

**METROPOLITAN PARK DISTRICT
OF TACOMA**



AGENDA

July 24, 2023

6:00 P.M.

District Headquarters

4702 S 19th St.

Tacoma, WA 98405

Or

Join Remotely

Via Telephone: 1-253-215-8782

Enter Meeting ID: 897 9715 5423

Participant ID: no ID needed just press #

Join Zoom Meeting

<https://metroparkstacoma-org.zoom.us/j/89797155423>

**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 Q2 CIP QUARTERLY UPDATE

6:00 P.M. CALL TO ORDER

ROLL CALL

FLAG SALUTE

SPECIAL PRESENTATIONS

RECOGNITION OF EMPLOYEE RETIREMENTS

PRESIDENT'S REPORT

STANDING COMMITTEE & COMMISSION REPORTS

EXECUTIVE DIRECTOR'S REPORT

"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 July 24, 2023 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 July 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

(5-8) MINUTES OF THE JULY 10, 2023 REGULAR BOARD MEETING

CONSENT AGENDA

REGULAR AGENDA

PURCHASING RESOLUTIONS

(Requiring one reading for adoption)

(9-12) **RESOLUTION NO. P60-23**: AUTHORIZING PURCHASE OF GOODS AND SERVICES FOR METRO PARKS TACOMA

1. WASHINGTON STATE DEPARTMENT OF ENTERPRISE SERVICES CARS FOR ISUZU CAB-CHASSIS NOT TO EXCEED \$70,000.00 (WSST INCLUDED)

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

2. WASHINGTON STATE DEPARTMENT OF ENTERPRISE SERVICES CARS FOR 2 FORD F150 2WD EXTENDED CAB PICKUPS NOT TO EXCEED \$80,000.00 (WSST INCLUDED)

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

3. WESTERN EQUIPMENT WASHINGTON STATE DEPARTMENT OF ENTERPRISE SERVICES #05218 FOR 2 TURF MOWERS Z MASTER 6000 ZERO TURN NOT TO EXCEED \$40,00.00 (WSST INCLUDED)

(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 UPDATE

BOARD COMMENTS

ADJOURNMENT

UPCOMING BOARD MEETINGS

July 26, 2023	Capital Improvement Committee	5:00 PM	District Headquarters
July 31, 2023	Committee of the Whole	5:00 PM	District Headquarters
August 14, 2023	Regular Park Board Meeting	6:00 PM	District Headquarters

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

*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
July 10, 2023**

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

IN THE CHAIR: Andrea Smith

PLACE: District Headquarters
4702 S 19th St.

STUDY SESSION

ADAPTIVE & SPECIALIZED RECREATION UPDATE

Hollie Rogge introduced the presentation by commenting that Metro Parks has been serving this population for over 70 years. She noted that through a partnership with Pierce County Parks & Recreation and Tacoma Public Schools offerings and opportunities have been expanded. Katt Merilo was then introduced and spoke to the Board about the role of each agency. She noted that Pierce County focuses on serving adults with cognitive and developmental disabilities; Tacoma Schools focus on serving youth with cognitive and developmental disabilities via Beyond the Bell and Club Beyond and camps; Metro Parks serves youth and adults with physical disabilities through clubs, socials and classes. Ms. Merilo commented that the MPT program is continuing to work toward expanding adaptive opportunities, strengthen community partnerships and supporting inclusive programming district-wide. She then informed the Board about how the MPT program supports its partners in this area through the sharing of resources, staff training, and developing procedures.

Roxanne Miles, Director of Pierce County Parks and Recreation was introduced. Ms. Miles spoke of the benefits of this collaboration including shared costs, serving more individuals, creating a pool of expertise, and building stronger relationships with participant families. Ms. Miles then commented on the participation increase since the collaboration & post-COVID. The Board was then informed about the program costs and potential policy issues to be addressed in the future such as a non-resident fees for participants, or other matters to address capacity issues of the program.

ADA TRANSITION PLAN UPDATE

Marty Stump was introduced and give an update on the ADA Self-evaluation and Transition Plan. It was noted that a contracted firm was brought on in June 20023 to assit with the self-

assessment which was completed in May 2023. Mr. Stump spoke about the criteria scale being used to address the priority of items identified in the self-assessment. The Board was informed that next steps include final review of the draft ADA Assessments along with Transition Plan development through September of 2023. Public review and comments is scheduled to occur in October of 2023 with a final plan presentation to the Board in November 2023. Staff commented that correction of deficiencies will be addressed via the Capital Improvement Program and operations starting in 2024 and beyond.

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.

SPECIAL PRESENTATIONS

PARKS & RECREATION MONTH PROCLAMATION

Following an introduction highlighting the importance of parks and recreation in the community by Mark Knowlden, Commissioner Smith read a proclamation into the record recognizing July as Parks and Recreation Month in the city of Tacoma.

RECOGNITION OF EMPLOYEE RETIREMENT

This item was postponed until the next Board meeting.

PRESIDENT'S REPORT

President Smith reported on the successful Pride event held in Tacoma over the weekend. She also commented that a movie in the park will be held at People's Park on Friday, July 14th.

STANDING COMMITTEE AND COUNCIL REPORTS None

EXECUTIVE DIRECTOR'S REPORT

Executive Director, Shon Sylvia commented on the following:

- Metro Parks Tacoma and City of Tacoma successfully hosted Tacoma's Summer Blast on July 4. An estimated 40,000 people attended the event.
- Over the weekend there was a third gun violence incident in our parks in the past six weeks. A follow-up email will be sent to the Board on the action steps being taken by staff to address improved safety.
- Gas Station Park has been open since July 1st and a celebration is scheduled for August 13th 12-2pm.
- The July 12th CIC meeting is canceled

COMMUNITY COMMENTS

Mike Monahan commented about the overgrown vegetation & condition of Gold Fish Hill. He submitted a written comment and photos.

Jenn Halverson Kuehn commented on the speed limit signs recently posted in Point Defiance Park. She noted that bicycle community was not engaged with or informed about these changes.

MINUTES OF THE JUNE 26, 2023 REGULAR BOARD MEETING

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

CONSENT AGENDA

RESOLUTION NO. C59-23: APPROVAL OF WARRANTS CLAIM FUND FOR JUNE 2023

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

PURCHASING RESOLUTIONS None

PUBLIC WORKS PURCHASING RESOLUTIONS None

SINGLE READING RESOLUTIONS None

SECOND READINGS RESOLUTIONS None

FIRST READING RESOLUTIONS None

NEW BUSINESS None

UNFINISHED BUSINESS None

BOARD COMMENTS

Commissioner Reid requested that staff reach out to those who addressed the Board during community comments tonight.

ADJOURN

Being no further business, the meeting was adjourned at 6:22p.m.

President

Clerk

Submitted by: Jennifer Bowman, Board Secretary





MEMORANDUM

TO: Board of Park Commissioners

THROUGH: Alan Varsik, Acting Executive Director

FROM: Mark Knowlden, Interim Director of Parks and Recreation Department

SUBJECT: Purchasing Resolution

DATE: July 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:

<u>Item Number</u>	<u>Proposed Vendor</u>	<u>Proposed Purchase</u>	<u>Price</u>
1.	Washington State Department of Enterprise Services CARS	(1)- Isuzu Cab-Chassis	Not to exceed \$70,000.00 (WSST included)
2.	Washington State Department of Enterprise Services CARS	(2)- Ford F150 2WD Extended Cab Pickups	Not to exceed \$80,000.00 (WSST included)
3.	Western Equipment Washington State Department of Enterprise Services #05218	(2)- Turf Mowers Z Master 6000 zero turn	Not to exceed \$40,00.00 (WSST included)

BACKGROUND: This purchase for this new equipment is governed by the established criteria in the Fleet Management Plan. These trucks and lawn mowers will support maintenance and operational needs throughout the Community and Neighborhood Parks Maintenance Division. The vehicles (trucks) will be purchased through Washington State Department of Enterprise Service to ensure the best value. The Z Master 6000 zero-turn mowers will be purchased under the Washington State contract #05218. This resolution will allow staff to move forward on ordering vehicles and equipment for 2023.

FISCAL IMPACT: Funding for the above purchases will come from the Vehicle & Equipment Replacement Fund. It is anticipated that up to \$190,000 will be used to purchase the vehicles listed above.

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

METROPOLITAN PARK DISTRICT OF TACOMA

RESOLUTION NO. P60-23

**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. P60-23

Item No. 1

VENDOR
GOODS OR SERVICES
PRICE
SOURCE OF FUNDING
CONTACT

Washington State Department of Enterprise Service CARS
(1)- Isuzu Cab-Chassis
Not to exceed \$70,000 (WSST included)
Vehicle & Equipment Replacement Funds
Mark Knowlden - 253-255-2487

Item No. 2

VENDOR
GOODS OR SERVICES
PRICE
SOURCE OF FUNDING
CONTACT

Washington State Department of Enterprise Service CARS
(2)- Ford F150 2WD
Not to exceed \$80,000(WSST included)
Vehicle & Equipment Replacement Funds
Mark Knowlden - 253-255-2487

Item No. 3

VENDOR

GOODS OR SERVICES
PRICE
SOURCE OF FUNDING
CONTACT

Washington State Department of Enterprise Service 05218
Turf Star Western Equipment
(2)- Toro Zero Turn Turf Mowers
Not to exceed \$40,000(WSST included)
Vehicle & Equipment Replacement Funds
Mark Knowlden - 253-255-2487