



**MINUTES OF COMMITTEE OF THE WHOLE
BOARD OF PARK COMMISSIONERS
March 20, 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.

The meeting was called to order by President Smith at 5:30pm.

APPROVAL OF THE MINUTES

November 21, 2022 COW Minutes

It was moved and seconded to approve the minutes as presented and passed unanimously.

DISTRICT MWBE REPORT OUT

Debbie Russell opened the presentation and introduced staff.

Abigail Vizcarra-Perez began by reviewing the presentation agenda. Ms. Vizcarra-Perez reminded the Board of policy 200.23, specifically noting the stated goal of the 8% MWBE participation goal of public work construction dollars awarded for projects exceeding \$20,000, including subcontractors. She also noted that the 2022 report out will focus on the outreach program staff has developed to meet the mandate in the policy, *“Metro Parks Tacoma staff shall establish a comprehensive program to ensure proactive outreach to minority and women owned businesses.”*

Ms. Vizcarra-Perez commented on the key findings from a 5 year retrospective of the District’s MWBE program as follows: the value of narrative analysis, alternative contract delivery methods, a need for more tracking tools, and outreach. The Board was then walked through several slides outlining the MWBE utilization data highlighting that in 2022 the District went beyond the 8% goal with 20% utilization. Staff indicated that this equated to just over \$2 million dollars being awarded to MWBE firms in 2022 on public works projects. Slides showing a comparison of past years utilization were then reviewed. Discussion ensued related to timing of

contact award amounts & construction and how that effects the accounting of the MWBE dollars and data tracking.

Ms. Vizcarra-Perez then shared data related to MWBE outreach and utilization in 2022 including the following:

Out of 18 Bid Opportunities in 2022:

- 855 Targeted Solicitation Emails Sent
- 358 Unique OMWBE Firms Solicited
- MPT received 6 out of 52 bids from MWBE general contractors in 2022
- 5 of 14 2022 contracts utilized MWBE firms

Board and staff discussion ensued related to the MWBE firms that may not have been selected if they were not the lowest bidder for a project.

Ms. Vizcarra-Perez then reviewed a data set related to MWBE firms that were the general contractors that self-performed entire projects. She noted that staff are also tracking when an MWBE firm takes on a project as a general that could be subcontracted in part and looking at the certification types of these firms. Additionally, staff is tracking the efforts of general contractors who prefer to subcontract with OMWBE-certified firms.

The Board was then informed about other factors affecting utilization including:

- Factors Beyond a Global Pandemic
- Capital Improvement Plan (CIP)
- Understanding our Local Procurement Landscape

Staff then shared accomplishments of the MWBE Program for 2022 including the following highlights:

- Finalize Retrospective Report
- Increase touch points with construction teams
- Outreach process
- Increase participation in Pre-Bid Meetings and Small Works Roster
- Invest in Tacoma Anchor Network and JMAC

The Board expressed a need for streamlining a shared roster process with other local agencies including the City and Tacoma Public Schools.

Ms. Vizcarra-Perez commented that staff is committed to understanding and overcoming the disadvantage created by the biases in the District's systems. She noted that staff are building relationships with contractors at every level of the contract hierarchy at various stages of the project to measure whether MWBE firms been hired and learning from them if they were provided the information and support they needed to execute safely as well as on time and on budget. Ms. Vizcarra-Perez stated that in order to keep improving the program, staff is working on internal & external improvements including:

- Establishing an Outreach Strategy
- Facilitating Networking Opportunities
- Updating Plans, Processes and Targets
- Increasing Staff Knowledge
- Improving Tracking
- Articulating the Business Case for Inclusive Procurement
- Understanding Concurrent Efforts Around the Region
- Undertaking Participatory Policy Review
- Selecting and Implementing Best Practices
- Continuing with Annual Reports with Narrative Analysis

Staff then commented on specific work goals for 2023 including:

- Training internal staff in different departments to track their spending, understand opportunities to expand the program into other contract areas while maintaining utilization in Public Works.
- Expanding on efforts to support community wealth building through career pipeline development, including conversations for Career Technical Education for disadvantaged populations.
- Preparing for policy updates by convening a taskforce that goes beyond the peer review through Tacoma Anchor Network (TAN) and Joint Municipal Action Committee (JMAC).

Ms. Vizcarra-Perez then spoke about recommendations for public works projects under \$20,000, discretionary spending in services & equipment/supplies, and regional efforts with TAN and JMAC including:

- Review the spending habits on public works contracts \$20,000 and under
- Analyze potential utilization on discretionary spending (based on the scope of the work and MWBE firms available for maintenance and small projects)
- Collaborate with departments to select some best practices (outreach strategies, vendor selection and data collection) to pilot in 2023/2024
- Review the spending habits
- Analyze potential utilization on discretionary spending
Collaborate with departments to select some best practices to pilot in 2024
- Identify Niches
- Begin Shared Data Collection
- Explore Data Presentation
- Collaborate on Outreach

Commissioner Reid expressed the need to possibly seek change the low- bid state requirements in order to utilize more MWBE firms.

Conversation ensued regarding how employees can look deeper at all purchasing and associated policies to be more inclusive of MWBE firms and companies.

Board members requested staff include MWBE information in future Board resolutions/cover memos.

Shon Sylvia noted more work needs to be done to implement the work of the equity office along with the work MWBE contracting work.

OTHER

ADJOURNMENT

Being no further business, Commissioner Smith adjourned the meeting at 6:51 p.m.

APPROVED:

President

Clerk

Submitted by:

Jennifer Bowman, Secretary