Inappropriate
1983.18.21	Chisel	Inappropriate
1983.18.22	Chisel	Inappropriate
1983.18.24	Punch, round	Inappropriate
1983.18.26	Punch, round	Inappropriate
1983.18.28	Punch, round	Inappropriate
1983.18.29	Punch, round	Inappropriate
1983.18.51	Fork, bending	Inappropriate
1984.16.01	Iron, Soldering	Inappropriate
1984.20.01	Punch, Fore	Inappropriate
1984.26.01	Anvil	Inappropriate
1984.30.01	Vise	Inappropriate
1971.07.03	Ladle	Missing
1971.07.08	Hardy	Missing





MEMORANDUM

TO: Board of Park Commissioners

THROUGH: Shon Sylvia, Executive Director

FROM: Debbie Russell, Director of Business Administration and Planning

SUBJECT: Extension of Mission-Led Comprehensive Program Plan through 2023

DATE: October 5, 2022

EXECUTIVE SUMMARY: Staff is requesting that the Board of Commissioners extend the term of the 2016-2022 Mission-Led Comprehensive Program Plan as the foundational document continuing to guide recreation services and amenities in parks and facilities until update of the plan in 2023.

BACKGROUND: In 2016, the Board of Commissioners adopted Resolution No. RR59-16 recognizing the 2016-2022 Mission-Led Comprehensive Program Plan (MLCPP) as the document to guide decisions that advance program delivery to district residents.

In 2019, the MLCPP was recognized by the Commission for Accreditation of Parks and Recreation Agencies (CAPRA) as evidence that MPT met the standards for re-accreditation with CAPRA. It is set forth in MPT's Strategic Master Plan 2018 that the District "Maintain CAPRA accreditation" (Section 3.1.3, Action Strategy F1.b).

Update of the MLCPP was intended to commence in the 2021-22 Biennium. Impacts of the COVID-19 pandemic on staffing levels necessitated a delay in update of the plan in order to focus limited resources on needs prioritized by the community.

The first steps to update the MLCPP and meet the CAPRA standard for a park and recreation system master plan are currently underway. An updated system master plan is anticipated to be completed in 2023.

To maintain accreditation, MPT must have a current comprehensive park and recreation system master plan. Because the MLCPP "expires" in 2022, and an updated system master plan will not be completed until 2023, guidance from CAPRA on maintaining accreditation recommends that MPT extend the term of the MLCPP as the agency's continuing foundational document to guide the parks and recreation system until update of the system master plan is complete.

FISCAL IMPACT: Expenses for comprehensive planning and re-accreditation work are included in the biennial budget.

ADDITIONAL INFORMATION: For additional information, please contact Debbie Russell, Director of Business Administration and Planning, 253-305-1086 or debbie.russell@tacomaparks.com.

METROPOLITAN PARK DISTRICT OF TACOMA

RESOLUTION NO. R88-22

EXTENSION OF THE MISSION-LED COMPREHENSIVE PROGRAM PLAN

WHEREAS the Board of Park Commissioners of the Metropolitan Park District of Tacoma adopted the Mission-Led Comprehensive Program Plan (MLCPP) in 2016 by Resolution No. RR59-16; and

WHEREAS the MLCPP was developed to provide a six-year direction for Metro Parks Tacoma for how the district delivers its programs and defines strategies to advance MPT's three mission-led areas: Active Lifestyles & Community Wellness, Nature & Environment, and Arts & Heritage; and,

WHEREAS, the Commission for Accreditation of Park and Recreation Agencies (CAPRA) is the only national accreditation of park and recreation agencies to provide agencies throughout the United States with a management system of best practices and Standards for National Accreditation that are an authoritative assessment tool; and,

WHEREAS, through compliance with CAPRA national standards of excellence, CAPRA accreditation assures policy makers, department staff, the general public and taxpayers that an accredited park and recreation agency has been independently evaluated against established benchmarks as delivering a high level of quality; and,

WHEREAS, the MLCPP has been found to be Evidence of Compliance that MPT meets standards of CAPRA accreditation including that the agency has a comprehensive park and recreation system master plan; and,

WHEREAS MPT was first accredited with CAPRA in 2014 and was reaccredited in 2019; and,

WHEREAS, CAPRA reaccreditation is required every five years and MPT intends to apply for reaccreditation in 2024; and,

WHEREAS, to meet the standards for reaccreditation, MPT must have a current park and recreation system master plan; and,

WHEREAS, update of the MLCPP would have "normally" occurred before the end of the six-year time frame for which it was produced; and,

WHEREAS, the COVID-19 pandemic created new and urgent needs within our community that required MPT to refocus resources; and,

WHEREAS, MPT is resourced and now positioned to begin updating the MLCPP and develop a comprehensive parks and recreation system master plan; Now, therefore. be it

RESOLVED that the Mission-Led Comprehensive Program Plan is readopted by the Board of Park Commissioners to continue to serve as guide for decisions that advance program delivery through 2023 until such time as an updated comprehensive parks and recreation system master plan is formally adopted.

The foregoing resolution was adopted by the Board of Commissioners of the Metropolitan Park District of Tacoma at a regular meeting held on _____, 2022.

ATTEST:

President

Secretary

Clerk