

**METROPOLITAN PARK DISTRICT  
OF TACOMA**



**AGENDA**

**February 13, 2023  
6:00 P.M.  
Metro Parks Headquarters  
4702 S 19<sup>th</sup> St.  
Tacoma, WA 98405**

Or

Join Remotely  
Via Telephone: 1-253-215-8782  
Enter Meeting ID: 838 7211 6229  
Participant ID: no ID needed just press #

Join Zoom Meeting

<https://us06web.zoom.us/j/83872116229>

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** ASIA PACIFIC CULTURAL CENTER UPDATE

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

**ROLL CALL**

**FLAG SALUTE**

**SPECIAL PRESENTATIONS** BLACK HISTORY MONTH PROCLAMATION

**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**

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 February 13, 2023 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 4 p.m. on February 13, 2023. 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**

(5-12) MINUTES OF THE JANUARY 23, 2023 REGULAR BOARD MEETING

**CONSENT AGENDA**

(13-14) **RESOLUTION NO. C13-23**: APPROVAL OF WARRANTS CLAIM FUND FOR JANUARY 2023

(Contact: Debbie Russell, Director of Business Administration & Planning)

(15-22) **RESOLUTION NO. C14-23**: APPOINTING MEMBERS TO THE ARTS & HERITAGE ADVISORY COUNCIL

(Contact: Mark Knowlden, Interim Director of Parks & Recreation)

(23-28) **RESOLUTION NO. C15-23**: APPOINTING MEMBERS TO THE ACTIVE LIFESTYLES AND COMMUNITY WELLNESS ADVISORY COUNCIL

(Contact: Mark Knowlden, Interim Director of Parks & Recreation)

**REGULAR AGENDA**

**PURCHASING RESOLUTIONS**

*(Requiring one reading for adoption)*

(29-40) **RESOLUTION NO. P16-23**: AUTHORIZING PURCHASE OF GOODS AND SERVICES FOR METRO PARKS TACOMA

1. MERLINO MEDIA GROUP FOR MEDIA BUYING SERVICES IN THE AMOUNT OF \$895,000

(Contacts: Alan Varsik, Director of Zoological & Environmental Education & Mark Knowlden, Interim Director of Parks & Recreation)

2. PISCES SEAFOOD FOR VARIOUS SEAFOOD (ANIMAL FOOD) IN THE AMOUNT OF \$127,045.35 (INCLUDING WSST)

(Contact: Alan Varsik, Director of Zoological & Environmental Education)

3. MCROBERTS SEAFOOD FOR VARIOUS SEAFOOD (ANIMAL FOOD) IN THE AMOUNT OR \$72,775.66 (INCLUDING WSST)

(Contact: Contact: Alan Varsik, Director of Zoological & Environmental Education)

4. ATLANTIC PACIFIC SEAFOOD FOR VARIOUS SEAFOOD (ANIMAL FOOD) IN THE AMOUNT OF \$137,833.20 ( INCLUDING WSST)  
(Contact: Alan Varsik, Director of Zoological & Environmental Education)
5. SIMON & COMPANY FOR FEDERAL LOBBYING SERVICES CONTRACT AMENDMENT IN THE AMOUNT FOR \$50,000 FOR 2023-2024  
(Contact: Hunter George, Policy & Governmental Relations Officer)
6. TK BENTLER PUBLIC AND GOVERNMENT AFFAIRS CONTRACT AMENDMENT FOR \$100,000 FOR 2023-2024  
(Contact: Hunter George, Policy & Governmental Relations Officer)
7. KING COUNTY DIRECTOR’S ASSOCIATION FOR JANITORIAL AND OFFICE SUPPLIES IN THE AMOUNT OF \$65,000 (INCLUDING WSST)  
(Contact: Mark Knowlden, Interim Director of Parks & Recreation)
8. TE WALRATH TRUCKING FOR EQUIPMENT AND GROUND SUPPLIES FOR \$65,000 (INCLUDING WSST)  
(Contact: Mark Knowlden, Interim Director of Parks & Recreation)
9. GUNARAMA WHOLESALE FOR RESALE MERCHANDISE IN THE AMOUNT OF \$60,000 (INCLUDING WSST)  
(Contact: Mark Knowlden, Interim Director of Parks & Recreation)
10. WILSON SPORTING GOODS FOR RESALE GOLF MERCHANDISE IN THE AMOUNT OF \$80,000 (INCLUDING WSST)  
(Contact: Mark Knowlden, Interim Director of Parks & Recreation)

**PUBLIC WORKS PURCHASING RESOLUTIONS**

*(Requiring one reading for adoption)*

- (41-43)      **SUBSTITUTE RESOLUTION NO. SPW5-23:** POINT DEFIANCE ZOO & AQUARIUM PACIFIC SEAS AQUARIUM BAJA BAY EXHIBIT REPAIRS CONTRACT AWARD TO PEASE CONSTRUCTION  
(Contact: Debbie Russell, Director of Business Administration & Planning)

**SINGLE READING RESOLUTIONS**

*(Requiring one reading for adoption)*

**SECOND READING RESOLUTIONS**

*(Requiring two readings for adoption)*

**FIRST READINGS:**

*(Requiring two readings for adoption)*

**UNFINISHED BUSINESS**

**NEW BUSINESS**

**BOARD COMMENTS**

**EXECUTIVE SESSION**    PERSONNEL- PERFORMANCE EVALUATION OF PUBLIC EMPLOYEE

**ADJOURNMENT**

**UPCOMING BOARD MEETINGS**

February 15, 2023	Capital Improvement Committee	5:00 PM	District Headquarters
February 27, 2023	Regular Park Board Meeting	6:00 PM	District Headquarters

\*Remote Option 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  
JANUARY 23, 2023**

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

REMOTE: Rosie Ayala

IN THE CHAIR: Andrea Smith

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

**STUDY SESSION**

**The Zoo Society & NW Trek Foundation Report Outs**

Alan Varsik introduced John Peterson, Co-Chair of the NW Trek Foundation. Mr. Patterson spoke of the efforts being made to improve communications and relationships so as to move forward to support the work of NW Trek. Mr. Patterson commented that after some work an MOU was put in to place last year and it has led to good collaboration. He stated that progress includes the hiring of a development director and assistant, development of donor programs, reestablished interaction with Trek staff, expansion of the Trek Foundation Board with new skillsets, grant writing and expanded in-person fundraising auction this May. Mr. Patterson then highlighted the current financial stats of the Foundation noting that two significant bequests were received in 2022, fundraising goals were met and contribution goals were exceeded. He continued by stating that net assets increased by 84% and support to Trek projects and programs increase from 2020 to 2022 by 77%. Mr. Patterson commented that the support to return ratio for 2022 was 3.36. Mr. Patterson then commented on plans for 2023 including a two-year operating agreement with the District that presents a 60% increase in support of Trek projects and programs. Mr. Patterson concluded by noting in 2023 the Foundation is looking forward to continued development of communications and relationships.

Ruthann Howell, Executive Director and Matthew Schemp, President of The Zoo Society were then introduced. The Board was informed of the Zoo Society's success in the past year including the following:

- Achieved 2:25 to 1 ROI to the Zoo
- Successful Donor Community Engagement and Results
- Transformational Bequest/s
- Effective Board Governance
- Building Aligned Staff

- Continued Strong Relationship with the Zoo

Mr. Schemp commented that funding priorities for 2022 included: animal care, education, conservation, zoo programs and support, Pacific Seas Aquarium. Ms. Howard and Mr. Schemp noted that supporters of the society in 2002 included in-person events on zoo grounds, increased opportunities to meet with individuals and families who support the society and the zoo and transformational requests. Mr. Schemp also noted that in 2022 the board of the society was focused on effective board governance, mission driven decision making, building a strong bench, for training, completion of a strategic plan, and continuing to build board reach and increased reflection of Tacoma's diverse community.

Both Ms. Howell and Mr. Schemp commented positively on the working relationship between the Society and the Zoo staff.

Mr. Schemp commented that areas of focus for 2023 will include: raising funds effectively, investing in the zoo with impact, aligning with the zoo's new strategic plan and facilities plan, and a goal of doubling annual support for the zoo in the next three to five years.

### **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**

#### **PARKS CHAMPION AWARDS**

Sandra Eliason commented that Metro Parks Tacoma honors community organizations and individuals as Park Champions for their collaborative work on innovative parks, projects and programs within the park district over the previous year.

The Park Board and staff recognized the following:

The staff of Arlington Elementary School, for their leadership and collaboration. Tacoma Creates, for supporting Beyond the Bell and cultural community celebrations. The Puyallup Tribe of Indians, Tacoma Public Schools and Washington Sea Grant for partnering in the Owen Beach renovation.

Photos of honorees with the Board were taken.

### **STAFF RETIREMENT RECOGNITION**

Staff and the Park Board honored Art Tachell for 48 years of service to Metro Parks. Lane Sample was also recognized by the Board and staff for her 21 years of service to the District.

### **PRESIDENT'S REPORT**

President Smith commented positively on recent Tet Vietnamese Lunar New Year Festival held in partnership with Golden Bamboo at the Eastside Community Center.

## **STANDING COMMITTEE AND COUNCIL REPORTS**

### Join Municipal Action Committee

Commissioner Ayala commented that the committee met on January 13<sup>th</sup>. She noted the committee had a recap of their December meeting and elected new committee leadership for 2023.

### Arts & Heritage Advisory Council

Commissioner Liang commented that at its January meeting the committee disused the District's Legislative Agenda. He also commented that council interviewed 4 potential candidates for the council. It was noted that the council will now be meeting on 4<sup>th</sup> Tuesday of each month.

### Business & Responsive Agency Advisory Council

Commissioner Reid stated that the council met on January 10<sup>th</sup>. He noted that agenda items at that meeting included an overview of the ZEED facility planning efforts and their work plan for 2023.

Commissioners Reid and Ayala that they attended the Burns Dinner volunteer recognition event for Fort Nisqually.

## **EXECUTIVE DIRECTOR'S REPORT**

Executive Director, Shon Sylvia commented on the following:

- The Senate Health & Long Term Care Committee held a hearing on Senate Bill 5095 on Thursday, January 19<sup>th</sup>. Hunter George worked with the state Parks Rx Task Force and other advocates to arrange for testimony by Mr. George and another Task Force member from Molina Health Care in Spokane. In all, 40 people signed in favor of the legislation, including all members of our Arts & Heritage Advisory Committee. The bill is scheduled to be voted out of committee on Tuesday, January 24<sup>th</sup>. Our lobbying team is working to have a companion bill filed in the House.
- Portland Avenue Community Center fire damage repair by contractor Asher Construction is now complete. This work was from the arson fire that occurred at the NE corner on the community center building in 2021. Funding for the restoration work was provided through a WCIA insurance claim. The repairs have now restored the affected area of the building as required. Parks staff will complete further updates on the HVAC system, prior to building occupancy.
- A video was shown to introduce new members of Parks & Recreation Staff.
- Several photos of the Tet Vietnamese Lunar New Year Festival were shown. Mark Knowlden commented that Golden Bamboo collaborated with a host of partners, including the Vietnam American Community Association, the Vietnamese Senior Association of Olympia and Vicinity, the Southeast Asian Symposium, Harvest Pierce County and Temple Phước Hu to put on this event.

**COMMUNITY COMMENTS**

Written comments regarding the status of the Jefferson Field House were submitted by Julia Keller. President Smith noted that negotiations with the District's insurance carrier related to Jefferson Field House have been complicated and lasted many months. The District believes they have now settled upon a claim adjusted amount. President Smith continued by that once the District has assurance of when it will receive claim payment, a broader community conversation about redevelopment potential will occur.

Curt Mehlhaff commented on his concerns about safety in the community. He encouraged to the Board to consider metal detectors in community centers.

**MINUTES OF THE JANUARY 9, 2023 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. C7-23:** APPOINTING MEMBERS TO THE NATURE & ENVIRONMENT ADVISORY COUNCIL

**RESOLUTION NO. C8-23:** APPOINTING MEMBERS TO THE BUSINESS AND RESPONSIVE AGENCY ADVISORY COUNCIL

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. P9-23:** AUTHORIZING PURCHASE OF GOODS AND SERVICES FOR METRO PARKS TACOMA

1. ATLANTIC PACIFIC SEAFOOD FOR ANIMAL FOOD CHANGE ORDER IN THE AMOUNT OF \$2,099.20 (including WSST)
2. WASHINGTON CITIES INSURANCE AUTHORITY FOR PROPERTY, LIABILITY AND AUTO INSURANCE IN THE AMOUNT \$1,141,946
3. BERRYDUNN, MCNEIL & PARKER LLC. FOR ORGANIZATIONAL DEVELOPMENT AND IMPLEMENTATION CONSULTING SERVICES IN THE AMOUNT OF \$75,000

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

Alan Varsik commented that the Atlantic Pacific Seafood change order is needed to cover the additional cost of food due to the addition of two walrus at the Rocky Shores exhibit.

Debbie Russell commented that WCIA is the District's insurance provider for property, liability and auto insurance. She noted that WCIA increasing rates over all to its members by 40% for



2023, noting that rates vary individual to members based on claim loses. Metro Parks is expecting an over increase of 42.3%

Shon Sylvia commented that the contract with Berry Dunn will allow for phase 2 of organization development work to occur as realignment continues to occur post-COVID. Mr. Sylvia noted that phase 2 will focus on work in the Business Administration Division, Office of the Executive Director, and Parks & Recreation.

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

**SINGLE READING RESOLUTIONS** None

**RESOLUTION NO. R10-23:** AUTHORIZING THE EXECUTIVE DIRECTOR TO NEGOTIATE THE 2023/24 OPERATING AGREEMENT WITH THE ZOO SOCIETY AND THE NORTHWEST TREK FOUNDATION

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

Alan Varsik commented that both the Zoo Society and the Northwest Trek Foundation are committed to contribute Metro Parks a value equal to or greater than 2 times return on MPT payment each year as follows:

- A. The Zoo Society agreement provides the following:
  - a. Annual support of Point Defiance Zoo & Aquarium initiatives for animal welfare, field conservation, community programs, staff development, capital equipment, and capital projects with the minimum amount of \$1,283,000.
  - b. Metro Parks will pay the Zoo Society \$600,000 for development services including major gifts, grants, capital projects and endowment.
  
- B. The Northwest Trek Foundation agreement provides the following:
  - a. Annual support of Northwest Trek Wildlife Park initiatives for conservation programs, community education, and capital project with a minimum amount of \$400,000
  - b. Metro Parks will pay the Northwest Trek Foundation \$200,000 for development services including major fits, grants, and capital projects.

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

**RESOLUTION NO. R11-23:** ADOPTING NEW COLLECTIVE BARGAINING AGREEMENT WITH THE INTERNATIONAL UNION OF OPERATING ENGINEERS, LOCAL 302

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

Debbie Russell commented that the new CBA covers a term of three years beginning January 1, 2023, through December 31, 2025, and governs approximately 180 represented employees, or 48% of career staff, across the District.

Debbie Russell highlighted the following areas of the CBA:

Wages: The General Cost of Living Adjustments (COLA) are:

- 2023: 7%
- 2024: 4%
- 2025: 3%

Ms. Russell commented that the employee and dependent health insurance contribution remains the same at ten percent (10%) through the end of the contract. The contract contains language that allows the wellness committee to propose benefit design changes if health and dental insurance plans and/or fee schedule adjustments are projected to increase more than seven percent (7%) in a plan year. Ms. Russell commented it is possible that a plan change will occur during the current contract cycle and all changes will be addressed through the wellness committee.

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

**RESOLUTION NO. R12-23: AUTHORIZING THE EXECUTIVE DIRECTOR TO NEGOTIATE THE 2023 OPERATING AGREEMENT WITH THE TACOMA PARKS FOUNDATION**

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

Mark Knowlden reminded the Board of the strong relationship the District has with the Tacoma Parks Foundation. He noted this agreement will be for one year and includes the following:

- A. The Tacoma Parks Foundation agreement provides the following funding:
  - a. Metro Parks will pay TPF an annual allowance of \$444,874 in 2023 for development services including major gifts, grants, capital projects and endowment. In return, the Tacoma Parks Foundation will pay to Metro Parks a value equal to 1.5 times return on MPT payment each year.
  - b. In addition TPF will make the following distributions:
    - i. Eastside Community Center Lease & Operations: The distribution amount for the NMTC is expected to be \$236,000
    - ii. Eastside Community Center Programing Endowment: The estimated distribution from the endowment is between \$189,000 and \$211,000 in 2023

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

**PUBLIC WORKS PURCHASING RESOLUTIONS** None

**SECOND READINGS RESOLUTIONS** None

**FIRST READING RESOLUTIONS** None

**UNFINISHED BUSINESS** None

**NEW BUSINESS** None

**BOARD COMMENTS** None

**ADJOURN**

Being no further business, the meeting was adjourned at 7:47 p.m.

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President

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Clerk

Submitted by: Jennifer Bowman, Board Secretary



**METROPOLITAN PARK DISTRICT OF TACOMA**

**RESOLUTION NO. C13-23**

**APPROVAL OF WARRANTS CLAIM FUND FOR JANUARY 2023**

WHEREAS, the Board of Park Commissioners approved, appropriated and adopted the 2023-2024 Biennial Budget in Resolution No. RR 105-22, dated December 12, 2022, to meet public expenses, bond retirement, interest and operational expenses for the biennium ending December 31, 2024: 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 \_\_\_\_\_, 2023.

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 JANUARY 1, 2023 AND ENDING JANUARY 31, 2023.

WARRANTS CLAIM FUND

ACCOUNTS PAYABLE CLAIMS FUND:

Warrant Serial Numbers <u>339135</u> to <u>339349</u>	AMOUNT:	<u>\$7,745,528.38</u>
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PAYROLL CLAIMS FUND:

Warrant Serial Numbers <u>056333</u> to <u>056465</u>	AMOUNT:	<u>\$69,541.73</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>\$7,815,070.11</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: Commissioner Liang, Advisory Council Liaison

FROM: Curtis Ashby, AHAC Vice Chair

**SUBJECT: Appointing New Member to the Arts & Heritage Advisory Council (AHAC)**

DATE: January 31, 2023

**EXECUTIVE SUMMARY:** The members of the Arts & Heritage Advisory Council recommend that the Board of Park Commissioners approve this resolution to appoint Trevor Hamilton, Sarah Sutton, and Hillary Ryan to a first term on the Arts & Heritage Advisory Council. A copy of these candidates' applications is attached.

**BACKGROUND:** The Board of Park Commissioners adopted RR20-14 to redefine citizen advisory council roles to better align with the District's four mission-driven areas. The Arts & Heritage Advisory Council consists of a maximum of thirteen members and assists in recommendations to the Board concerning Cultural Arts & Living History Programming, Heritage, inclusive of interpretive signage/content, and Public Art for the Metropolitan Park District of Tacoma. Recruitment occurs through direct contact, news releases and on Metro Parks Tacoma's website and social media.

During their first term on the Council, new members Trevor Hamilton, Sarah Sutton, and Hillary Ryan will demonstrate:

1. Knowledge, interest and skills related to the Advisory Council Charter.
2. Interest related to parks, programs, and facilities operated by Metro Parks Tacoma.
3. That they will be good additions to the existing composition of the Council.
4. That they are willing and able to commit to the charter, schedule and goals of the Council.

This appointment will put the council at six members. The board and staff liaisons to the Arts & Heritage Advisory Council, as well as the entire council membership, support their appointment.

**FISCAL IMPACT:** None.

**ADDITIONAL INFORMATION:** For additional information, contact Mark Knowlden, Interim Director, Parks & Recreation Department, (253) 305-1067 or [mark.knowlden@tacomaparks.com](mailto:mark.knowlden@tacomaparks.com).

**METROPOLITAN PARK DISTRICT OF TACOMA**

**RESOLUTION NO. C14-23**

**APPOINTING MEMBERS TO THE ARTS & HERITAGE ADVISORY COUNCIL**

WHEREAS, the Metropolitan Park District of Tacoma created the Arts & Heritage Advisory Council to assist in recommendations to the Board concerning Cultural Arts & Living History Programming, Heritage, inclusive of interpretive signage/content, and Public Art for the Metropolitan Park District of Tacoma; and

WHEREAS, Trevor Hamilton, Sarah Sutton and Hillary Ryan have applied to serve on the Council; and

WHEREAS, the board and staff liaison to the Arts & Heritage Advisory Council, as well as the entire council membership, support these appointments; now, therefore, be it

RESOLVED by the Board of Park Commissioners of the Metropolitan Park District of Tacoma to appoint the following community member to serve on the Arts and Heritage Advisory Council:

Trevor Hamilton, first term expires in February 2026.

Sarah Sutton, first term expires in February 2026.

Hillary Ryan, first term expires in February 2026.

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

ATTEST:

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Clerk



# Trevor Hamilton

## Dashboard



Contact Information  
Name: Trevor Hamilton  
Mobile:  
Email

History  
This Year 0.00 Hours  
Lifetime 0.00 Hours  
Last Login Thursday, December 15, 2022

## Contact Information

Name Trevor Hamilton  
Username  
Email Address  
Cell Phone  
Phone Preference  
Twitter Username  
Instagram Username  
Date of Birth 24, 1991 (31 years old)  
Region English (USA)  
Address



## General Availability

	Mornings	Afternoons	Evenings	Nights
Monday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tuesday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wednesday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thursday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Friday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Saturday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sunday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Custom Fields

Custom Field	Value
<b>About You</b>	
Pronouns	He/Him
<b>Agreements and Acknowledgements</b>	
I agree to the Volunteer Release and Waiver of Liability found in the information box to the right of this field.	Current: Pending: 1. I agree
<b>Additional Questions</b>	
I wish to serve on the following Advisory Council	Arts & Heritage
Why do you want to be part of this council?	I live my life by the mantra of Fyodor Dostoevsky that "Beauty will save the world." With the Arts being gate-kept in a lot of sense by societal class, I find it exciting to work with Metro Parks to make it more equitable. I bring five years of small business experience, as well as network of connections that spans Tacoma's demographics.
Occupation (If retired, please indicate former occupation)	Restaurant Owner
Current Employer (or state Retired)	The Table
Education (Name of high school; college/university; year graduated/degree)	Pacific Lutheran University, Class of 2015, History, Classics, & Religion Triple Major

Custom Field	Value
Please describe your interests and qualifications as related to this position	As a small business owner, I hope to be able to bring a sense of resourcefulness. The Tacoma arts scene is truly inspiring. I have been a member of TAM and The Grand for years, and seek out the beauty of Tacoma's creators. Tacoma's History is also extremely fascinating to me. I would love the opportunity to help tell her story without sugar-coating our problematic past.
Please list any involvement in professional/community activities, including any current/past involvement with MPT programs	Partnership with Museum of Glass on creating a bridge between food and glass blowing.
References (Name/Address/Phone)	Justin Eckstein, Braver Angels & Pacific Lutheran University,
Resume (Please upload your resume if available)	
What unique qualities or point of view can you bring to the council?	One trait that I feel makes me unique is my ability to get along with all types of people and personalities. Owning a restaurant has afforded me the opportunity to truly make hospitality a cornerstone of life, which can only benefit this council.

### Qualifications

No qualifications specified.

### Background Checks

There are no background checks to display.

### General Interests

No general interests selected.

### Committees

Not a member of any committees.

### Classifications

None Specified

### Reports

### Summary

**Lifetime Hours** 0.00  
**2022 Hours** 0.00  
**First volunteered in 2022**

### Miscellaneous

**Database User ID** 8172234  
**Last Login Date** Thursday, December 15, 2022  
**Group** This profile represents an individual.  
**Status** Applicant (Last Changed 12/15/2022)  
**Date Joined** 12/15/2022 (Less than 1 year)  
**Application Form** 1  
**Log Hours Permission** Organization Default (Can log hours without approval)  
**Timeclock Permission** Organization Default (Cannot log hours)

### Communications

#### Personal Message

There is no personal message.

#### Email History

Showing the 1 most recent of 1 email records.

Date	Subject	From
12/15/2022	Advisory Councils - Welcome Message	Better Impact System

#### Note Log

No note log history to show

# Sarah Sutton

## Dashboard



### Contact Information

Name: Sarah Sutton

Home: (

Email

### History

This Year 0.00 Hours

Lifetime 0.00 Hours

Last Login Friday, December 16, 2022

## Contact Information

**Name** Sarah Sutton

**Username**

**Email Address**

**Home Phone**

**Phone Preference** Not Specified

**Date of Birth** Wednesday, August 16, 1961 (61 years old)

**Region** English (USA)

**Address**



## General Availability

	Mornings	Afternoons	Evenings	Nights
<b>Monday</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Tuesday</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Wednesday</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Thursday</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Friday</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Saturday</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Sunday</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Custom Fields

Custom Field	Value
--------------	-------

### About You

Pronouns she/hers

### Agreements and Acknowledgements

I agree to the Volunteer Release and Waiver of Liability found in the information box to the right of this field.

Current:  
Pending: 1. I agree

### Additional Questions

I wish to serve on the following Advisory Council Arts & Heritage

Why do you want to be part of this council? I am a somewhat new resident and wish to be useful. My background is the museum sector, especially history but increasingly with environment and climate. I am an avid park user. Advisory roles suit my schedule best as on occasion I travel and might not be able to attend meetings, but the virtual aspect is a boon.

Occupation (If retired, please indicate former occupation) Nonprofit CEO

Current Employer (or state Retired) Environment and Culture Partners

Education (Name of high school; college/university; year graduated/degree) The College of William & Mary, 1986, M.A. History and certificate in history administration. Sweet Briar College, 1983, B.A. American Studies.

Please describe your interests and qualifications as related to this position I am a long-time museum professional and an outdoorsy person. Through my own use of the parks, my participation in the Tacoma Greendrinks group, and observation of the Tacoma Tree Foundation work, I've found myself increasingly aware of the good opportunities in the community where my volunteer time may be useful, and this

# Hillary Ryan

## Dashboard



### Contact Information

Name: Hillary Ryan

Home:

Email:

### History

This Year 0.00 Hours

Lifetime 0.00 Hours

Last Login Monday, January 02, 2023

## Contact Information

Name Hillary Ryan

Username

Email Address

Secondary Email Address

Mobile Email

Home Phone

Phone Preference

Linkedin Profile URL

Date of Birth

Region

Address



## General Availability

	Mornings	Afternoons	Evenings	Nights
Monday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tuesday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wednesday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thursday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Friday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Saturday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sunday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Custom Fields

Custom Field	Value
<b>About You</b>	
Pronouns	she/her
<b>Agreements and Acknowledgements</b>	
I agree to the Volunteer Release and Waiver of Liability found in the information box to the right of this field.	Current: Pending: 1. I agree
<b>Additional Questions</b>	
I wish to serve on the following Advisory Council	Arts & Heritage
Why do you want to be part of this council?	As a parent and professional, I feel that it is important to model social service for my community to my children. I would like to serve on this advisory committee because it most directly aligns with my experience.
Occupation (If retired, please indicate former occupation)	Marketing and Communications
Current Employer (or state Retired)	College Success Foundation
Education (Name of high school; college/university; year graduated/degree)	UW- Seattle 1998- MA Museum Studies Univeristy of Wisconsin- Masdison 1995- BA History
Please describe your interests and qualifications as related to this position	I am interested in being more involved in Tacoma's civic life and helping to serve the community's needs.

Custom Field	Value
Please list any involvement in professional/community activities, including any current/past involvement with MPT programs	I served on the Arts and Heritage Council previously. I currently serve on the Foss High PTSA.
References (Name/Address/Phone)	Julianna Verboot                      Susan Newsom
Resume (Please upload your resume if available)	
What unique qualities or point of view can you bring to the council?	I was part of the original staff at Museum of Glass and I have watched the transformation of the city as an arts center. I have extensive professional experience in the arts and cultural sector.

### Qualifications

No qualifications specified.

### Background Checks

There are no background checks to display.

### General Interests

No general interests selected.

### Committees

Not a member of any committees.

### Classifications

None Specified

### Reports

### Summary

**Lifetime Hours**            0.00

**2023 Hours**                0.00

**First volunteered in 2023**

### Miscellaneous

<b>Database User ID</b>	8176210
<b>Last Login Date</b>	Monday, January 02, 2023
<b>Group</b>	This profile represents an individual.
<b>Status</b>	Applicant (Last Changed 1/2/2023)
<b>Date Joined</b>	1/2/2023 (Less than 1 year)
<b>Application Form</b>	1
<b>Log Hours Permission</b>	Organization Default (Can log hours without approval)
<b>Timeclock Permission</b>	Organization Default (Cannot log hours)

### Communications

#### Personal Message

There is no personal message.

#### Email History

Showing the 1 most recent of 1 email records.

Date	Subject	From
1/2/2023	Advisory Councils - Welcome Message	Better Impact System

#### Note Log

No note log history to show

Custom Field	Value
	seems like a perfect alignment. I am exposed to many types of informal-education public programming and operations that involves heritage and art, culture and community, and would enjoy being involved more deeply and in a useful but advisory manner close to home.
Please list any involvement in professional/community activities, including any current/past involvement with MPT programs	I am currently a reviewer for Pierce Conservation District stormwater grants: activity ending in January. I am part of Tacoma Greendrinks. I do not have any formal involvement with MPT programs.
References (Name/Address/Phone)	Chrissy Cooley. 614-202-7700 Robb Krehbiel. Green Stormwater Manager, Pierce Conservation District. 253-845-9770
Resume (Please upload your resume if available)	
What unique qualities or point of view can you bring to the council?	I blend environment and climate work with cultural work, melding public engagement with community benefit. I'd be so pleased to meet others with an interest in public engagement with culture, art and heritage in our community for all.

### Qualifications

No qualifications specified.

### Background Checks

There are no background checks to display.

### General Interests

No general interests selected.

### Committees

Not a member of any committees.

### Classifications

None Specified

### Reports

### Summary

**Lifetime Hours** 0.00

**2022 Hours** 0.00

**First volunteered in 2022**

### Miscellaneous

<b>Database User ID</b>	8175463
<b>Last Login Date</b>	Friday, December 16, 2022
<b>Group</b>	This profile represents an individual.
<b>Status</b>	Applicant (Last Changed 12/16/2022)
<b>Date Joined</b>	12/16/2022 (Less than 1 year)
<b>Application Form</b>	1
<b>Log Hours Permission</b>	Organization Default (Can log hours without approval)
<b>Timeclock Permission</b>	Organization Default (Cannot log hours)

### Communications

#### Personal Message

There is no personal message.

#### Email History

Showing the 1 most recent of 1 email records.

Date	Subject	From
12/16/2022	Advisory Councils - Welcome Message	Better Impact System

#### Note Log

No note log history to show



**MEMORANDUM**

TO: Board of Park Commissioners

THROUGH: Commissioner Pointer, Advisory Council Liaison

FROM: Mallory Weaver, ALCW Advisory Council Chair

**SUBJECT: Appointing Member to the Active Lifestyle and Community Wellness Advisory Council (ALCW)**

DATE: January 27, 2023

**EXECUTIVE SUMMARY:** The members of the ALCW Advisory Council recommend that the Board of Park Commissioners approve this resolution to Mandy Kaplan & Nadine LaRose to a first term on the Active Lifestyle and Community Wellness Advisory Council. A copy of the candidates' applications are attached.

**BACKGROUND:** The Board of Park Commissioners adopted RR20-14 to redefine citizen advisory councils roles to be better align with the District's four mission-driven areas. The District maintains these Councils in order to have citizen engagement in Park District functions and to foster a broad range of citizen input and expertise in strategic decision-making and policy-development. Citizen advisory councils are important vehicles for the implementation of the District's participation policy and are aligned with best practices in the industry.

Throughout their terms on the Council, all members and first term members, Mandy Kaplan & Nadine LaRose will demonstrate:

1. Knowledge, interest and skills related to the Advisory Council Charter.
2. Interest related to parks, programs, and facilities operated by Metro Parks Tacoma.
3. Have made a good addition to the existing composition of the Council.
4. Are willing and able to commit to the charter, schedule and goals of the Council.

These appointments will put the council at nine members.

**FISCAL IMPACT:** None.

**ADDITIONAL INFORMATION:** For additional information, contact Mark Knowlden, Interim Director, Department of Parks & Recreation at [mark.knowlden@tacomaparks.com](mailto:mark.knowlden@tacomaparks.com) or (253) 305-1022.

**METROPOLITAN PARK DISTRICT OF TACOMA**

**RESOLUTION NO. C15-22**

**APPOINTING MEMBER TO THE ACTIVE LIFESTYLES AND  
COMMUNITY WELLNESS ADVISORY COUNCIL**

WHEREAS, the Metropolitan Park District of Tacoma created the Active Lifestyles and Community Wellness Advisory Council to assist in recommendations to the Board regarding Adult and Youth Sports, Outdoor Adventures, Aquatics, Youth Development, Adaptive and Specialized Recreation, Fitness and Camps for the Metropolitan Park District of Tacoma; and

WHEREAS, Mandy Kaplan & Nadine LaRose have applied to serve on the Council; and

WHEREAS, the board and staff liaisons to the Active Lifestyles and Community Wellness Advisory Council, as well as the entire council membership, support this appointment; now, therefore, be it

RESOLVED by the Board of Park Commissioners of the Metropolitan Park District of Tacoma to appoint the following citizen to serve on the Active Lifestyles and Community Wellness Advisory Council:

Mandy Kaplan first term expires in February, 2026.

Nadine LaRose first term expires in February, 2026.

The foregoing resolution was adopted by the Board of Park Commissioners of the Metropolitan Park District of Tacoma at a meeting held on \_\_\_\_\_, 2023.

ATTEST:

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Clerk



# Nadine LaRose

## Dashboard



Contact Information  
Name: Nadine LaRose  
Mobile:  
Email:

History  
This Year 0.00 Hours  
Lifetime 0.00 Hours  
Last Login Wednesday, November 03, 2021

## Contact Information

Name Nadine LaRose  
Username  
Email Address  
Cell Phone  
Phone Preference Not Specified  
Date of Birth  
Region  
Address



## General Availability

	Mornings	Afternoons	Evenings	Nights
Monday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tuesday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wednesday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thursday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Friday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Saturday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sunday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Custom Fields

Custom Field	Value
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### Agreements and Acknowledgements

I agree to the Volunteer Release and Waiver of Liability found in the information box to the right of this field.	1. I agree
---	------------

I agree to the COVID-19 Safety Expectations found in the information box to the right of this field	1. I agree
---	------------

### Additional Questions

I wish to serve on the following Advisory Council	Active Lifestyles & Community Wellness
---	--

Occupation (If retired, please indicate former occupation)	Social Worker
--	---------------

Current Employer (or state Retired)	MDC
-------------------------------------	-----

Education (Name of high school; college/university; year graduated/degree)	University Of Southern California - MSW 2017 (see resume)
--	--

Please describe your interests and qualifications as related to this position	Interested in building community - belonging - and connection. Experience with working with homeless, medical social work, and current experience providing mental health services at Metropolitan Development Council (MDC).
---	---

Please list any involvement in professional/community activities, including any current/past involvement with MPT programs	none
--	------

References (Name/Address/Phone)	Hayley E-mail:
---------------------------------	-------------------

	Suzanne E-mail:
--	--------------------

Resume (Please upload your resume if available)	<a href="#">_____</a>
---	-----------------------

## Qualifications

No qualifications specified.

## Background Checks

There are no background checks to display.

## General Interests

No general interests selected.

## Committees

Not a member of any committees.

## Classifications

None Specified

## Reports

## Summary

**Lifetime Hours** 0.00

**2022 Hours** 0.00

**First volunteered in 2021**

## Miscellaneous

<b>Database User ID</b>	7086096
<b>Last Login Date</b>	Wednesday, November 03, 2021
<b>Group</b>	This profile represents an individual.
<b>Status</b>	In Process (Last Changed 11/3/2021)
<b>Date Joined</b>	11/3/2021 (Less than 1 year)
<b>Application Form</b>	1
<b>Log Hours Permission</b>	Organization Default (Can log hours without approval)
<b>Timeclock Permission</b>	Organization Default (Cannot log hours)

## Communications

### Personal Message

There is no personal message.

### Email History

Showing the 1 most recent of 1 email records.

<b>Date</b>	<b>Subject</b>	<b>From</b>
11/3/2021	Advisory Councils - Welcome Message	Better Impact System

### Note Log

No note log history to show

# Mandy Kaplan-Treadwell

## Dashboard



### Contact Information

Name: Mandy Kaplan-Treadwell

Mobile:

Email:

### History

This Year 0.00 Hours

Lifetime 0.00 Hours

Last Login Wednesday, October 26, 2022

## Contact Information

Name Mandy Kaplan-Treadwell

Username

Email Address

Cell Phone

Phone Preference

Date of Birth

Region

Address



## General Availability

	Mornings	Afternoons	Evenings	Nights
Monday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tuesday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wednesday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thursday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Friday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Saturday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sunday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Custom Fields

Custom Field	Value
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### Agreements and Acknowledgements

I agree to the Volunteer Release and Waiver of Liability found in the information box to the right of this field.	Current: Pending: 1. I agree
I agree to the COVID-19 Safety Expectations found in the information box to the right of this field	Current: Pending: 1. I agree

### Additional Questions

I wish to serve on the following Advisory Council	Active Lifestyles & Community Wellness
Why do you want to be part of this council?	I attend the Star Center location and heard that there was a need for community representation for this council.
Occupation (If retired, please indicate former occupation)	Administrator
Current Employer (or state Retired)	State of Washington
Education (Name of high school; college/university; year graduated/degree)	Gates H.S.
Please describe your interests and qualifications as related to this position	I have been a member of the Star Center since 2013. I have seen how Covid greatly impacted the way the activities at the Star Center. I support an active lifestyle at all ages with an emphasis on wellness and exercise.
Please list any involvement in professional/community activities, including any current/past involvement with MPT programs	I have been a volunteer with the Pike Place Foundation since 2018. This would be my first Metro Parks involvement.

Custom Field	Value
References (Name/Address/Phone)	Meagan Kula Community Center Supervisor Star Center / Center at Norpoint Parks & Recreation Dept. Office (253) 404-3938
Resume (Please upload your resume if available)	<a href="#">No Resume Provided.docx</a>
What unique qualities or point of view can you bring to the council?	Since being a member of the Star Center for so long, I have seen what can work in the South Tacoma market. I also have a passion for the community and access to make fitness more accessible.

### Qualifications

No qualifications specified.

### Background Checks

There are no background checks to display.

### General Interests

No general interests selected.

### Committees

Not a member of any committees.

### Classifications

None Specified

### Reports

### Summary

**Lifetime Hours** 0.00

**2022 Hours** 0.00

**First volunteered in 2022**

### Miscellaneous

**Database User ID**

8025204

**Last Login Date**

Wednesday, October 26, 2022

**Group**

This profile represents an individual.

**Status**

Applicant (Last Changed 10/26/2022)

**Date Joined**

10/26/2022 (Less than 1 year)

**Application Form**

1

**Log Hours Permission**

Organization Default (Can log hours without approval)

**Timeclock Permission**

Organization Default (Cannot log hours)

### Communications

#### Personal Message

There is no personal message.

#### Email History

Showing the 1 most recent of 1 email records.

Date	Subject	From
10/26/2022	Advisory Councils - Welcome Message	Better Impact System

#### Note Log

No note log history to show



**MEMORANDUM**

TO: Board of Park Commissioners

THROUGH: Shon Sylvia, Executive Director

FROM: Alan Varsik, Director of Zoological & Environmental Education  
Mark Knowlden, Interim Director of Parks & Recreation  
Hunter George, Policy & Government Relations Officer

**SUBJECT: Purchasing Resolution**

DATE: February 6, 2023

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

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

<b><u>Item Number</u></b>	<b><u>Proposed Vendor</u></b>	<b><u>Proposed Purchase</u></b>	<b><u>Price (With Sales Tax)</u></b>
1.	Merlino Media Group	Media Buying Services	\$845,000 (ZEED) for 2023 \$50,000 (P&R) for 2023
2.	Pisces Seafood	Various Seafood (animal food)	\$127,047.35 Base bid including WSST
3.	McRoberts Seafood	Various Seafood (animal food)	\$72,775.66 Base bid including WSST
4.	Atlantic Pacific Seafood	Various Seafood (animal food)	\$137,833.20 Base bid including WSST
5.	Simon & Company	Federal Lobbying Services	Contract Amendment - Increase of \$50,000 for the biennium, Not to Exceed \$100,000 Total

6.	TK Bentler Public and Government Affairs	State Lobbying Services	Contract Amendment-Increase of \$100,000 for the biennium, Not to Exceed \$200,000 Total
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**ITEM NO. 1**

- **VENDOR** Merlino Media Group
- **GOODS OR SERVICE** Media Buying Services
- **PRICE** \$845,000 (ZEED) for 2023  
\$50,000 (P&R) for 2023
- **SOURCE OF FUNDING** Department Operating Funds
- **CONTACT** Alan Varsik, 253.404.3634

Merlino Media Group was selected through a Request for Proposals (RFP), completed in February 2022, to provide media buying services for Metro Parks Tacoma. Three firms submitted proposals and staff interviewed two finalists.

Merlino advises District staff on overall paid media strategies and negotiates advertising rates, placements and value-added promotions to help achieve District revenue goals. Merlino’s broad range of clients, collective purchasing power, and negotiating expertise enable the agency to secure significantly lower advertising rates, better advertising placement and higher added value than if District staff purchased the media directly.

Janice Merlino, the principal of Merlino Media Group, has over three decades of experience in media buying and brings extensive experience working with other family-focused Puget Sound destinations and programs, such as Pacific Science Center, Space Needle, and the Washington 529 GET/Dream Ahead program.

The total cost of \$895,000 includes both the fee paid to Merlino Media Group and the cost of the actual advertising purchased. Merlino’s commission rate of 8.75% is significantly lower than the standard 15 percent commission rate charged by most media buying firms.

**FISCAL IMPACT:** These expenses are budgeted in the department operating budgets.

**ADDITIONAL INFORMATION:** For additional information, contact Alan Varsik, Director of Zoological and Environmental Education Department, at [alan.varsik@pdza.org](mailto:alan.varsik@pdza.org) 253-404-3634 or Mark Knowlden, Interim Director of Parks & Recreation at 253-305-1067 or [mark.knowlden@tacomaparks.com](mailto:mark.knowlden@tacomaparks.com)

**ITEM No. 2**

- **VENDOR** Pisces Seafood
- **GOODS OR SERVICE** Various Seafood (animal food)
- **PRICE** \$127,047.35 Base bid including WSST
- **SOURCE OF FUNDING** PDZA Zoological Operating Budget
- **CONTACT** Alan Varsik 253.404.3634

**BACKGROUND:** Point Defiance Zoo & Aquarium supports a variety of fish-eating species in the Rocky Shores exhibit area, Pacific Seas Aquarium and Wild Wonders Theater. The species exhibited are fed a variety of raw and blanched fresh and frozen seafood totaling over 118,889 pounds annually.

We received bids from six (6) seafood vendors for fifty-two types of seafood for a total of \$405,236.47 including WSST. This is an increase of 37,210 pounds from 2022 purchases with the addition of a pair of pacific walruses and other seafood eating species in 2023.

Pisces Seafood was the vendor that submitted the lowest bid for twelve types of seafood that met the stated guidelines. We are recommending the purchase 86,056 lbs. of seafood for animal consumption from Pisces Seafood for a total of \$127,047.35 including Washington State Sales Tax.

**FISCAL IMPACT:** These expenses are budgeted in the department operating budgets.

**ADDITIONAL INFORMATION:** For additional information, contact Alan Varsik, Director of Zoological and Environmental Education Department, at [alan.varsik@pdza.org](mailto:alan.varsik@pdza.org) 253-404-3634.

**ITEM No. 3**

- **VENDOR** McRoberts Seafood
- **GOODS OR SERVICE** Various Seafood (animal food)
- **PRICE** \$72,775.66 Base bid including WSST
- **SOURCE OF FUNDING** PDZA Zoological Operating Budget
- **CONTACT** Alan Varsik 253.404.3634

**BACKGROUND:** McRoberts Seafood was the vendor that submitted the lowest bid for thirteen types of seafood that met the stated guidelines. We are recommending the purchase 9,435 lbs. of seafood for animal consumption from Pisces Seafood for a total of \$72,775.66 including Washington State Sales Tax.

**FISCAL IMPACT:** These expenses are budgeted in the department operating budgets.

**ADDITIONAL INFORMATION:** For additional information, contact Alan Varsik, Director of Zoological and Environmental Education Department, at [alan.varsik@pdza.org](mailto:alan.varsik@pdza.org) 253-404-3634.

**Item No. 4**

- **VENDOR** Atlantic Pacific Seafood
- **GOODS OR SERVICE** Various Seafood (animal food)
- **PRICE** \$137,833.20 Base bid including WSST
- **SOURCE OF FUNDING** PDZA Zoological Operating Budget
- **CONTACT** Alan Varsik 253.404.3634

**BACKGROUND:** Atlantic Pacific Seafood was the vendor that submitted the lowest bid for ten types of seafood that met the stated guidelines. We are recommending the purchase 48,170 lbs. of seafood for animal consumption from Pisces Seafood for a total of \$137,833.20 including Washington State Sales Tax.

**FISCAL IMPACT:** These expenses are budgeted in the department operating budgets.

**ADDITIONAL INFORMATION:** For additional information, contact Alan Varsik, Director of Zoological and Environmental Education Department, at [alan.varsik@pdza.org](mailto:alan.varsik@pdza.org) 253-404-3634.

**ITEM No. 5**

- **VENDOR** Simon & Company
- **GOODS OR SERVICE** Federal Lobbying Services
- **PRICE** Increase of \$50,000 for the biennium, Not to Exceed \$100,000 Total
- **SOURCE OF FUNDING** Office of the Executive Director Budget
- **CONTACT** Hunter George, (253)305-1065

**BACKGROUND:** The Executive Director is requesting an amendment to the current \$50,000 contract. The District executed the current contract with Simon & Company in 2021 at a rate of \$25,000 per year for two years, with the option to extend for two additional two-year agreements (not to exceed a total of six years). This amendment will be the first two-year extension of the agreement, bringing the term date to December 31, 2024. The total contract amount after this amendment will be \$100,000, remaining at a rate of \$25,000 per year.

MPT has paid for federal lobbying services since 2007. After a competitive Request for Proposals (RFP) process in 2021, staff recommended re-signing with Simon & Company to represent the District's interests on issues considered by Congress and the Federal government. This was approved by the Board on August 23, 2021 with Purchasing Resolution No. P56-21.

The scope of work provided in the current agreement with Simon & Company includes the following:

- Represent MPT's interests on issues being considered by the Federal government, including Congress and executive agencies.



- Provide consultation during MPT’s development of its annual list of legislative priorities.
- Provide regular reports with details on the progress of issues important to Metro Parks, and recommend strategic actions.
- Assist with setting up meetings with members of Congress and agency personnel as needed.
- Advise when legislation is filed that may impact MPT.
- Draft and propose legislation and amendments on behalf of MPT.
- Appear and speak on behalf of MPT at hearings before legislative and agency committees and work groups.
- Proactively contact and coordinate with other lobbyists on matters of mutual interest to MPT.
- Provide invoices reporting the estimated amount of time dedicated to MPT activities.
- Avoid any conflict of interest in the performance of lobbying services and agree not to work in opposition to any Metro Parks priorities with the legislative and executive branches.

**FISCAL IMPACT:** Funds for both lobbying contracts will come from department operating budgets.

**ADDITIONAL INFORMATION:** For additional information, contact Hunter George, Policy & Governmental Relations Officer, at (253) 305-1065 or [hunterg@tacomaparks.com](mailto:hunterg@tacomaparks.com) .

**ITEM NO. 6**

- |                            |   |
|----------------------------|---|
| • <b>VENDOR</b>            | TK Bentler Public and Government Affairs                              |
| • <b>GOODS OR SERVICE</b>  | State Lobbying Services   |
| • <b>PRICE</b>             | Increase of \$100,000 for the biennium, Not to Exceed \$200,000 Total |
| • <b>SOURCE OF FUNDING</b> | Office of the Executive Director Budget                               |
| • <b>CONTACT</b>           | Hunter George, (253) 305-1065   |

**BACKGROUND:** The Executive Director is requesting an amendment to the current \$100,000 contract. The District executed the current contract with TK Bentler in 2021 at a rate of \$50,000 per year for two years, with the option to extend for two additional two-year agreements (not to exceed a total of six years). This amendment will be the first two-year extension of the agreement, bringing the term date to December 31, 2024. The total contract amount after this amendment will be \$200,000, remaining at a rate of \$50,000 per year.

MPT has paid for state lobbying services for over 20 years. After a competitive Request for Proposals (RFP) process in 2021, staff recommended re-signing with TK Bentler Public and Government Affairs to represent the District’s interests on issues considered by the Washington Legislature and State government agencies. This was approved by the Board on August 23, 2021 with Purchasing Resolution No. P56-21.

The scope of work provided in the current agreement with TK Bentler includes the following:

- Represent Metro Parks Tacoma’s interests on issues being considered by state government, including the Legislature and executive agencies.
- Attend public hearings and other meetings concerning issues pertinent to Metro Parks Tacoma’s initiatives/priorities, and speak on behalf of Metro Parks when appropriate
- Provide consultation during Metro Parks Tacoma’s development of its annual list of legislative priorities.
- Provide regular reports in a timely manner during the legislative session with details on the progress of issues important to Metro Parks Tacoma and recommend strategic actions.
- Assist with setting up meetings with legislators and agency personnel as needed.
- Coach Metro Parks Tacoma’s staff on how to interact with State legislators, Executive agencies and administration staff, present testimony and be successful advocates in Washington State.
- Advise when legislation is filed that may impact MPT.
- Draft and propose legislation and amendments on behalf of Metro Parks Tacoma.
- Proactively contact and coordinate with other lobbyists on matters of mutual interest to Metro Parks Tacoma.
- Provide invoices reporting the estimated amount of time dedicated to Metro Parks Tacoma’s activities.
- Provide a summary within one month of session’s end that details the status of priority issues and recommendations for activities during the interim and for the next session.
- Avoid any conflict of interest in the performance of lobbying services and agree not to work in opposition to any Metro Parks Tacoma priorities with the legislative and executive branches.

**FISCAL IMPACT:** Funds for both lobbying contracts will come from department operating budgets.

**ADDITIONAL INFORMATION:** For additional information, contact Hunter George, Policy & Governmental Relations Officer, at (253) 305-1065 or [hunterg@tacomaparks.com](mailto:hunterg@tacomaparks.com) .

**ITEM NO. 7**

- |                            |  |
|----------------------------|--|
| • <b>VENDOR</b>            | King County Director’s Association                     |
| • <b>GOODS OR SERVICES</b> | Janitorial and office supplies                         |
| • <b>PRICE</b>             | \$65,000.00 – Parks and Recreation<br>(including WSST) |
| • <b>SOURCE OF FUNDING</b> | 2023-2024 Parks and Recreation Operating<br>Budget     |
| • <b>CONTACT</b>           | Mark Knowlden- (253) 255-2487                          |

**BACKGROUND:** King County Directors' Association (KCDA) is a purchasing cooperative owned by Washington's public school districts. KCDA saves money for members by ordering in volume and supporting their purchasing and distribution requirements. KCDA’s mission is to provide centralized procurement services to member school districts and public agencies that will save them time and money as well as comply with all legal procurement requirements. Its goal is

to help school districts focus their resources in the classroom and to help public agencies focus on direct services to the taxpayers. Metro Parks staff primarily purchase cleaning and office supplies.

**FISCAL IMPACT:** Funding for this purchase comes from the 2023-2024 Parks and Recreation Operating Budget pending board approval.

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

**ITEM NO. 8**

- **VENDOR** T E Walrath Trucking
- **GOODS OR SERVICES** Equipment and ground supplies
- **PRICE** \$65,000.00 (including WSST)
- **SOURCE OF FUNDING** 2023-2024 Parks and Recreation Operating Budget
- **CONTACT** Mark Knowlden- (253) 255-2487

**BACKGROUND:** T E Walrath is family owned and locally operated since 1968, with over 50 years of experience providing a wide range of services and the highest quality products. It offers solutions ranging from material trucking, tug and barge services, specialty sand and soil blends, as well as landscaping products and materials. Meadow Park Golf Course is renting compact excavator to facilitate several maintenance projects, and also obtains specialty soil and seed, and gravel as needed.

**FISCAL IMPACT:** Funding for this purchase comes from the 2023-2024 Parks and Recreation Operating Budget pending board approval.

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

**ITEM NO. 9**

- **VENDOR** Gunarama Wholesale Inc.
- **GOODS OR SERVICES** Resale merchandise
- **PRICE** \$60,000.00 (including WSST)
- **SOURCE OF FUNDING** 2023-2024 Parks and Recreation Operating Budget
- **CONTACT** Mark Knowlden- (253) 255-2487

**BACKGROUND:** Gunarama Wholesale Inc. is a Washington sporting goods supplier that has been in business for over 30+ years. It carries in excess of 30 thousand items related to hunting, fishing and camping. It is a supplier of resale items in the Point Defiance Marina Boathouse including fishing tackle, boat gear, specialty marine items, and apparel.

**FISCAL IMPACT:** Funding for this purchase comes from the 2023-2024 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](mailto:mark.knowlden@tacomaparks.com)

**ITEM NO. 10**

- **VENDOR** Wilson Sporting Goods
- **GOODS OR SERVICES** Resale golf merchandise
- **PRICE** \$80,000.00 (including WSST)
- **SOURCE OF FUNDING** 2023-2024 Parks and Recreation Operating Budget
- **CONTACT** Mark Knowlden- (253) 255-2487

**BACKGROUND:** The Wilson Sporting Goods Company is an American sports equipment manufacturer based in Chicago, Illinois. Meadow Park Golf Course purchases golf balls and other golf supplies from Wilson. Due to a worldwide shortage of golf balls resulting from supply chain disruptions in China due to the pandemic, the price of golf balls has drastically increased at a time when Meadow Park has significantly higher demand. Until additional manufacturing capacity returns to the market, Wilson Sporting Goods is virtually our sole supplier.

**FISCAL IMPACT:** Funding for this purchase comes from the 2023-2024 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](mailto:mark.knowlden@tacomaparks.com)

**METROPOLITAN PARK DISTRICT OF TACOMA**

**PURCHASING RESOLUTION NO. P16-23**

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

WHEREAS, the Board of Park Commissioners have established policies governing the purchase of goods and services for Metro Parks Tacoma through the adoption of Resolution No. RR22-15, Authorizing Amendment of the Purchasing Policy for the Metropolitan Park District of Tacoma; and

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

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

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

The foregoing resolution was adopted by the Board of Park Commissioners of the Metropolitan Park District of Tacoma at a meeting held on \_\_\_\_\_, 2023.

ATTEST:

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Clerk

Exhibit A  
to  
Purchasing Resolution No. P 16-23

**ITEM NO. 1**

- **VENDOR** Merlino Media Group
- **GOODS OR SERVICE** Media Buying Services
- **PRICE** \$845,000 (ZEED) for 2023  
\$50,000 (P&R) for 2023
- **SOURCE OF FUNDING** Departmental Operating Budget
- **CONTACT** Alan Varsik 253.404.3634  
Mark Knowlden 253.305.1067

**ITEM NO. 2**

- **VENDOR** Pisces Seafood
- **GOODS OR SERVICE** Various Seafood (animal food)
- **PRICE** \$127,047.35 Base bid including WSST
- **SOURCE OF FUNDING** PDZA Zoological Operating Budget
- **CONTACT** Alan Varsik 253.404.3634

**ITEM NO. 3**

- **VENDOR** McRoberts Seafood
- **GOODS OR SERVICE** Various Seafood (animal food)
- **PRICE** \$72,775.66 Base bid including WSST
- **SOURCE OF FUNDING** PDZA Zoological Operating Budget
- **CONTACT** Alan Varsik 253.404.3634

**ITEM NO. 4**

- **VENDOR** Atlantic Pacific Seafood
- **GOODS OR SERVICE** Various Seafood (animal food)
- **PRICE** \$137,833.20 Base bid including WSST
- **SOURCE OF FUNDING** PDZA Zoological Operating Budget
- **CONTACT** Alan Varsik 253.404.3634

**ITEM NO. 5**

- **VENDOR**
- **GOODS OR SERVICE**
- **PRICE**
  
- **SOURCE OF FUNDING**
- **CONTACT**

Simon & Company  
Federal Lobbying Services  
Contract Amendment - Increase of \$50,000 for  
the biennium, Not to Exceed \$100,000 Total  
Office of the Executive Director Budget  
Hunter George (253)305-1065

**ITEM NO. 6**

- **VENDOR**
- **GOODS OR SERVICE**
- **PRICE**
  
- **SOURCE OF FUNDING**
- **CONTACT**

TK Bentler Public and Government Affairs  
State Lobbying Services  
Contract Amendment - Increase of \$100,000  
for the biennium, Not to Exceed \$200,000 Total  
Office of the Executive Director Budget  
Hunter George (253) 305-1065

**ITEM NO. 7**

- **VENDOR**
- **GOODS OR SERVICES**
- **PRICE**
  
- **SOURCE OF FUNDING**
- **CONTACT**

King County Director's Association  
Janitorial and office supplies  
\$65,000.00 – Parks and Recreation  
(including WSST)  
2023-2024 Parks and Recreation Operating  
Budget  
Mark Knowlden (253) 255-2487

**ITEM NO. 8**

- **VENDOR**
- **GOODS OR SERVICES**
- **PRICE**
- **SOURCE OF FUNDING**
  
- **CONTACT**

T E Walrath Trucking  
Equipment and ground supplies  
\$65,000.00 (including WSST)  
2023-2024 Parks and Recreation Operating  
Budget  
Mark Knowlden (253) 255-2487

**ITEM NO. 9**

- **VENDOR** Gunarama Wholesale Inc.
- **GOODS OR SERVICES** Resale merchandise
- **PRICE** \$60,000.00 (including WSST)
- **SOURCE OF FUNDING** 2023-2024 Parks and Recreation Operating Budget
- **CONTACT** Mark Knowlden (253) 255-2487

**ITEM NO. 10**

- **VENDOR** Wilson Sporting Goods
- **GOODS OR SERVICES** Resale golf merchandise
- **PRICE** \$80,000.00 (including WSST)
- **SOURCE OF FUNDING** 2023-2024 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: PDZA Baja Bay Exhibit Repairs - Contract Award to Pease Construction Inc. (Substitute Resolution)**

DATE: February 8, 2023

**EXECUTIVE SUMMARY:** This substitute resolution authorizes the contract award to Pease Construction Inc. for PDZA PSA Baja Bay Exhibit Repairs in the amount not to exceed \$433,249.58, including Washington State Sales Tax.

**CAPITAL IMPROVEMENT COMMITTEE RECOMMENDATION:** This resolution was first reviewed by the Capital Improvement Committee at their meeting on Wednesday December 14, 2022, and forwarded on to the full Board with a recommendation for approval. The Board approved the resolution for \$392,792.00; however, the total did not include Sales tax as indicated. This is a substitute resolution that includes Washington State Sales Tax (WSST) in the contract award, amending the amount to \$433,249.58.

**BACKGROUND:** The Pacific Seas Aquarium (PSA) requires maintenance work on the seals around the exhibit viewing glass, as well as repairs to the exhibit liner and coating, and concrete. Because the exhibit cannot be drained, all work must be performed with water in the exhibit by a qualified exhibit repair team working by SCUBA or surface air supply. Additionally, this project will include the construction and installation underwater of a protective barrier that will prevent this type of damage from occurring in the future due to animals interacting with the seal material in unintended ways.

The bid opening was held on November 28, 2022. One (1) bid was received and one (1) was considered responsive.

Please refer to the attached bid tabulation for the list of contractors and bid amounts. Pease Construction Inc. submitted the low Base Bid in the amount of \$433,249.58 (including Washington State Sales Tax). Reference checks by staff have confirmed that Pease Construction Inc. is a responsible contractor and performs quality work. They have completed similar projects and are currently under contract for the PDZA South Pacific Aquarium Exhibit Improvements.

Staff is recommending award of the Base Bid for a total amount of \$433,249.58 (including WSST).

**FISCAL IMPACT:** Funding for this project are derived from Point Defiance Zoo & Aquarium Operating Funds.

**Funding**

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Point Defiance Zoo & Aquarium Operating Funds	\$ 538,200
<b>Total</b>	<b>\$ 538,200</b>

**Project Budget**

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Planning and Design	\$ 40,000
Construction (including tax)	\$433,250
Other Project Costs	\$ 20,950
Construction Contingency	\$ 40,000
1% for Art	\$ 4,000
<b>Total</b>	<b>\$ 538,200</b>

**ADDITIONAL INFORMATION:** For additional information, please contact Debbie Russell, Director of Business, Administration and Planning at (253) 305-1086 or [Debbie.russell@tacomaparks.com](mailto:Debbie.russell@tacomaparks.com)

**METROPOLITAN PARK DISTRICT OF TACOMA**

**SUBSTITUTE RESOLUTION NO. SPW5-23**

**POINT DEFIANCE ZOO & AQUARIUM  
PACIFIC SEAS AQUARIUM BAJA BAY EXHIBIT IMPROVEMENTS  
CONTRACT AWARD TO PEASE CONSTRUCTION INC.**

WHEREAS, the Board of Park Commissioners of the Metropolitan Park District of Tacoma desires to make infrastructure improvements to facilities at Point Defiance Zoo & Aquarium; and

WHEREAS, funds for the project consist of Point Defiance Zoo & Aquarium Operating Funds; and

WHEREAS; One (1) bid (Bid#: J2022-36) was received with One (1) being considered responsive; and

WHEREAS, the low Base Bid submitted by Pease Construction Inc., in the amount of \$433,249.58 (including WSST) has been reviewed by contract compliance and is considered a responsive bid; and

WHEREAS, Metro Parks staff has checked the references of Pease Construction Inc. and find them to be responsible; Now, therefore, be it

WHEREAS, this bid was considered and approved during the Park Board meeting held on January 9, 2023 with an incorrect bid amount that omitted Washington State Sales Tax ; 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 Pease Construction Inc., with the corrected/updated amount of \$433,249.58 (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 \_\_\_\_\_, 2023.

\_\_\_\_\_  
President

ATTEST:

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Clerk