



LOCATION NOTICE:

PLEASE NOTE THE APRIL 24, 2023 REGULAR PARK BOARD MEETING  
IS BEING HELD AT THE  
EASTSIDE COMMUNITY CENTER  
1721 E 56TH ST  
TACOMA, WA 98404

**METROPOLITAN PARK DISTRICT  
OF TACOMA**



**AGENDA**

**April 24, 2023**

**6:00 P.M.**

**Eastside Community Center**

**1721 E 56th St**

**Tacoma, WA 98404**

**Or**

**Join Remotely**

**Via Telephone: 1-253-215-8782**

**Enter Meeting ID: 878 2137 6381**

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

**Join Zoom Meeting**

<https://us06web.zoom.us/j/87821376381>

**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** QUARTERLY FINANCIAL REPORT

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

**ROLL CALL**

**FLAG SALUTE**

**SPECIAL PRESENTATIONS**

QUARTERLY CAPITAL PROJECT UPDATE

CORPORATE RELATIONS UPDATE

**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 April 24, 2023 by e-mailing them to [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 April 24, 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**

(5-10) MINUTES OF THE APRIL 10, 2023 REGULAR BOARD MEETING

**CONSENT AGENDA**

(11-16) **RESOLUTION NO. C34-23:** APPOINTING TWO NEW MEMBERS TO THE BUSINESS & RESPONSIVE AGENCY ADVISORY COUNCIL  
(Contact: Debbie Russell, Director of Business Administration & Planning)

(17-19) **RESOLUTION NO. C35-23:** POINT DEFIANCE MARINA COMPLEX BOATHOUSE BUILDINGS UTILITY AND FACILITY REPAIRS PROJECT BID NO. J2022-02 FINAL ACCEPTANCE TO WESTMARK CONSTRUCTION, INC.  
(Contact: Debbie Russell, Director of Business Administration & Planning)

(20-26) **RESOLUTION NO. C36-23:** APPROVAL OF QUARTERLY FINANCIAL REPORTS FOR PERIOD JANUARY 1, 2023, THROUGH MARCH 31, 2023  
(Contact: Tania Wink, Chief Financial & Administrative Officer)

**REGULAR AGENDA**

**PURCHASING RESOLUTIONS**

*(Requiring one reading for adoption)*

(27-30) **RESOLUTION NO. P37-23:** AUTHORIZING PURCHASE OF GOODS & SERVICES FOR METRO PARKS TACOMA  
1. PIONEER HUMAN SERVICE FOR MEALS FOR WHOLE CHILD PROGRAM AND VARIOUS CAMPS IN THE AMOUNT OF \$121,323.00 INCLUDING WSST  
(Contact: Mark Knowlden, Interim Director of Parks & Recreation)

**PUBLIC WORKS PURCHASING RESOLUTIONS**

*(Requiring one reading for adoption)*

**SINGLE READING RESOLUTION**

*(Requiring one reading for adoption)*

**SECOND READING RESOLUTIONS**

*(Requiring two readings for adoption)*

**FIRST READINGS:**

*(Requiring two readings for adoption)*

**UNFINISHED BUSINESS**

**NEW BUSINESS**

DISTRICT POLICY REVIEW

- SOCIAL MEDIA POLICY
- FORT NISQUALLY COLLECTIONS POLICY

**BOARD COMMENTS**

**ADJOURNMENT**

**UPCOMING BOARD MEETINGS**

April 26, 2023	Capital Improvement Committee	5:30 PM	District Headquarters
May 8, 2023	Regular Park Board Meeting	6:00 PM	District Headquarters
May 10, 2023	Capital Improvement Committee	5:00 PM	District Headquarters
May 15, 2023	Committee of the Whole	5:30 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  
APRIL 10, 2023**

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** DISTRICT VOLUNTEER PROGRAM

Stacey Luhring, Volunteer Coordinator at Point Defiance Zoo, opened the presentation by noting the many types of volunteers that Metro Parks has including educators at the zoo and Conservatory, reenactors at Fort Nisqually, coaches for youth sports, environmental stewards for our natural areas, and members of foundation boards and advisory councils. Ms. Luhring stated that District-wide in 2022 there were 4,900 volunteers totaling over 62,000 hours equating to an estimated value of \$1.8M. Ms. Luhring then highlighted specific details related to volunteer impact at Point Defiance Zoo and Aquarium. Staff then reminded the Board of the Wildlife Champions Nature based science curriculum program that engages youth in Pierce County, she commented that the program relies heavily on volunteers to work with elementary students to develop empathy for animals so they become better stewards of their local parks and community.

Richard Madison was then introduced and spoke about appreciating volunteers of the District's Chip-In program. Mr. Madison provided the Board with details related to the impact of volunteers in this program including over 10,000 volunteer hours in 2022. The Board was then reminded that the 22nd Annual Parks Appreciation Day is scheduled for April 22nd, volunteers are needed at Point Defiance Park, Charlotte's Blueberry Park, Wapato Park and Titlow Park. Kevin Johnson was then introduced and spoke about volunteer impact related to recreation including youth sports after school programs, arts and fitness, adaptive recreation, and community centers. Mr. Johnson commented that over 18,000 volunteer hours by 345 people were recorded in this area in 2022. Staff commented on the upcoming initiative to rebrand and update the Chip-In program to the CHIPP-In (Communities Helping Improve Parks & Programs) program to help market opportunities in recreational areas including arts, fitness, and community centers.

**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** NATIONAL VOLUNTEER MONTH PROCLAMATION

Commissioner Reid read a proclamation into the record recognize and celebrating April as National Volunteer Month and extending deepest appreciation to all in the community who participate in caring for Tacoma’s parks, zoos and their fellow community members as Metro Parks volunteers.

**PRESIDENT’S REPORT**

President Smith moved New Business ,Stanley Playfield to this point in the Agenda.

**NEW BUSINESS** STANLEY PLAYFIELD

Staff stated that that comment period on this project related to the CUP with the City of Tacoma has ended. Ms. Russell also commented that MPT is updating prior City plan review comments on alternative sites, as well as working on coordinating additional community outreach in the Central & Hilltop areas of town.

President Smith commented on the on-going community comments and input regarding proposed improvements at Stanley Playfield. President Smith purposed that the MPT work with Tacoma Public School to update a plan for baseball and fast-pitch softball fields to be accommodated at a different site, such as Peck Sports Complex, rather than Stanley Playfield. She requested Director Sylvia work closely with TPS to meet their needs and requested a timeline of next steps.

Commissioner Ayala made the following motion: I move to authorize the Executive Director to develop a letter of intent and to negotiate necessary terms to execute the approach related to future sports fields as outlined by President Smith. It is critical to schedule a meeting with staff from MPT, TPS and COT within the next two weeks to provide clear expectations of all parties moving forward. This will allow Tacoma Public School the ability to see if this approach meets their needs and objectives; seconded by Commissioner Pointer.

Jennifer Lacey thanked the Board for considering another location rather than Stanley Playfield.

Jamika Scott thanked the Board for the update and noted her appreciation of the communication.

Austin Goble encouraged the District to engage with the community early about impacts on community during the planning phases of projects.

Sarah Holm noted she was thankful the Board is pivoting on this project and looking to locate ball fields in a different space.

Commissioner Ayala thanked the community for their innovative engagement during this process.

Commissioner Liang stated that this motion is the first step toward rebuilding trust.

Commissioner Pointer commented that he likes the idea of having more activity at Peck Field.

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

### **STANDING COMMITTEE AND COUNCIL REPORTS**

#### **Nature & Environment Advisory Council**

Commissioner Ayala commented that at the last council meeting Alan Varsik gave a presentation. She noted that new members are being appointed tonight, and although membership is full there is still space for a youth member to join the council.

### **EXECUTIVE DIRECTOR'S REPORT**

Executive Director, Shon Sylvia commented on the following:

- Staff will begin work in accordance with the direction given by Commissioner Smith and the motion passed by the Board regarding planning for ball fields at an alternative site and not Stanley Playfield.
- The CIC meeting scheduled for April 12, 2023 is canceled.
- Staff have wrapped up the Meadow Park Golf Course Concept Designs with their various golf advisory teams. They had over 80 participants with representatives from users, community leaders and golf industry leaders. There will be a public meeting on April 27th, 6 PM at the STAR Center for the neighborhood around Meadow Park Golf Course. Complimentary dinner and childcare services will be provided. In addition, staff will be presenting to Metro Parks Advisory Council's in April and May, starting with BRAC on this week.

### **COMMUNITY COMMENTS**

Written comments regarding Stanley Elementary Playfield were submitted prior to the meeting by Sarah Perkins, Zephyra Burt, Betsy Kinblade, & Lori Arnold.

Voice mail comment from Brian Humphreys was received regarding concerns at the Eastside Community Center.

Jackie Jones-Hook commented that the Buffalos Soldiers Museum plans to hold a community Labor Day event at Cheney Stadium and requested the use Heidelberg Field for the event.

### **MINUTES OF THE MARCH 27, 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. C30-23**: APPROVAL OF WARRANTS CLAIM FUND FOR MARCH 2023



**RESOLUTION NO. C31-23:** APPOINTING MEMBERS TO THE NATURE & ENVIRONMENT ADVISORY COUNCIL

**RESOLUTION NO. C32-23:** APPOINTING MEMBERS TO THE ARTS & HERITAGE ADVISORY COUNCIL

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

New council members in the audience were recognized and thanked.

**PURCHASING RESOLUTIONS**

**RESOLUTION NO. P33-23:** AUTHORIZING PURCHASE OF GOODS AND SERVICES FOR METRO PARKS TACOMA

1. SEATTLE’S FINEST SECURITY & TRAFFIC CONTROL FOR SECURITY SERVICES CONTRACT AMENDMENT IN THE AMOUNT OF \$655,000 (INCLUDING WSST)
2. ROBERT HALF INTERNATIONAL, INC. FOR PROFESSIONAL ACCOUNTING SERVICES -TEMP. CONTROLLER POSITION CONTACT AMENDMENT FOR \$150,000

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

Mark Knowlden and Alan Varsik commented that the District is pleased with the services provided by Seattle’s Finest and are requesting a contract extension as allowed for in the original contract.

Debbie Russell commented that the contract with Robert Half is to continue to use temp. services for the District’s controller position until the vacant position is filled.

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

**PUBLIC WORKS PURCHASING RESOLUTIONS** None

**SINGLE READING RESOLUTIONS** None

**SECOND READINGS RESOLUTIONS** None

**FIRST READING RESOLUTIONS** None

**UNFINISHED BUSINESS** None

**BOARD COMMENTS**

Commissioner Smith commented on the recent 90<sup>th</sup> birthday celebrations held for Margaret McCormick, former Parks and Recreation Director.

**ADJOURN**

Being no further business, the meeting was adjourned at 6:44p.m.

\_\_\_\_\_  
President

\_\_\_\_\_  
Clerk

Submitted by: Jennifer Bowman, Board Secretary





**MEMORANDUM**

TO: Board of Park Commissioners  
THROUGH: Tim Reid, Park Board Commissioner  
FROM: Doug Andreassen, Advisory Council Chair  
SUBJECT: **Appointing Two (2) Members to the Business & Responsive Agency Advisory Council**  
DATE: April 17, 2023

**EXECUTIVE SUMMARY:** Two (2) applications for membership were reviewed by the Business & Responsive Agency Advisory Council board liaison, staff, and the council. It is the recommendation of the entire council that the Board of Park Commissioners appoint the two (2) candidates to a first term. A copy of the candidate’s applications are attached.

**BACKGROUND:** The Board of Park Commissioners adopted RR20-14 to redefine citizen advisory council 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.

The Business & Responsive Agency Advisory Council has reviewed the applications submitted by **Camden Meyers & Troy Sapp** and interviewed both candidates. It was determined that both candidates, Camden Meyers & Troy Sapp, have shown that they:

1. Have knowledge, interest and skills related to the Advisory Council Charter.
2. Have interests related to the parks, programs, and facilities operated by Metro Parks Tacoma.
3. Would make a good addition to the existing composition of the Council.
4. Are willing and able to commit to the Charter and goals of the Council.

After this appointment is made, the total number of the council members will be ten members.

**FISCAL IMPACT:** None

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

**METROPOLITAN PARK DISTRICT OF TACOMA**

**RESOLUTION NO. C34-23**

**APPOINTING TWO NEW MEMBERS TO THE  
BUSINESS & RESPONSIVE AGENCY ADVISORY COUNCIL**

WHEREAS, Metro Parks Tacoma seeks to provide quality programs and services to all its customers and residents; and

WHEREAS, Metro Parks Tacoma wishes to utilize the input and expertise of a broad base of community members for guidance in the development of its programs and services; and

WHEREAS, the Board of Park Commissioners has established four Citizen Advisory Councils for the purpose of aiding the Board of Park Commissioners by assessing and recommending policy and program decisions that influence mission-led interest areas; and

WHEREAS, there are current vacancies on the advisory council; and

WHEREAS the applications and reappointment were reviewed by the chair of the council, staff and board liaison and the appointments were recommended by the entire membership in order to sustain functional councils; Now, therefore, be it

RESOLVED by the Board of Park Commissioners of the Metropolitan Park District of Tacoma to appoint the following community members to serve on the Business & Responsive Agency Advisory Council.

**Camden Meyers**, Term Expires on April 24, 2026.

**Troy Sapp**, Term Expires on April 24, 2026.

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

ATTEST:

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Clerk

# Troy Sapp

## Dashboard



### Contact Information

Name: Troy Sapp

Mobile:

Ema

### History

This Year 0.00 Hours

Lifetime 0.00 Hours

Last Login Wednesday, April 12, 2023

## Contact Information

Name Mr. Troy Sapp

Legal First Name Troy

Username

Email Address

Cell 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
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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

### 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 wish to serve on the BRACC committee. After nearly 30 as a CPA/CFP and having my own firm for the last 13 years, I'm finally in a position to give back to my community. I'm hoping that my background in accounting and finance will bring value to the committee.

Occupation (If retired, please indicate former occupation)

Financial Consultant

Current Employer (or state Retired)

Self

Education (Name of high school; college/university; year graduated/degree)

University of Minnesota Carlson School of Business, BSB Accounting, 1994 CPA and CFP designations

Please describe your interests and qualifications as related to this position

My experience and credentials are in the field of accounting, finance, and financial planning

Please list any involvement in professional/community activities, including any current/past involvement with MPT programs

National Association of Personal Financial Advisors (NAPFA) and Tacoma Estate Planning Council

References (Name/Address/Phone)

Richard Brady and Doug Andreassen

Custom Field	Value
Resume (Please upload your resume if available)	
What unique qualities or point of view can you bring to the council?	extensive experience in accounting and finance

### 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>	8497017
<b>Last Login Date</b>	Wednesday, April 12, 2023
<b>Group</b>	This profile represents an individual.
<b>Status</b>	Applicant (Last Changed 4/12/2023)
<b>Date Joined</b>	4/12/2023 (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
4/12/2023	Advisory Councils - Welcome Message	Better Impact System

#### Note Log

No note log history to show

# Camden Meyers

## Dashboard



Contact Information  
Name: Camden Meyers  
Mobile:  
Email:

History  
This Year 0.00 Hours  
Lifetime 0.00 Hours  
Last Login Thursday, March 23, 2023

## Contact Information

Name Camden Meyers  
Username  
Email Address  
Cell Phone  
Phone Preference  
Instagram Username  
Date of Birth  
Region  
Address



## General Availability

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

## Custom Fields

Custom Field	Value
<b>About You</b>	
Pronouns	He/Him

## 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	Business & Responsive Agency
Why do you want to be part of this council?	I would like to use my education and career experience to give back to the community.
Occupation (If retired, please indicate former occupation)	Franchise Business Consultant
Current Employer (or state Retired)	Chevron ExtraMile
Education (Name of high school; college/university; year graduated/degree)	University of Washington, Tacoma; 2016/Business Management (accounting)
Please describe your interests and qualifications as related to this position	I am interested in this advisory council because my passion and experience within business can be best utilized to give back to my community in this way. I am qualified for this council via my education in business management/accounting, and my work experience within retail and business consulting for the last 7 years.



Custom Field	Value
Please list any involvement in professional/community activities, including any current/past involvement with MPT programs	I have no previous involvement with community activities or MPT.
References (Name/Address/Phone)	Michael Bowlden -                      risty Duncan -
Resume (Please upload your resume if available)	.
What unique qualities or point of view can you bring to the council?	I have lived, worked and gone to school in the Tacoma area for 15 years. I have managed big-box retail stores throughout the south sound and have spent the last 7 years as a Business Consultant for retail franchisees from Burlington down to Tumwater. As an accounting major I am well-versed in financial reporting and my time as a retail manager and business consultant has given me a plethora of knowledge in cost control, P&L management, budget creating and adherence, gross profit growth, demographic analysis etc.

### 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>	8441225
<b>Last Login Date</b>	Thursday, March 23, 2023
<b>Group</b>	This profile represents an individual.
<b>Status</b>	Applicant (Last Changed 3/23/2023)
<b>Date Joined</b>	3/23/2023 (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
3/23/2023	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: Debbie Russell, Director of Business, Administration and Planning

**SUBJECT: Point Defiance Marina Complex Boathouse Buildings Utility and Facility Repairs, Project J2022-02  
Final Acceptance to Westmark Construction, Inc.**

DATE: April 17, 2023

**EXECUTIVE SUMMARY:** This resolution authorizes final acceptance of Point Defiance Marina Complex Boathouse Buildings Utility and Facility Repairs Project J2022-02 to Westmark Construction, Inc.

**BACKGROUND:** This project implements some of the recommendations made in the March 1, 2016, Facility Condition Assessment Report (FCAR) completed for the Point Defiance Boathouse Complex by BergerAbam (since acquired by WSP). The study evaluated the buildings' interior and exterior structural components, mechanical/electrical/plumbing (MEP) systems and included the pier and piles; provided recommended corrective actions for all violations and deficiencies and prioritized capital repair projects at the Point Defiance Boathouse Complex. The buildings include: the Old Boathouse, which is comprised of the concrete structure (built 1921) and wood piling structure (built 1949), and the New Boathouse facility which includes the 2-story Boathouse, Tackle Shop, Anthony's restaurant and the associated common pier areas completed in 1988.

The study results were intended to guide capital improvement project scopes for future work under new Scope Definitions. The original scope of work identified the following three work areas:

Critical Project No. 1: Sidewall System and Exterior Balcony.

Critical Project No. 2: Piping and Hangars

Critical Project No. 3: Replace missing pile at Old Concrete Boathouse @ grid OB-6 and OB-A and repair/replace piles in Old Timber Building

Utilizing the 2016 FCAR, the work was advanced in two different phases. The first phase was a piling replacement project awarded to American Construction. The in-water work was completed first, as it required different permitting processes with differing requirements for when the work could be completed. The scope included installing new piling, repairing damaged piling, and revising the capping on select piles.

The second phase of marina complex work was awarded to Westmark Construction, Inc. by the Board of Park Commissioners on March 28, 2022, Resolution #PW20-22 for a total amount of \$2,070,640.00 (including Washington State Sales Tax).

It featured updates to the new boathouse building, the tackle shop, and upgrades to the utilities under the complex. The scope of work included re-decking the 2<sup>nd</sup> floor boathouse deck, replacing

existing boathouse entryways, siding replacement at the tackle shop, painting the facility, and upgrading utilities under the deck of all the buildings in the complex.

**Change Order #1** added a total amount of \$151,732.90 (includes 10% Washington State Sales Tax) and 80 construction days to the project. It was approved administratively on October 6, 2022 and covered additional unforeseen costs that included; demolition and replacement of deterioration at the exterior walls of the boathouse, damaged beam replacement at the exterior wall of the building, temporary access, and painting revisions.

**Change Order #2** for the amount of \$368,201.90 (includes 10% Washington State Sales Tax) was approved by the Park Board of Commissioners on Nov. 28, 2022 to address unforeseen building conditions. These conditions included decomposition discovered in existing building facades, concealed wood decay in main structural beams, compromised under-building utilities, and modifications to the concrete decking required based on the findings after demolition of the existing concrete.

The project was inspected by staff and was completed as specified. The final contract amount was \$2,590,503.96 with sales tax.

**FISCAL IMPACT:** The project funding includes:

**Funding:**

2014 UTGO Bond Funds (Point Defiance Marina)	\$1,397,957
2014 UTGO Bond Funds (Regional: Point Defiance Park)	\$1,300,000
2014 UTGO Projects (F349 District Wide 34906005.397000.63700)	\$750,000
Point Defiance Marina Operations (034388131.59700)	\$300,000
1 % for Art	(\$24,987)
<b>Total</b>	<b>\$3,722,970</b>

**Budget:**

Planning & Design	\$323,466
Construction-Pier Work (includes tax)	\$598,681
Construction-Building Work (includes tax)	\$2,590,504
Other-Permitting, Bid Services, Ads	\$31,040
Contingency	\$179,279
<b>Total</b>	<b>\$3,722,970</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**

**RESOLUTION NO. C35-23**

**POINT DEFIANCE MARINA COMPLEX BOATHOUSE BUILDINGS UTILITY AND  
FACILITY REPAIRS, PROJECT NO. J2022-02  
FINAL ACCEPTANCE TO WESTMARK CONSTRUCTION, INC.**

WHEREAS, the Board of Park Commissioners of the Metropolitan Park District of Tacoma desired to make improvements to Point Defiance Marina Complex Boathouse Buildings Utility and Facility Repairs; and

WHEREAS, at the meeting of March 28, 2022, the Board of Park Commissioners approved the contract with Westmark Construction, Inc.; and

WHEREAS, Westmark Construction, Inc. has completed the project as specified and inspected by staff; Now, therefore, be it

RESOLVED by the Board of Park Commissioners of the Metropolitan Park District of Tacoma that: Acceptance of the Point Defiance Marina Complex Boathouse Buildings Utility and Facility Repairs Project No J2022-07;

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



**METROPOLITAN PARK DISTRICT OF TACOMA**

**RESOLUTION NO. C36-23**

**APPROVAL OF QUARTERLY FINANCIAL REPORTS FOR PERIOD  
JANUARY 1, 2023 THROUGH MARCH 31, 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 Chief Financial & Administrative Officer, on April 24<sup>th</sup>, 2023, submitted the Quarterly Financial Reports for period January 1, 2023 through March 31, 2023 to the Board of Park Commissioners of the Metropolitan Park District of Tacoma; and

WHEREAS, The District's Comprehensive Financial Management Policy 100.011 states that quarterly financial reports be made to management and governing Board; and

WHEREAS, the Board of Park Commissioners of the Metropolitan Park District of Tacoma has received and reviewed the Quarterly Financial Reports for period January 1, 2023 through March 31, 2023; not therefore be it

RESOLVED by the Board of Park Commissioners of the Metropolitan Park District of Tacoma hereby approves the Quarterly Financial Reports for period January 1, 2023 through March 31, 2023 as presented in the form before the Board.

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

ATTEST:

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Clerk

**Metro Parks Tacoma**  
**Quarterly Financial Report**  
**General Fund Operating**  
**Quarter Ending March 31, 2023**

	<u>2023 - 2024 Biennium Budget</u>	<u>2023 Budget</u>	<u>YTD Actual</u>	<u>Available Budget</u>	<u>% YTD Budget</u>
<b>SOURCES</b>					
Property Tax	67,377,364	33,289,211	1,971,102	31,318,109	
Sales Tax	-	-	-	-	
Intergovernmental Funding	1,105,225	547,600	13,578	534,022	
Grants	81,986	39,236	-	39,236	
City of Tacoma	2,851,974	1,413,546	-	1,413,546	
Donations - Private	2,675	1,325	15,000	-	
Donations - Foundation	4,182,400	2,091,200	-	2,091,200	
Earned Revenue & Other	12,472,814	5,835,816	1,162,769	4,673,047	
Transfer In/Overhead Allocation	1,065,524	522,404	-	522,404	
<b>Total Sources (Revenues)</b>	<b>89,139,962</b>	<b>43,740,338</b>	<b>3,162,449</b>	<b>40,591,564</b>	<b>7.2%</b>
<b>USES</b>					
Salaries & Benefits	53,618,942	25,862,348	4,531,868	21,330,480	
Supplies	4,635,286	2,447,474	394,268	2,053,206	
Services & Charges	19,973,131	9,925,812	1,384,826	8,540,986	
Intergovernmental Charges	460,588	367,523	165,895	201,628	
Capital	114,152	74,500	-	74,500	
Debt Services	-	-	-	-	
Interfund Transfer - Out	-	-	-	-	
Operating Reserves	8,064,012	4,032,006	-	4,032,006	
<b>Total Uses (Expenditures)</b>	<b>86,866,111</b>	<b>42,709,663</b>	<b>6,476,857</b>	<b>36,232,806</b>	<b>15.2%</b>



**Metro Parks Tacoma**  
**Quarterly Financial Report**  
**Zoological & Environmental Education Department**  
**Quarter Ending March 31, 2023**

	<b>2023 - 2024</b>	<b>2023</b>	<b>YTD</b>	<b>Available</b>	<b>% YTD</b>
	<b>Biennium Budget</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Budget</b>
<b>SOURCES</b>					
Property Tax			-	-	
Sales Tax	26,420,735	13,019,574	919,835	12,099,739	
Intergovernmental Funding	144,000	72,000	-	72,000	
Grants	48,000	24,000	-	24,000	
City of Tacoma	-	-	-	-	
Donations - Private	417,741	203,500	3,239	-	
Donations - Foundation	1,674,025	816,500	414,125	402,375	
Earned Revenue & Other	36,595,499	17,749,367	2,197,791	15,551,576	
Transfer In/Overhead Allocation	-	-	-	-	
<b>Total Sources (Revenues)</b>	<b>65,300,000</b>	<b>31,884,941</b>	<b>3,534,990</b>	<b>28,149,690</b>	<b>11.1%</b>
<b>USES</b>					
Salaries & Benefits	42,768,247	20,611,072	3,633,421	16,977,651	
Supplies	4,250,345	2,073,540	503,545	1,569,995	
Services & Charges	17,282,783	9,182,881	1,117,081	8,065,800	
Intergovernmental Charges	447,809	218,475	30,939	187,536	
Capital	16,297	7,950	33,328	(25,378)	
Debt Services	-	-	-	-	
Interfund Transfer - Out	-	-	1,300,000	(1,300,000)	
Operating Reserves	534,519	284,007	-	284,007	
<b>Total Uses (Expenditures)</b>	<b>65,300,000</b>	<b>32,377,925</b>	<b>6,618,314</b>	<b>25,759,611</b>	<b>20.4%</b>





**Metro Parks Tacoma**  
**Quarterly Financial Report**  
**Enterprise Fund - Pt. Defiance Marina Complex**  
**Quarter Ending March 31, 2023**

	<u>2023 - 2024</u> <u>Biennium Budget</u>	<u>2023</u> <u>Budget</u>	<u>YTD</u> <u>Actual</u>	<u>Available</u> <u>Budget</u>	<u>% YTD</u> <u>Budget</u>
<b>SOURCES</b>					
Property Tax	-	-	-	-	
Sales Tax	-	-	-	-	
Intergovernmental Funding	-	-	-	-	
Grants	-	-	-	-	
City of Tacoma	-	-	-	-	
Donations - Private	-	-	-	-	
Donations - Foundation	-	-	-	-	
Earned Revenue & Other	2,961,192	1,435,472	180,179	1,255,293	
Transfer In/Overhead Allocation	-	-	-	-	
<b>Total Sources (Revenues)</b>	<b>2,961,192</b>	<b>1,435,472</b>	<b>180,179</b>	<b>1,255,293</b>	<b>13%</b>
<b>USES</b>					
Salaries & Benefits	1,767,698	898,925	173,471	725,454	
Supplies	1,031,158	504,160	82,578	421,582	
Services & Charges	539,759	260,980	134,089	126,891	
Intergovernmental Charges	42,796	22,540	17,069	5,471	
Capital	-	-	-	-	
Debt Services	-	-	-	-	
Interfund Transfer - Out	-	-	-	-	
Operating Reserves	-	-	-	-	
<b>Total Uses (Expenditures)</b>	<b>3,381,411</b>	<b>1,686,605</b>	<b>407,207</b>	<b>1,279,398</b>	<b>24.1%</b>



**Metro Parks Tacoma**  
**Quarterly Financial Report**  
**Enterprise Fund - Meadow Park Golf Course**  
**Quarter Ending March 31, 2023**

	<b>2023 - 2024 Biennium Budget</b>	<b>2023 Budget</b>	<b>YTD Actual</b>	<b>Available Budget</b>	<b>% YTD Budget</b>
<b>SOURCES</b>					
Property Tax	-	-	-	-	
Sales Tax	-	-	-	-	
Intergovernmental Funding	-	-	-	-	
Grants	-	-	-	-	
City of Tacoma	-	-	-	-	
Donations - Private	-	-	-	-	
Donations - Foundation	-	-	-	-	
Earned Revenue & Other	7,257,000	3,561,000	644,097	2,916,903	
Transfer In/Overhead Allocation	-	-	-	-	
<b>Total Sources (Revenues)</b>	<b>7,257,000</b>	<b>3,561,000</b>	<b>644,097</b>	<b>2,916,903</b>	<b>18%</b>
<b>USES</b>					
Salaries & Benefits	3,263,012	1,599,872	224,862	1,375,010	
Supplies	960,600	484,300	140,536	343,764	
Services & Charges	1,553,480	738,400	82,690	655,710	
Intergovernmental Charges	52,000	26,000	2,183	23,817	
Capital	1,000,000	500,000	-	500,000	
Debt Services	-	-	-	-	
Interfund Transfer - Out	8,125	7,500	-	7,500	
Operating Reserves	223,741	110,741	-	110,741	
<b>Total Uses (Expenditures)</b>	<b>7,060,958</b>	<b>3,466,813</b>	<b>450,270</b>	<b>3,016,543</b>	<b>13.0%</b>



**Metro Parks Tacoma**  
**Quarterly Financial Report**  
**Regional Parks & Attractions (Parks & Recreation Department)**  
**Quarter Ending March 31, 2023**

	<u>2023 - 2024</u> <u>Biennium Budget</u>	<u>2023</u> <u>Budget</u>	<u>YTD</u> <u>Actual</u>	<u>Available</u> <u>Budget</u>	<u>% YTD</u> <u>Budget</u>
<b>SOURCES</b>					
Property Tax				-	
Sales Tax	6,261,932	3,084,696	216,508	2,868,188	
Intergovernmental Funding	361,788	361,788	-	361,788	
Grants	10,000	10,000	-	10,000	
City of Tacoma	4,329,396	2,132,712	-	2,132,712	
Donations - Private	47,200	23,600	-	-	
Donations - Foundation	880,000	440,000	-	440,000	
Earned Revenue & Other	4,069,756	1,739,699	252,278	1,487,421	
Transfer In/Overhead Allocation	-	-	-	-	
<b>Total Sources (Revenues)</b>	<b>15,960,072</b>	<b>7,792,495</b>	<b>468,785</b>	<b>7,300,110</b>	<b>6%</b>
<b>USES</b>					
Salaries & Benefits	11,437,121	5,544,232	783,756	4,760,476	
Supplies	974,882	486,304	74,405	411,899	
Services & Charges	3,382,578	1,675,528	329,224	1,346,304	
Intergovernmental Charges	37,491	18,431	2,403	16,027	
Capital	128,000	68,000	-	68,000	
Debt Services	-	-	-	-	
Interfund Transfer - Out	-	-	-	-	
Operating Reserves	-	-	-	-	
<b>Total Uses (Expenditures)</b>	<b>15,960,072</b>	<b>7,792,495</b>	<b>1,189,788</b>	<b>6,602,707</b>	<b>15.3%</b>





**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: April 18, 2023

**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:

<b><u>Item Number</u></b>	<b><u>Proposed Vendor</u></b>	<b><u>Proposed Purchase</u></b>	<b><u>Price</u></b>
1.	Pioneer Human Services	Meals for Whole Child program and various camps	\$121,323.00 including WSST

**Item No. 1**

**VENDOR**

Pioneer Human Services

**GOODS OR SERVICES**

Meals for Whole Child program and various camps

**PRICE**

\$121,323.00 – Parks and Recreation

**SOURCE OF FUNDING**

2023-2024 Parks and Recreation Operating Budget

**CONTACT**

Mark Knowlden- (253) 255-2487

**BACKGROUND:** Pioneer Human Services is a social services organization providing job readiness programs to formerly incarcerated individuals. Within its job training division, it provides employment in food services and contracts out to programs like ours. In 2022, the Recreation Department advertised for the provision of meals and snacks in the Tacoma Daily Index and the Seattle Daily Journal of Commerce, RFP #DW2022-33. The RFP was open for a total of four weeks, including a two week question period. Pioneer Human Services was the only submittal and was selected for the contract beginning on January 1, 2023. It will be providing

meals and snacks for the Summer Playgrounds/Meals Program as well as Beyond the Bell field trips and summer camps at Hilltop and Baker Middle School and Larchmont Elementary.

**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. P36-23**

**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 \_\_\_\_\_, 2023.

ATTEST:

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Clerk

**EXHIBIT A  
TO  
PURCHASING RESOLUTION NO. P36-23**

Item No. 1

**VENDOR**

Pioneer Human Services

**GOODS OR SERVICES**

Meals for Whole Child program and various camps

**PRICE**

\$121,323.00 – Parks and Recreation

**SOURCE OF FUNDING**

2023-2024 Parks and Recreation Operating Budget

**CONTACT**

Mark Knowlden- (253) 255-2487