

**METROPOLITAN PARK DISTRICT
OF TACOMA**



AGENDA

January 22, 2024

6:00 P.M.

Metro Parks Headquarters

4702 S 19th St.

Tacoma, WA 98405

Join Remotely

Via Telephone: 1-253-215-8782

Enter Meeting ID: 819 5589 1572

Participant ID: no ID needed just press #

Join Zoom Meeting

<https://metroparkstacoma-org.zoom.us/j/81955891572>

MEETINGS ARE RECORDED
AND MAY BE HEARD UPON REQUEST

COMMISSIONERS

ANDREA SMITH, PRESIDENT

AARON POINTER, CLERK

TIM REID

ROSIE AYALA

MATTHEW MAUER

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

LAND ACKNOWLEDGEMENT

ROLL CALL

FLAG SALUTE

SPECIAL PRESENTATIONS PARKS CHAMPION AWARD

PRESIDENT'S REPORT

STANDING COMMITTEE & COMMISSION REPORTS

EXECUTIVE DIRECTOR'S REPORT

REGULAR MEETING

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



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 January 22, 2024 by e-mailing them to 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 January 22, 2024. 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

(5-8) MINUTES OF THE JANUARY 8, 2024 REGULAR BOARD MEETING

CONSENT AGENDA

(9-10) **RESOLUTION NO. C4-24:** REAPPOINTING JENNIFER CRUMP TO THE NATURE & ENVIRONMENT ADVISORY COUNCIL
(Contact: Mark Knowlden, Interim Director of Parks & Recreation)

(11-14) **RESOLUTION NO. C5-24:** EASTSIDE COMMUNITY CENTER CONSTRUCTION SERVICES CONTRACT FINAL ACCEPTANCE TO JOHN KORSMO CONSTRUCTION, INC.
(Contact: Debbie Russell, Director of Business Administration & Planning)

REGULAR AGENDA

PURCHASING RESOLUTIONS

(Requiring one reading for adoption)

(15-34) **RESOLUTION NO. P6-24:** AUTHORIZING PURCHASE OF GOODS AND SERVICES FOR METRO PARKS TACOMA

1. PISCES SEAFOOD FOR VARIOUS SEAFOOD (ANIMAL FOOD) IN THE AMOUNT OF \$97,956.45 (INCLUDING WSST)
(Contact: Alan Varsik, Director of Zoological & Environmental Education)
2. MCROBERTS SEAFOOD FOR VARIOUS SEAFOOD (ANIMAL FOOD) IN THE AMOUNT OF \$100,464.19 (INCLUDING WSST)
(Contact: Alan Varsik, Director of Zoological & Environmental Education)
3. ATLANTIC PACIFIC SEAFOOD FOR VARIOUS SEAFOOD (ANIMAL FOOD) IN THE AMOUNT OF \$154,152.98 (INCLUDING WSST)
(Contact: Alan Varsik, Director of Zoological & Environmental Education)
4. CAIRNS MARINE FOR TROPICAL MARINE FISH AND INVERTEBRATES IN AN AMOUNT NOT TO EXCEED \$150,000 (INCLUDING WSST)
(Contact: Alan Varsik, Director of Zoological & Environmental Education)
5. KING COUNTY DIRECTOR’S ASSOCIATION FOR CONSUMABLE SUPPLIES IN THE AMOUNT OF \$85,000 (INCLUDING WSST)
(Contact: Mark Knowlden, Interim Director of Parks & Recreation)

6. ASSOCIATED PETROLEUM PRODUCT INC. FOR BULK FUEL (RESALE & OPERATING) IN THE AMOUNT OF \$400,000 (INCLUDING WSST)
(Contact: Mark Knowlden, Interim Director of Parks & Recreation)
7. GUNARAMA WHOLESALE INC. FOR RESALE MERCHANDISE IN THE AMOUNT OF \$60,000 (INCLUDING WSST)
(Contact: Mark Knowlden, Interim Director of Parks & Recreation)
8. WILSON SPORTING GOODS FOR RESALE MERCHANDISE IN THE AMOUNT OF \$80,000 (INCLUDING WSST)
(Contact: Mark Knowlden, Interim Director of Parks & Recreation)
9. PETRO CARD FOR BULK FUEL (OPERATING) IN THE AMOUNT OF \$135,000 (INCLUDING WSST)
(Contact: Mark Knowlden, Interim Director of Parks & Recreation)
10. WEX FUEL FOR BULK FUEL (OPERATING) IN THE AMOUNT OF \$105,000 (INCLUDING WSST)
(Contact: Mark Knowlden, Interim Director of Parks & Recreation)
11. DELL MARKETING LP FOR LAPTOPS AND DESKTOP COMPUTERS IN THE AMOUNT OF \$125,000 (INCLUDING WSST)
(Contact: Mark Knowlden, Interim Director of Parks & Recreation)
12. AQUATIC SPECIALTY SERVICES INC. FOR REPAIR MATERIALS FOR POOLS AND SPRAY PARKS IN THE AMOUNT OF \$100,000 (INCLUDING WSST)
(Contact: Mark Knowlden, Interim Director of Parks & Recreation)
13. ROGER CLEVELAND GOLF CO. INC. FOR RESALE MERCHANDISE IN THE AMOUNT OF \$100,000 (INCLUDING WSST)
(Contact: Mark Knowlden, Interim Director of Parks & Recreation)
14. WALTER E. NELSON OF WESTERN WA FOR CUSTODIAL SUPPLIES IN THE AMOUNT OF \$85,000 (INCLUDING WSST)
(Contact: Mark Knowlden, Interim Director of Parks & Recreation)
15. HOME DEPOT COMMERCIAL ACCOUNT FOR REPAIR MATERIALS AND SUPPLIES IN THE AMOUNT OF \$80,000 (INCLUDING WSST)
(Contact: Mark Knowlden, Interim Director of Parks & Recreation)
16. WILBUR-ELLIS COMPANY FOR GROUND SUPPLIES IN THE AMOUNT OF \$80,000 (INCLUDING WSST)
(Contact: Mark Knowlden, Interim Director of Parks & Recreation)
17. R & D SUPPLY INC. FOR BUILDING SUPPLIES IN THE AMOUNT OF \$80,000 (INCLUDING WSST)
(Contact: Mark Knowlden, Interim Director of Parks & Recreation)

- 18. WASHINGTON CITIES INSURANCE AUTHORITY (WCIA) FOR PROPERTY, LIABILITY AND AUTO INSURANCE IN THE AMOUNT OF \$1,546,121
(Contact: Debbie Russell, Director of Business Administration & Planning)

- 19. ASSOCIATION OF WASHINGTON CITIES FOR ANNUAL AWC MEMBERSHIP IN THE AMOUNT OF \$68,511.26
(Contact: Debbie Russell, Director of Business Administration & Planning)

- 20. WASHINGTON STATE AUDITOR’S OFFICE INCREASE FOR 2018-2021 ACCOUNTABILITY AUDIT IN THE AMOUNT \$35,000
(Contact: Debbie Russell, Director of Business Administration & Planning)

- 21. BOYS & GIRLS CLUB OF SOUTH PUGET SOUND FOR YOUTH PROGRAMMING AT EASTSIDE COMMUNITY CENTER IN THE AMOUNT OF \$350,000
(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)

FIRST READINGS:

(Requiring two readings for adoption)

SECOND READING RESOLUTIONS

(Requiring two readings for adoption)

UNFINISHED BUSINESS

NEW BUSINESS

BOARD COMMENTS

ADJOURNMENT

UPCOMING BOARD MEETINGS

January 24, 2024	Capital Improvement Committee	5:00 PM	District Headquarters
January 29, 2024	Committee of the Whole	5:30 PM	District Headquarters
February 12, 2024	Regular Park Board Meeting	6:00 PM	District Headquarters
February 14, 2024	Capital Improvement Committee	5:00 PM	District Headquarters
February 26, 2024	Regular Park Board Meeting	6:00 PM	District Headquarters
February 28, 2024	Capital Improvement Committee	5:00 PM	District Headquarters

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

*Committee Meetings are subject to change - please check the Metro Parks Website, www.metroparkstacoma.org for the most up to date meeting schedules.



**MINUTES OF REGULAR MEETING
BOARD OF PARK COMMISSIONERS
JANUARY 8, 2024**

PRESENT: Andrea Smith, President
Tim Reid, Clerk
Rosie Ayala
Aaron Pointer
Matthew Mauer

IN THE CHAIR: Andrea Smith

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

REGULAR MEETING

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

COMMISSIONER SWEARING IN

Commissioner Smith and Commissioner Mauer both took the oath of office.

SPECIAL PRESENTATIONS WHOLE CHILD PROCLAMATION

Hollie Rogge introduced the proclamation and spoke about the benefits of the Whole Child initiative.

Commissioner Ayala read the proclamation.

Laura Allen representing Tacoma Public Schools received the proclamation and thanked the Board.

PRESIDENTS REPORT

President Smith commented positively on the recent ground breaking event at Verlo Playfield for the future sports courts.

NOMINATIONS & VOTING FOR 2024 BOARD OFFICERS

At the December 11, 2023 Regular Board meeting Commissioner Smith was nominated for the position of Board President; being no additional nominations, Commissioner Smith was elected to the position of Board President.

At the December 11, 2023 Regular Board meeting Commissioner Reid was nominated for the position of Board Clerk; being no additional nominations, Commissioner Reid was elected to the position of Board Clerk.

STANDING COMMITTEE AND COUNCIL REPORTS

Business & Responsive Agency Advisory Council

Commissioner Reid commented that the council discussed the District’s legislative agenda at their December meeting.

Arts & Heritage Advisory Council

Commissioner Ayala commented that at their last meeting that the council discussed their 2024 work plan.

2024 BOARD COMMITTEE ASSIGNMENTS

President Smith made the following committee appointments for 2024:

- Capital Improvement Committee –Commissioner Pointer, Commissioner Reid (Commissioner Smith- Alternate)
- Joint Municipal Action Committee – Commissioner Reid, Commissioner Ayala (Commissioner Smith Alternate)
- Zoo Liaison—Commissioner Reid, Commissioner Pointer (Commissioner Smith Alternate)
- MPT/TPS Coordinating Committee—Commissioner Reid, Commissioner Smith
- MPT/COT Interlocal Policy Committee—Commissioner Reid, Commissioner Smith
- Pierce County Baseball Committee- Commissioner Pointer
- Greater Metro Parks Foundation – Commissioner Smith
- Active Lifestyles and Community Wellness Advisory Council—Commissioner Pointer
- Nature and Environment Advisory Council—Commissioner Mauer
- Arts and Heritage Advisory Council—Commissioner Ayala
- Business and Responsive Agency Advisory Council—Commissioner Reid

EXECUTIVE DIRECTOR’S REPORT

Executive Director, Shon Sylvia commented on the following:

- January 10, 2024 Capital Improvement Committee Meeting is canceled.
- January 15, 2024 Committee of the Whole Meeting is canceled.
- Debbie Russell introduced new staff members: Ken Burkart, Jon Moore, Corey Gault, David Jellison, Taylor Laidlaw

COMMUNITY COMMENTS

Willie Stewart thanked the Board for endorsing the upcoming Tacoma Public Schools Bond Issue.

Julie Door commented on safety concerns at Oakland Madrona Park. She requested the District consider installing lighting in the park.

John Farley and Barbara Henderson both submitted written comments related to safety concerns at Oakland Madrona Park.

Commissioner Reid commented that safety remains a top priority for the District. He requested that staff continue to work on safety plans.

Commissioner Ayala stressed the need to work with the City as collaboratively on safety planning.

MINUTES OF THE DECEMBER 11, 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. C1-24: APPROVAL OF WARRANTS CLAIM FUND FOR DECEMBER 2023

RESOLUTION NO. C2-24: APPOINTING ADRIENNE IONE TO THE ACTIVE LIFESTYLE AND COMMUNITY WELLNESS ADVISORY COUNCIL

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

President Smith thanked the newly appointed council member.

PURCHASING RESOLUTIONS None

PUBLIC WORKS PURCHASING RESOLUTIONS

RESOLUTION NO. PW3-24: TITLOW PARK LAGOON CULVERT REMOVAL & RAILROAD TRESTLE BRIDGE PROJECT, CONTRACT AMENDMENT TO ANCHOR QEA

Commissioner Reid moved to adopt the resolution; seconded by Commissioner Mauer.

Debbie Russell commented that this is the third amendment to this contract for Phase 2A for advancing railroad trestle design to 30% design & support services for data & investigation for permit documentation.

The Board and staff briefly spoke of the complexity of this project as it does involve the railroad.

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

SINGLE READING RESOLUTIONS None

SECOND READINGS RESOLUTIONS None

FIRST READING RESOLUTIONS None

NEW BUSINESS None

UNFINISHED BUSINESS None

BOARD COMMENTS

Commissioner Ayala welcomed Commissioner Mauer.

ADJOURN

Being no further business, the meeting was adjourned at 6:38pm.

President

Clerk

Submitted by: Jennifer Bowman, Board Secretary



MEMORANDUM

TO: Board of Park Commissioners

THROUGH: Matthew Mauer, Park Board Commissioner

FROM: Britt McGrath, Nature & Environment Advisory Council Chair

SUBJECT: Re-Appointing Member to the Nature & Environment Advisory Council (NEAC)

DATE: January 16, 2024

EXECUTIVE SUMMARY: The members of the NEAC Advisory Council recommend that the Board of Park Commissioners approve this resolution to reappoint Jennifer Crump to a second term on the council.

BACKGROUND: The Nature & Environment Advisory Council consists of a maximum of thirteen members and assists in recommendations to the Board concerning the facilities and services in the Metro Parks Tacoma inventory which address environmental education, zoological and wildlife conservation, open space, trails, garden management and our neighborhood, community and regional parks in order to foster our role as environmental stewards. Recruitment occurs through direct contact, news releases and on Metro Parks Tacoma's website. This reappointment will maintain the council at thirteen members.

Throughout their term on the Council, this member has shown:

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 are a good addition 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.

According to Resolution No. RR201-14, nomination of an advisory council member for a consecutive term may be made by a majority of the council's members without advertising the position and may be forwarded to the Board of Park Commissioners for appointment. Jennifer Crump is a valued member of the Nature & Environment Advisory Council and has expressed a desire to serve a second term. The board and staff liaison to NEAC, as well as the entire council membership, support the reappointment.

FISCAL IMPACT: None

ADDITIONAL INFORMATION: For additional information, contact Mark Knowlden, Interim Director, Department of Parks & Recreation at 253.305.1067 or Mark.knowlden@tacomaparks.com

METROPOLITAN PARK DISTRICT OF TACOMA

RESOLUTION NO. C4-24

**REAPPOINTING JENNIFER CRUMP TO THE
NATURE & ENVIRONMENT ADVISORY COUNCIL**

WHEREAS, the Metropolitan Park District of Tacoma created the Nature & Environment Advisory Council to assist in recommendations to the Board concerning the facilities and services in the Metro Parks Tacoma inventory which address environmental education, zoological and wildlife conservation, open space, trails, garden management and our neighborhood, community and regional parks in order to foster our role as environmental stewards.; and

WHEREAS, Jennifer Crump has completed a first term on the Council; and

WHEREAS, the board and staff liaison to the Nature & Environment Advisory Council, as well as the entire council membership, support the reappointment; and

WHEREAS, the by-laws adopted through Resolution No. RR20-14 allow for the reappointment of members to a consecutive term upon a favorable vote by the current members now, therefore, be it

RESOLVED by the Board of Park Commissioners of the Metropolitan Park District of Tacoma to reappoint Jennifer Crump to a second three year term on the Nature & Environment Advisory Council ending February 2027.

The foregoing resolution was adopted by the Board of Commissioners of the Metropolitan Park District of Tacoma at a meeting held on _____, 2024.

ATTEST:

President

Secretary

Clerk



MEMORANDUM

TO: Board of Park Commissioners

THROUGH: Shon Sylvia, Executive Director

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

**SUBJECT: Eastside Community Center, Bid No. J2017-01 -
Final Acceptance to John Korsmo Construction, Inc.**

DATE: January 17, 2024

EXECUTIVE SUMMARY: This Resolution authorizes final acceptance of Eastside Community Center, Bid No. J2017-01 to John Korsmo Construction, Inc.

BACKGROUND: The scope of work for Eastside Community Center provided the following components:

A new community center on the eastside of Tacoma that includes a pool, gymnasium, workout facility, community kitchen, community space, parking and associated site improvements.

The project was inspected by staff and was completed as specified. Final contract amount was \$28,986,869.63 with sales tax.

FISCAL IMPACT: The project funding includes:

Funding:	
2014 UTGO Bond Fund Community Centers	\$14,768,626
WA State Dept. of Commerce (Sports Complex Renov.)	\$ 3,858,000
City of Tacoma	\$ 5,000,000
Greater Metro Parks Foundation	\$ 3,000,000
New Market Tax Credits	\$ 7,032,139
2017/2018 MPT Operations	\$ 34,204
Total	\$33,692,969
Budget:	
Planning & Design (A&E)	\$ 3,353,292
Construction (includes tax)	\$28,986,870
Equipment	\$ 747,221
Art	\$ 223,587
Other -Permits, Utilities, Testing & Inspect., Attorney Fees	\$ 309,052
Contingency	\$ 72,947
Total	\$33,692,969

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

METROPOLITAN PARK DISTRICT OF TACOMA

RESOLUTION NO. C5-24

**EASTSIDE COMMUNITY CENTER CONSTRUCTION SERVICES CONTRACT
FINAL ACCEPTANCE TO JOHN KORSMO CONSTRUCTION, INC.**

WHEREAS, the Board of Park Commissioners of the Metropolitan Park District of Tacoma desired to construct a new community center on the east side of Tacoma; and

WHEREAS, at the meeting of April 25, 2016, the Board of Park Commissioners approved the contract with John Korsmo Construction, Inc.; and

WHEREAS, John Korsmo 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 Eastside Community Center Bid No. J2017-01;

The foregoing resolution was adopted by the Board of Park Commissioners of the Metropolitan Park District of Tacoma at a regular meeting held on _____2024.

President

ATTEST:

Secretary

Clerk





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
 Debbie Russell, Director of Business Administration & Planning

SUBJECT: Purchasing Resolution

DATE: January 16, 2024

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:

<u>Item Number</u>	<u>Proposed Vendor</u>	<u>Proposed Purchase</u>	<u>Price (With Sales Tax)</u>
1.	Pisces Seafood	Various Seafood (animal food)	\$97,956.45 Base bid including WSST
2.	McRoberts Seafood	Various Seafood (animal food)	\$100,464.19 Base bid including WSST
3.	Atlantic Pacific Seafood	Various Seafood (animal food)	\$154,152.98 Base bid including WSST
4.	Cairns Marine	Tropical Marine Fish and Invertebrates	Not to exceed \$150,000 including WSST
5	King County Director's Association	Consumable supplies	\$85,000.00 including WSST
6.	Associated Petroleum Product Inc.	Bulk Fuel (Resale and Operating)	\$400,000.00 including WSST
7.	Gunarama Wholesale Inc.	Resale merchandise	\$60,000.00 including WSST

8.	Wilson Sporting Goods	Resale merchandise	\$80,000.00 including WSST
9.	Petro Card	Bulk Fuel (Operating)	\$135,000.00 including WSST
10.	WEX Fuel	Bulk Fuel (Operating)	\$105,000.00 including WSST
11.	Dell Marketing LP	Laptops and Desktop Computers	\$125,000.00 including WSST
12.	Aquatic Specialty Services Inc.	Repair Materials for Pools and Spray Parks	\$100,000.00 including WSST
13.	Roger Cleveland Golf Co Inc	Resale Merchandise	\$100,000.00 including WSST
14.	Walter E Nelson of Western WA	Custodial Supplies	\$85,000.00 including WSST
15.	Home Depot Commercial Account	Repair Materials and Supplies	\$80,000.00 including WSST
16.	Wilbur-Ellis Company	Ground Supplies	\$80,000.00 including WSST
17.	R & D Supply Inc.	Building Supplies	\$80,000.00 including WSST
18.	Washington Cities Insurance Authority (WCIA)	Property, Liability And Auto Insurance	\$1,546,121
19.	Association of Washington Cities	Annual AWC Membership	\$68,511.26
20.	Washington State Auditor's Office	Accountability Audit	Amendment for \$35,000
21.	Boys & Girls Club of South Puget Sound	Youth Programming at Eastside Community Center	\$350,000

ITEM NO. 1

- **VENDOR** Pisces Seafood
- **GOODS OR SERVICE** Various Seafood (animal food)
- **PRICE** \$97,956.45 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 133,031 pounds annually.

We received bids from seven (7) seafood vendors for fifty-nine (59) types of seafood for a total of \$415,145.54 including WSST. This is an increase of 14,142 pounds from 2023 purchases with the addition of a pair of pacific walruses and other seafood eating species in 2023. Of the seven vendors, only the purchases from Pisces Seafood, McRoberts Seafood and Atlantic Pacific Seafood meet the purchasing threshold requiring Park Board approval. Purchases from the other four vendors range from \$2,900 to \$27,000 for the purchase of 20,626 pounds.

Pisces Seafood was the vendor that submitted the lowest bid for twelve (12) types of seafood that met the stated guidelines. We are recommending the purchase 58,698 lbs. of seafood for animal consumption from Pisces Seafood for a total of \$97,956.45 including Washington State Sales

FISCAL IMPACT: These expenses are budgeted in the zoological operating budget.

ADDITIONAL INFORMATION: For additional information, contact Alan Varsik, Director of Zoological & Environmental Education, at alan.varsik@pdza.org or 253-404-3634.
Tax.

Item No. 2

- **VENDOR** McRoberts Seafood
- **GOODS OR SERVICE** Various Seafood (animal food)
- **PRICE** \$100,464.19 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 fifteen (15) types of seafood that met the stated guidelines. We are recommending the purchase 14,142 lbs. of seafood for animal consumption from McRoberts Seafood for a total of \$100,464.19 including Washington State Sales Tax.

FISCAL IMPACT: These expenses are budgeted in the zoological operating budget.

ADDITIONAL INFORMATION: For additional information, contact Alan Varsik, Director of Zoological & Environmental Education, at alan.varsik@pdza.org or 253-404-3634.

Item No. 3

- **VENDOR** Atlantic Pacific Seafood
- **GOODS OR SERVICE** Various Seafood (animal food)
- **PRICE** \$154,152.98 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 seven (7) types of seafood that met the stated guidelines. We are recommending the purchase 38,230 lbs. of seafood for animal consumption from Atlantic Pacific Seafood for a total of \$154,152.98 including Washington State Sales Tax.

FISCAL IMPACT: These expenses are budgeted in the zoological operating budget.

ADDITIONAL INFORMATION: For additional information, contact Alan Varsik, Director of Zoological & Environmental Education, at alan.varsik@pdza.org or 253-404-3634.

Item No. 4

- **VENDOR** Cairns Marine
- **GOODS OR SERVICE** Acquisition and shipment of Tropical Marine Fish and invertebrates for the South Pacific Aquarium
- **PRICE** In the amount not to exceed of \$150,000
- **SOURCE OF FUNDING** 2024 PDZA Operating Budget
- **CONTACT** Alan Varsik (253) 404-3634

BACKGROUND: On June 26, 2023, the Park Board of Commissioners approved Resolution No.P55-23 for the purchase and shipment of live tropical marine fish and invertebrates for the reopening of the South Pacific Aquarium from Cairns Marine, located in Australia, is the only vendor with the capacity and expertise to deliver the species listed within the South Pacific Aquarium exhibit plan. The vast majority of marine ornamental suppliers use multiple third-party collectors in numerous locations. Cairns Marine is the only supplier/vendor that can provide these animals and has the ability to collect, care for, and ship them internationally.

Cairns Marine has successfully completed the shipments approved in June 2023. Staff is requesting the approval of this purchase for 2024 which will include species to populate the Lagoon, Beach, Mangrove and Coral exhibits.

Cairns Marine is a well-respected company that practices sustainable and ethical methodology in their animal collecting and handling efforts. Their sustainable and ethical practices align with the PDZA/ZEED mission and conservation efforts, and meet the rigorous accreditation requirements and standards of the Association of Zoos & Aquariums (AZA).

FISCAL IMPACT: These expenses are budgeted in the zoological operating budget.

ADDITIONAL INFORMATION: For additional information, contact Alan Varsik, Director of Zoological & Environmental Education, at alan.varsik@pdza.org or 253-404-3634.

Item No. 5

- **VENDOR** King County Director's Association
- **GOODS OR SERVICES** Janitorial and office supplies
- **PRICE** \$85,000.00 – Parks and Recreation (including WSST)
- **SOURCE OF FUNDING** 2023-2024 Parks and Recreation Operating Budget
- **CONTACT** 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. It's 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

Item No. 6

- **VENDOR** Associated Petroleum Product, Inc.
- **GOODS OR SERVICES** Bulk Fuel (Resale and Operating)
- **PRICE** \$400,000.00 (including WSST)
- **SOURCE OF FUNDING** 2023-2024 Parks and Recreation Operating Budget
- **CONTACT** Mark Knowlden (253) 255-2487

BACKGROUND: Associated Petroleum Product Inc. (APP) holds the State Contract (#08721) for bulk propane and fuel, which was awarded on January 1, 2022. APP has been supplying both gasoline and propane for resale and operations for several years. The Boathouse Marina is the primary user of APP for fuel resale. Meadow Park Golf Course has a fuel tank on site and uses fuel for their vehicles and equipment for maintenance and operations.

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

Item No. 7

- **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 thirty 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. The pricing to MPT is very competitive and customers like the product quality and selection.

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

Item No. 8

- **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 Wilson is MPGC's primary supplier of golf balls. MPGC also likes the product for range balls. Wilson also typically also has the best price for entry level clubs and rental club sets. The discount pricing offered by Wilson also makes them an attractive vendor.

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

Item No. 9

- **VENDOR** PetroCard Systems Inc.
- **GOODS OR SERVICES** Fuel, Unleaded and Diesel
- **PRICE** \$135,000.00 (including WSST)
- **SOURCE OF FUNDING** 2023-2024 Parks and Recreation Operating Budget
- **CONTACT** Mark Knowlden (253) 255-2487

BACKGROUND: PetroCard Systems Inc. holds the State Contract (#08721) for fuel, which was awarded on January 1, 2022. In an effort to minimize drive times for efficiency the Parks & Recreation Department utilizes multiple vendors for fueling options throughout the City, providing staff several locations to fuel their vehicles and equipment. We are also able to reduce our carbon footprint on the environment by using the nearest options available, rather than driving to one central location within the City.

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

Item No. 10

- **VENDOR** WEX Fuel
- **GOODS OR SERVICES** Fuel, Unleaded and Diesel
- **PRICE** \$105,000.00 (including WSST)
- **SOURCE OF FUNDING** 2023-2024 Parks and Recreation Operating Budget
- **CONTACT** Mark Knowlden (253) 255-2487

BACKGROUND: WEX Bank holds the State Contract (#00819) for fuel, which was awarded on October 16, 2020. In an effort to minimize drive times for efficiency the Parks & Recreation Department utilizes multiple vendors for fueling options throughout the city, providing staff several locations to fuel their vehicles and equipment. We are also able to reduce our carbon footprint on the environment by using the nearest options available, rather than driving to one central location within the City.

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

Item No. 11

- **VENDOR** Dell Marketing LP
- **GOODS OR SERVICES** Laptops and Desktop Computers
- **PRICE** \$125,000.00 (including WSST)
- **SOURCE OF FUNDING** 2023-2024 Parks and Recreation Operating Budget
- **CONTACT** Mark Knowlden (253) 255-2487

BACKGROUND: Dell Marketing LP is available through the WA State Department of Enterprise Services (DES) NASPO cooperative contract (DES Contract No. 05815-003 Computer Equipment). Parks & Recreation will purchase laptop or desktop computers and accessories to replace existing workstations that are at the end of their lifecycle and out of warranty, or to purchase new workstation setups for new positions. Between the quality of the products and their accessibility through the state contract, Dell is MPT's vendor of choice for computer equipment.

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

Item No. 12

- **VENDOR** Aquatic Specialty Services Inc.
- **GOODS OR SERVICES** Repair materials for pools and sprayparks
- **PRICE** \$100,000.00 (including WSST)
- **SOURCE OF FUNDING** 2023-2024 Parks and Recreation Operating Budget
- **CONTACT** Mark Knowlden (253) 255-2487

BACKGROUND: Aquatic Specialty Services, Inc. is a certified commercial recreational waters sales and service organization specializing in the maintenance and support of commercial pools and water parks. It is our source for repair parts, chemical feeds systems, and other equipment that maintains the functionality of MPT's pools and spray parks. There is no other supplier from whom MPT can source these specialty parts and supplies quickly and at a competitive price.

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

Item No. 13

- **VENDOR** Roger Cleveland Golf Co Inc
- **GOODS OR SERVICES** Resale Merchandise
- **PRICE** \$100,000.00 (including WSST)
- **SOURCE OF FUNDING** 2023-2024 Parks and Recreation Operating Budget
- **CONTACT** Mark Knowlden (253) 255-2487

BACKGROUND: Roger Cleveland is one of the primary suppliers of merchandise for sale and/or use at Meadow Park Golf Course (MPGC), including golf balls and tees, golf clubs, and retail apparel. Sales at the Pro Shop continue to grow, and the relationship with Roger Cleveland is particularly strong with its products in high demand. Cleveland wedge clubs are the number one top selling product in the pro shop, and sales are influenced by the Cleveland Scoring Clinics held at MPGC approximately 10 times per year and which includes a club as part of the registration.

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

Item No. 14

- **VENDOR** Walter E Nelson of Western WA
- **GOODS OR SERVICES** Custodial Supplies
- **PRICE** \$85,000.00 (including WSST)
- **SOURCE OF FUNDING** 2023-2024 Parks and Recreation Operating Budget
- **CONTACT** Mark Knowlden (253) 255-2487

BACKGROUND: Walter E Nelson Co is the largest family-owned janitorial, chemical & paper distributor in the Pacific Northwest. We source a wide selection of custodial supplies and solutions, particularly those which can reduce MPT’s environmental impact with eco-conscious and waste-reduction products.

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

Item No. 15

- **VENDOR** Home Depot Commercial Account
- **GOODS OR SERVICES** Repair materials and supplies
- **PRICE** \$80,000.00 (including WSST)
- **SOURCE OF FUNDING** 2023-2024 Parks and Recreation Operating Budget
- **CONTACT** Mark Knowlden (253) 255-2487

BACKGROUND: Home Depot is MPT’s source for routine maintenance and repair supplies, especially small hardware, hoses, and small tools. It also provides small project lumber and other construction supplies to maintain parks and facilities. Because it has multiple locations across the District, Parks staff can quickly resolve maintenance and repair situations as soon as they are identified.

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

Item No. 16

- **VENDOR** Wilbur-Ellis Company
- **GOODS OR SERVICES** Ground supplies
- **PRICE** \$80,000.00 (including WSST)
- **SOURCE OF FUNDING** 2023-2024 Parks and Recreation Operating Budget
- **CONTACT** Mark Knowlden (253) 255-2487

BACKGROUND: Wilbur-Ellis Company is the leader in agronomy products and services. MPT uses its products for turf fields and the golf course as well as in the greenhouses and Conservatory. Willbur-Ellis products help MPT maintain the health of our fields, lawns and soils by increasing water penetration, enhancing root growth, and preventing fungal growth.

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

Item No. 17

- **VENDOR** R & D Supply Inc
- **GOODS OR SERVICES** Building supplies
- **PRICE** \$80,000.00 (including WSST)
- **SOURCE OF FUNDING** 2023-2024 Parks and Recreation Operating Budget
- **CONTACT** Mark Knowlden (253) 255-2487

BACKGROUND: R & D Supply Inc is our source for industrial & facility maintenance equipment and supplies. This includes lubrication equipment for the lubrication of bearings, sliding guide rails, chains, and bushings. It also is a supplier of all major manufacturers of pipe, valves and fittings needed throughout the District. It is our primary source of metal-working products and any industrial aerosol products needed by the Trades group. R&D Supply has competitive pricing and locations throughout the District to minimize travel time when buying products.

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

Item No. 18

- **VENDOR** Washington Cities Insurance Authority (WCIA)
- **GOODS OR SERVICE** Property, Liability and Auto Insurance
- **PRICE** \$1,546,121 Total
- **SOURCE OF FUNDING** Operating Funds (General & Enterprise Fund)
- **CONTACT** Tania Wink at (253) 305-1081

BACKGROUND: Insurance coverage is essential to managing the risks to the District so that we can continue to provide accessible, safe and attractive parks and facilities and recreational experiences; and allows the District to create an innovative, efficient and effective organization.

Insurance is considered a sole source service by the State and is exempt from bid requirements per statute. Metro Parks is a member of the Washington Cities Insurance Authority (WCIA). Utilizing Chapter 48.62 RCW (self-insurance regulation) and Chapter 39.34 RCW (Interlocal Cooperation Act), nine cities originally formed WCIA on January 1, 1981. WCIA was created for the purpose of providing a pooling mechanism for jointly purchasing insurance, jointly self-insuring, and / or jointly contracting for risk management services. WCIA has a total of 165 municipal entities across the state.

Metro Parks has been a member of the WCIA insurance pool since December 2005. As a member owned pool, the coverage and services are provided by WCIA per the terms of an Interlocal Agreement. The District has the ability to opt out on an annual basis.

One significant advantage of being a WCIA member is the cost savings realized through eliminating broker’s commissions, which the District previously paid approximately \$25,000 annually. WCIA determines its rate structure based upon claims experience from prior year, property valuation changes and the need to maintain adequate reserves and pay excess coverage premiums. Listed below are the last 6 years of premiums, including 2024.

2019	\$688,762
2020	\$827,607
2021	\$871,842
2022	\$802,586
2023	\$1,141,946
2024	\$1,546,121

2023 and 2024 are experiencing the largest premium increases on record. In its July 2023 newsletter, the WCIA Executive Committee unanimously approved an overall rate increase of 25% for 2024, with individual member rates increasing upwards of 15% based on their claim losses. The Committee attributes the increases to “civil litigations, increased loss costs, legislative and judicial outcomes, and economic inflation. “The pandemic created a backlog of legal cases and when they were finally able to be resolved, the claim costs were much worse than if they had been settled just a few years earlier.” In 2024, the District will experience an increase of over 35% when compared to 2023.

2024 Assessment Comparison to 2023 by Coverage/Program

Coverage/Program	2021	2022	% Change	2023	2024	% Change	Increase (Decrease)
Auto Physical Damage	14,803	15,257	3.1%	20,192	31,395	55.5%	11,203
Equipment Breakdown	21,085	24,626	16.8%	29,725	31,418	5.7%	1,693
Crime/Fidelity	300	304	1.3%	299	306	2.3%	7
Liability	371,079	231,957	-37.5%	393,649	549,847	39.7%	156,198
Property	464,575	530,442	14.2%	698,081	933,155	33.7%	235,074
Total Assessment	871,842	802,586	-7.9%	1,141,946	1,546,121	35.4%	404,175

FISCAL IMPACT: Funds for insurance coverage are provided for in the 2023-2024 biennial budget under the various departments. The original budget appropriated \$1,148,056 in 2023 and \$1,239,900 in 2024. The District plans to propose a budget amendment later this spring that will include an increased premium amount for 2024.

ADDITIONAL INFORMATION: For additional information, please contact Chief Financial & Administrative Officer, Tania Wink at (253) 305-1081 or tania.wink@tacomaparks.com

Item No. 19

- **VENDOR** Association of Washington Cities (AWC)
- **GOODS OR SERVICE** Annual AWC membership fees
- **PRICE** \$68,511.26
- **SOURCE OF FUNDING** Operating Funds (General & Enterprise Fund)
- **CONTACT** Tania Wink at (253) 305-1081

BACKGROUND: The Association of WA Cities provides a pooling program for multiple issues. Metro Parks participates in two programs, the AWC Workers’ Comp Retro and the Drug & Alcohol (D&A) Consortium.

The Workers’ Comp Retro Program is a voluntary financial incentive program that helps employers reduce their industrial insurance costs through improved claims experience and refunds. The program offers workers’ compensation claims management and free safety training for all staff. The Drug & Alcohol (D&A) program focuses on compliance, training, and expertise. The D&A Consortium contracts with partners to fully comply with U.S. DOT testing regulations and provides support through a Medical Review Officer.

The District joined the AWC Retro Workers’ Compensation in 2009 for various reasons. First, to participate in the AWC’s offerings for robust claims management services, second, the opportunity to qualify for refunds to the standard premium paid to the department of Labor and Industry (L&I), and third, to reduce frequency and severity of industrial injuries, and finally, to help maintain or reduce the District’s experience factor.

The AWC offers assistance in reducing the frequency and severity of industrial injuries through educating plan participants in the most appropriate ways to control costs, claims management

services, introduction and training for all eligible staff, annual retrospective review, administration of state fund claims while enrolled in the AWC group program, and loss control and risk management services. Through this program, participants in the are eligible to receive the services noted, but when there is positive performance by the group, they will receive a refund based on premium size, claims costs, and related factors. This refund can be applied to future fees for the program. There are presently 62 members participating at this level and the retro refund is based on the total performance of the pool and then the individual member's performance based on their claims costs.

While participation in this program does not guarantee a refund, it does ensure that claims are managed to the highest extent possible. This claims management has a profound impact on the employee's ability to return to work safely and navigate the complicated L&I system.

AWC provides free services to all employees such as training on relevant safety topics, claims management and employee assistance, customizable safety tools and templates, assistance with the state's hearing conservation program, safety consultation, and compliance on legal obligations. Their services allow our staff to focus on injury prevention and the safety of others.

The fees associated with both programs are established by MPT's worker hours reported for the year as reported to L&I. We have had a significant increase in worker hours in 2022 & 2023; therefore, the District's experience rating increased from .6058 to .7282 (the baseline experience factor is 1.0). Listed below are the last 6 years of membership dues, including 2024.

2019	\$46,169.50
2020	\$0
2021	\$29,833.72
2022	\$47,936.00
2023	\$45,121.48
2024	\$68,511.26

AWC's premiums for all its members (which is what the service fee covers) has seen a 43% increase this fiscal year, from \$629,176.54 in 2023 to \$899,019.43 for 2024. This increase is the primary driver for the rise in service fees in 2024. The three main influences of premium increases are 1) base risk class rate increases, 2) reported employee hours, and 3) claims cost/experience that is manifest in the Park District's experience factor. Metro Parks has had a slight increase in experience factor (EF) over the past 3 years, with a moderate increase from 0.3877 in 2021 to 0.6058 in 2023. The District's reported hours, when comparing 2022 to 2023, results in an increase of 13% in worker hours. Finally, the risk classes for counties and taxing Districts (1501) and office/administration (5306) have stayed steady throughout the last 3 years – essentially the increase in reported hours and rise to our EF – are the main drivers for cost increase for the Park District in this years' service fee.

FISCAL IMPACT: Funds for these dues are provided for in the 2023-2024 biennial budget under the various departments.

ADDITIONAL INFORMATION: For additional information, please contact Chief Financial & Administrative Officer, Tania Wink at (253) 305-1081 or tania.wink@tacomaparks.com

Item No. 20

- **VENDOR** WA State Auditor’s Office
- **GOODS OR SERVICE** Increase for 2018-2021 Accountability Audit outstanding invoice
- **PRICE** \$35,000 (\$375,000 Total contract amount)
- **SOURCE OF FUNDING** Business Administration & Planning Operating Funds
- **CONTACT** Tania Wink at (253) 305-1081

BACKGROUND: The 2021 Financial Statement audit was originally appropriated in the 2023-2024 Adopted Operating budget. Due to the delays with the 2019-2021 audits, the WA State Auditor’s Office (SAO) had to complete multiple audits for the District in fiscal years 2022 and 2023.

As of November, 2023, the financial statement, and federal single audits for fiscal years 2019 through 2021 are completed and published. However, the Accountability Audit for fiscal years 2018-2021 is still wrapping up with anticipated completion in February 2024.

The estimated additional funds needed for these audits is \$35,000 for a total of \$375,000.

FISCAL IMPACT: Funds for the audits are provided for in the 2023-2024 biennial budget in Business Administration & Planning Finance. The original budget appropriated \$307,400 in 2023 and \$193,000 in 2024. The District plans to propose a budget amendment later this spring that will include an increased amount for 2024.

ADDITIONAL INFORMATION: For additional information, please contact Chief Financial & Administrative Officer, Tania Wink at (253) 305-1081 or tania.wink@tacomaparks.com

Item No. 21

- **VENDOR** Boys & Girls Club of South Puget Sound
- **GOODS OR SERVICES** Youth programming at Eastside Community Center
- **PRICE** \$350,000.00 - Parks and Recreation
- **SOURCE OF FUNDING** 2024 Parks and Recreation Operating Budget
- **CONTACT** Mark Knowlden (253)255-2487

BACKGROUND: On May 1st, 2016 Metro Parks Tacoma (“MPT”) and Boys & Girls Club of South Puget Sound (“BGCSPS”) entered into a Joint Facility Use Agreement Regarding Eastside Center (the “Center”). It is the intent of MPT and BGCSPS that a cooperative relationship exists between the District and BGCSPS with the common goal of furthering the educational, physical and emotional growth of youth served by MPT and attending the BGCSPS’s facilities on the

Premises of the Center. The agreement provides for BGCSPS to use the Center to provide youth programs in portions of the Center both before and after school.

The funding model for the Agreement called for an endowment to receive proceeds benefiting the program arising from the Tacoma Parks Foundation's ("TPF") fundraising efforts. TPF remits those funds annually to MPT, and the agreement calls for MPT to disburse the funds to BGCSPS. The funding goal was \$350,000 per year, and if the endowment proceeds do not equal \$350,000 then MPT may fill the gap to leverage the existing youth development programming and ensure youth and teen afterschool care occurs on the eastside of Tacoma.

Actual funding for 2023 is as follows:

Mid-year distribution from TPF received September 2023	\$114,974.93
Year-end 2023 distribution from TPF due March 2024	114,239.40
Gap funding from internal MPT sources	120,785.67
Payment of BGCSPS invoice	\$350,000.00

FISCAL IMPACT: Funding will come from the 2023-24 Parks and Recreation Operating Budget. The Agreement calls for the pass-through of any funds transferred from Tacoma Parks Foundation for the benefit of BGCSPS, and potential gap funding by MPT to achieve an annual funding goal of \$350,000.00.

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

METROPOLITAN PARK DISTRICT OF TACOMA

PURCHASING RESOLUTION NO. P6-24

**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 _____, 2024.

ATTEST:

President

Secretary

Clerk

Exhibit A
to
Purchasing Resolution No. P6-24

ITEM No. 1

- **VENDOR** Pisces Seafood
- **GOODS OR SERVICE** Various Seafood (animal food)
- **PRICE** \$97,956.45 Base bid including WSST
- **SOURCE OF FUNDING** PDZA Zoological Operating Budget
- **CONTACT** Alan Varsik (253) 404-3634

ITEM No. 2

- **VENDOR** McRoberts Seafood
- **GOODS OR SERVICE** Various Seafood (animal food)
- **PRICE** \$100,464.19 Base bid including WSST
- **SOURCE OF FUNDING** PDZA Zoological Operating Budget
- **CONTACT** Alan Varsik (253) 404-3634

ITEM No. 3

- **VENDOR** Atlantic Pacific Seafood
- **GOODS OR SERVICE** Various Seafood (animal food)
- **PRICE** \$154,152.98 Base bid including WSST
- **SOURCE OF FUNDING** PDZA Zoological Operating Budget
- **CONTACT** Alan Varsik (253) 404-3634

Item No. 4

- **VENDOR** Cairns Marine
- **GOODS OR SERVICE** Acquisition and shipment of Tropical Marine Fish and invertebrates for the South Pacific Aquarium
- **PRICE** In the amount not to exceed of \$150,000 (including WSST)
- **SOURCE OF FUNDING** 2024 PDZA Operating Budget
- **CONTACT** Alan Varsik (253) 404-3634

Item No. 5

- **VENDOR** King County Director's Association
- **GOODS OR SERVICES** Janitorial and office supplies
- **PRICE** \$85,000.00 – Parks and Recreation (including WSST)
- **SOURCE OF FUNDING** 2023-2024 Parks and Recreation Operating Budget
- **CONTACT** Mark Knowlden (253) 255-2487

Item No. 6

- **VENDOR** Associated Petroleum Product Inc.
- **GOODS OR SERVICES** Bulk Fuel (Resale and Operating)
- **PRICE** \$400,000.00 (including WSST)
- **SOURCE OF FUNDING** 2023-2024 Parks and Recreation Operating Budget
- **CONTACT** Mark Knowlden (253) 255-2487

Item No. 7

- **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. 8

- **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

Item No. 9

- **VENDOR** Petro Card
- **GOODS OR SERVICES** Bulk Fuel (operating)
- **PRICE** \$135,000.00 (including WSST)
- **SOURCE OF FUNDING** 2023-2024 Parks and Recreation Operating Budget
- **CONTACT** Mark Knowlden (253) 255-2487

Item No. 10

- **VENDOR** WEX Fuel
- **GOODS OR SERVICES** Bulk Fuel (operating)
- **PRICE** \$105,000.00 (including WSST)
- **SOURCE OF FUNDING** 2023-2024 Parks and Recreation Operating Budget
- **CONTACT** Mark Knowlden (253) 255-2487

Item No. 11

- **VENDOR** Dell Marketing LP
- **GOODS OR SERVICES** Laptops and Desktop Computers
- **PRICE** \$125,000.00 (including WSST)
- **SOURCE OF FUNDING** 2023-2024 Parks and Recreation Operating Budget
- **CONTACT** Mark Knowlden (253) 255-2487

Item No. 12

- **VENDOR** Aquatic Specialty Services Inc.
- **GOODS OR SERVICES** Repair Materials for Pools and Spray Parks
- **PRICE** \$100,000.00 (including WSST)
- **SOURCE OF FUNDING** 2023-2024 Parks and Recreation Operating Budget
- **CONTACT** Mark Knowlden (253) 255-2487

Item No. 13

- **VENDOR** Roger Cleveland Golf Co Inc
- **GOODS OR SERVICES** Resale Merchandise
- **PRICE** \$100,000.00 (including WSST)
- **SOURCE OF FUNDING** 2023-2024 Parks and Recreation Operating Budget
- **CONTACT** Mark Knowlden (253) 255-2487

Item No. 14

- **VENDOR** Walter E Nelson of Western WA
- **GOODS OR SERVICES** Custodial Supplies
- **PRICE** \$85,000.00 (including WSST)
- **SOURCE OF FUNDING** 2023-2024 Parks and Recreation Operating Budget
- **CONTACT** Mark Knowlden (253) 255-2487

Item No. 15

- **VENDOR** Home Depot Commercial Account
- **GOODS OR SERVICES** Repair Materials and Supplies
- **PRICE** \$80,000.00 (including WSST)
- **SOURCE OF FUNDING** 2023-2024 Parks and Recreation Operating Budget
- **CONTACT** Mark Knowlden (253) 255-2487

Item No. 16

- **VENDOR** Wilbur-Ellis Company
- **GOODS OR SERVICES** Ground Supplies
- **PRICE** \$80,000.00 (including WSST)
- **SOURCE OF FUNDING** 2023-2024 Parks and Recreation Operating Budget
- **CONTACT** Mark Knowlden (253) 255-2487

Item No. 17

- **VENDOR** R & D Supply Co
- **GOODS OR SERVICES** Building Supplies
- **PRICE** \$80,000.00 (including WSST)
- **SOURCE OF FUNDING** 2023-2024 Parks and Recreation Operating Budget
- **CONTACT** Mark Knowlden (253) 255-2487

Item No. 18

- **VENDOR** Washington Cities Insurance Authority (WCIA)
- **GOODS OR SERVICE** Property, Liability and Auto Insurance
- **PRICE** \$1,546,121
- **SOURCE OF FUNDING** Operating Funds (General & Enterprise Fund)
- **CONTACT** Tania Wink (253) 305-1081

Item No. 19

- **VENDOR** Association of Washington Cities (AWC)
- **GOODS OR SERVICE** Annual AWC membership fees
- **PRICE** \$68,511.26
- **SOURCE OF FUNDING** Operating Funds (General & Enterprise Fund)
- **CONTACT** Tania Wink (253) 305-1081

Item No. 20

- **VENDOR** WA State Auditor's Office
- **GOODS OR SERVICE** Increase for 2018-2021 Accountability Audit outstanding invoice
- **PRICE** \$35,000 (\$375,000 Total contract amount)
- **SOURCE OF FUNDING** Business Administration & Planning Operating Funds
- **CONTACT** Tania Wink (253) 305-1081

Item No. 21

- **VENDOR** Boys & Girls Club of South Puget Sound
- **GOODS OR SERVICES** Youth programming at Eastside Community Center
- **PRICE** \$350,000.00
- **SOURCE OF FUNDING** 2024 Parks and Recreation Operating Budget
- **CONTACT** Mark Knowlden (253) 255-2487