

**Capital Improvement Committee Meeting (CIC)  
Agenda & Meeting Materials  
November 15, 2023 - 5:00 PM**

Metro Parks Headquarters  
4702 S 19th St.  
Tacoma, WA 98405



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This Capital Improvement Committee Meeting (CIC) will be held at Metro Parks Headquarters, 4702 S 19th St., Tacoma, WA 98405. You can also join the meeting remotely by following the instructions below: (either by online link or by phone)

**Topic: Metro Parks Tacoma Capital Improvement Committee (CIC)**

**Time: November 15, 2023 5:00 PM Pacific Time (US and Canada)**

**Join Zoom Meeting Online by clicking the link below:**

**<https://zoom.us/j/95041531173?pwd=ZUsvRmRLOUpNTWdZdGFxM085Zz09>**

<b>Or Dial:</b>	<b>(253) 215-8782</b>
<b>Enter Meeting ID:</b>	<b>950 4153 1173</b>
<b>Password:</b>	<b>039699</b>
<b>Participant ID:</b>	<b>No ID needed, just press #</b>

**Order of Presentation:** In general, each agenda item will include a short staff presentation, followed by board discussion. Public Comment is not taken at this committee meeting.



**BOARD OF PARK COMMISSIONERS  
CAPITAL IMPROVEMENT COMMITTEE  
AGENDA**

**Wednesday, November 15, 2023  
5:00 PM**

**MINUTES FROM OCTOBER 11, 2023**

**PROJECT STATUS REPORT**

**DISCUSSION ITEMS**

- N/A

**ACTION ITEMS**

- Peck Community Sports Park Master Plan -Final Acceptance
- Point Defiance Zoo & Aquarium South Pacific Aquarium Exhibit Improvements  
Phase II – Contract Award to Pease Construction
- Titlow Park Stormwater and Lagoon Improvements Analysis, Planning & Preliminary  
Design Phase Project MOU

**FUTURE AGENDA TOPICS**

**ADJOURNMENT**



## **BOARD OF PARK COMMISSIONERS CAPITAL IMPROVEMENT COMMITTEE**

**October 11, 2023  
5:00 PM  
MINUTES**

**Attendees:** Commissioner Pointer, Commissioner Reid

**Staff Support:** **Debbie Russell**, Director Business, Administration & Planning; **Marty Stump**, Planning Deputy Director; **Erich Sachs**, Asset Management and Sustainability Manager; **Diane Brady**, Corporate Relations Administrator; **Mary Kay Henley**, Planning Administration

**Acceptance of Minutes:** Minutes from the September 27, 2023, meeting were approved as written.

### **Discussion Items**

#### **Melanie's Park – Completion Schedule**

- Marty presented commissioners with an update on the Melanie's Park project. He reported the project is 80% complete. He showed a rendering of the site that is reflective of its early history as a steam plant. He noted a public art component is being included that honors the tribal context of this location.
- Photos of work in progress were shared. Marty explained site work happened all summer long. Pieces fabricated offsite are now being delivered to the site - timber bridge and play element. Construction will be completed by the end of the year. The scheduled public opening is for the first quarter of 2024.
- Marty reported the project's overall \$4.5M budget has been well managed. The project has had 3 change orders, with the final Change Order #4 tentatively scheduled for the next CIC meeting. He concluded that even with this final change order, the project is within the original, overall budget.
- Commissioner Reid commended staff for staying within the project's budget and liked the design. He asked what the white area by the water was - a dock or sand area? Marty stated it is part of viewpoint overlook that's not being built as part of this project.

### **Action Items**

#### **Accepting and Appropriating Funds from One Roof Foundation to build a new Floor Ball and Multipurpose Court at Verlo Playfield**

- This resolution accepts a \$225,000 donation from One Roof Foundation (a Seattle Kraken partner foundation) to build a new, fully inclusive, and accessible floor ball and multipurpose court at Verlo Playfield. It also allows MPT to enter into the necessary agreement with One Roof Foundation for this funding.

- Funds will be used for the project's planning, design and construction and will offer the community exposure and access to the sport of hockey while renovating the existing sport court area.
- Diane led a discussion on how the partnership was developed. She explained that Kraken held a community event last December at our Eastside Community Center. Because it was so well received, they approached us about being part in their philanthropic Legacy initiative. With this donation, Tacoma's eastside youth will have the opportunity to participate in a new sport that can be quite expensive to play.
- Staff explained that three (3) locations were considered. Verlo Playfield was ultimately selected because it had the highest density of families, youth participation in the summer meals program and the court slabs were in relatively good condition. It was pointed out that the courts will still have basketball striping, along with new backboards, resurfacing if needed and an art installation.
- Community outreach efforts were discussed. Diane reported the community has been every positive, even basketball users. Debbie added that staff have been working hard to make sure the community is aware and supportive of this project.
- Commissioner Reid asked about programing and staff training. Diane said she has met with the Parks & Rec staff and Kraken is working on adding street hockey to after-school curriculum and offering free workshops.
- Commissioner Pointer asked if this sport is a year-round activity or just played during certain times of the year. Diane reported it can be played year-round and noted we have been gifted equipment to aid with programing.
- Commissioner Reid asked who would be responsible for any project overages. Marty explained that Kraken will provide the majority of funds, however Metro Parks does have 14UTGO bond funds earmarked for Verlo Playfield that could be leveraged to provide additional project elements.
- Commissioner Pointer asked if the courts can be used for other sports. Staff reported yes, noting they will be multi-sport courts, available for a variety of other sports like basketball, paddle ball, etc.
- Commissioner Reid concluded by saying he is thrilled with this donation and wants to make sure signage and letters are created to recognize their donation. Diane confirmed staff have been working on branding opportunities.
- This item was accepted for moving forward to the full Board with a recommendation of approval.

**Demolition Agreement by and between the Asia Pacific Cultural Center and the Metropolitan Park District of Tacoma for a new Community Center at South Park**

- This resolution authorizes Metro Parks to negotiate the final terms with the Asia Pacific Cultural Center (APCC) for the demolition agreement pertaining to the existing community center building at South Park.
- Staff explained they are starting with this agreement that finalizes the demolition terms of the existing building to ensure APCC can proceed according to their schedule,
- Commissioners should see next a construction agreement. Marty explained we need these types of agreements in place prior to work beginning.

- In the meantime, work will continue the long-term lease agreement that is expected to be presented by year's end. It was added that staff have been working closely with our legal team on this lease.
- Commissioner Pointer asked how Erich feels about this agreement. Erich reported there does not appear to be any major legal concerns. Each agreement will replace the previous one and serve as a placeholder while the fully restated lease is finalized.
- Marty summarized that the current building has outlived its usefulness and is ready to be replaced. Demolition is the right thing to do at this juncture.
- Commissioners wanted to make sure the public (including the homeless), trees, street utilities are protected during the demo. Marty said staff will make sure safety standards are followed and the area is clear of any homeless encampments. Debbie added they will be notified the actual date for the building's demolition.
- This item was accepted for moving forward to the full Board with a recommendation of approval.

**Meeting Adjourned**



**MEMORANDUM**

TO: Board of Park Commissioners

THROUGH: Shon Sylvia, Executive Director

FROM: Debbie Russell, Director of Business Administration and Planning

**SUBJECT: Peck Community Sports Park Master Plan -Final Acceptance**

DATE: November 15, 2023

**EXECUTIVE SUMMARY:** This resolution authorizes acceptance of the 2023 Peck Community Sports Park Master Plan.

**BACKGROUND:** The site of Peck Athletic Complex is historically the location of Tacoma’s first baseball stadium, called Tacoma Athletic Field. Completed in 1907, with a 7,500 person capacity, it was the premiere stadium for amateur baseball and softball in Tacoma at the time. Following a brief six-year stint as a racetrack for midget autos, in 1950 work began to transform it into the Peck Field we know today. Park District programming began in 1954, and the property transfer to Metro Parks was completed in 1956. Peck Athletic Complex has been since managed as a traditional four field natural grass ballfield complex.

The Peck Community Sports Park Master Plan is intended to provide for a long range plan with the potential for design development and construction document phases for the implementation of improvements at the Peck Community Sports Park (formerly known as the Peck Athletic Complex). This effort is intended to provide a comprehensive vision and broader context to concurrent re-development efforts at this park location. The Metro Parks Board of Commissioners asked for Metro Parks Tacoma to work with Tacoma Public Schools to plan, design, construct and program an all-season multi-use sport field at the existing Peck Athletic Complex site for TPS and MPT sports teams. In partnership, the all-season multi-use field will serve as the home field for Stadium High Schools baseball team, and also be available for soccer, lacrosse, and other community sports needs. The full Peck Community Sports Park master plan includes amenities representative of a community/neighborhood park and embodies the emerging principles of Community Sports Parks, informed by community feedback gathered through public meetings and on-line dialog.

The Walker/Macy consultant team assimilated information garnered through public process and developed a range of long-term site redevelopment concepts, including illustrative graphics, brief program and project narrative, and rough order of magnitude costs for future development. The proposed 2023 Peck Community Sports Park Master Plan represents the culmination of a

community-driven program for a Sports Park with high activity sports, neighborhood play, walking paths and passive green space.

**FISCAL IMPACT:** The construction cost estimate for full implementation of the master plan is estimated to be approximately \$10M to \$12M. The implementation of the plan is likely to be phased, as funds are made available. The Master Plan funding was allocated from the Planning Operations fund in the amount of \$131,000.

**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. R-**

**ACCEPTING THE 2023 PECK COMMUNITY SPORTS PARK MASTER PLAN**

WHEREAS, the Metropolitan Park District of Tacoma owns and operates Peck Athletic Complex located at 1425 S State Street, Tacoma; and

WHEREAS, an in-house staff team in conjunction with the landscape architectural consulting firm Walker/Macy, led an effort to develop a Master Plan for the Peck Athletic Complex (Peck Community Sports Park); and

WHEREAS; Metro Parks Tacoma worked with our partner organizations; and conducted public outreach to gather input, develop design criteria, review development options, and identify a preferred development concept for the new Peck Community Sports Park; and

WHEREAS, the Master Plan for the Peck Community Sports Park includes provisions for improvements including a high school baseball / multi-use field, flex sport field, restrooms, playground, covered areas for shade, sport courts, trails, parking and drainage upgrades and landscaping; passive play and garden areas; and

WHEREAS, The Master Plan supports a wide variety of outdoor amenities, sports, natural landscapes, and gathering spaces to serve community; Now, therefore, be it

RESOLVED by the Board of Park Commissioners of the Metropolitan Park District of Tacoma to accept and adopt the Peck Community Sports Park Master Plan.

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





- Key**
- ① Community Connection
  - ② Orchard
  - ③ Existing Trees
  - ④ Community Green
  - ⑤ Walking Loop
  - ⑥ Garden Building
  - ⑦ Native Plant Garden
  - ⑧ Parking Lot
  - ⑨ Traffic Garden & Wave Wheels Track
  - ⑩ De-pave Program Raingarden
  - ⑪ Raised Crossing
  - ⑫ On-street Parking
  - ⑬ Playground, Garden, & Exercise Equipment
  - ⑭ Picnic Shelter
  - ⑮ Passive Lawn
  - ⑯ Comfort Station
  - ⑰ Sport Courts
  - ⑱ Green Edge
  - ⑲ Flex Field
  - ⑳ TPS Multi-use Field



## **MEMORANDUM**

**TO:** Board of Park Commissioners

**THROUGH:** Shon Sylvia, Executive Director

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

**SUBJECT:** **Point Defiance Zoo & Aquarium South Pacific Aquarium Exhibit Improvements Phase 2 – Contract Award to Pease Construction**

**DATE:** November 27, 2023

**EXECUTIVE SUMMARY:** This resolution authorizes a Construction Contract with Pease Construction for the Phase II building improvements at Point Defiance Zoo & Aquarium’s South Pacific Aquarium Exhibit Improvements in the amount of \$1,258,346.52 (including WSST).

### **BACKGROUND:**

Phase 1 of the PDZA SPA Exhibit Improvements included repairs to concrete, new exhibitry in the main exhibit, new waterproof lining, improvements to building ventilation, life support systems improvements in the filtration room, a new epoxy coating to floors around the pools, repairs to seals around exhibit viewing windows, a new skylight ceiling system, artwork, and new dive program features.

Phase 2 of the facility improvements shall include replacement of the flooring in the staff office, animal food prep kitchen improvements, improvements to the guest side experience such as new sound systems for keeper talks and new exhibit labels, completion of the Coral Exhibit, and shotcrete improvements in the lagoon area.

This resolution authorizes a Construction contract with Pease Construction for the completion of the work identified under the Point Defiance Zoo & Aquarium South Pacific Aquarium Exhibit Improvements Phase 2 project.

The bid opening was held on October 20, 2023. Three (3) bids were received and three (3) were considered responsive.

Please refer to the attached bid tabulation for the list of contractors and bid amounts. Pease Construction submitted low Base Bid in the amount of \$ \$850,140.00 (not including WSST). Reference checks by staff have confirmed that Pease Construction is a responsible contractor and performs quality work. They are currently under contract for SPA Phase 1 and for the Melanie’s Park construction project.

Staff is recommending award of the Base Bid \$850,140.00 and Bid Alternate 1 \$290,700.00 for the Coral Exhibit, for a total of \$1,140,840.00, not including Washington State Sales Tax.

**FISCAL IMPACT:** Staff is recommending the construction contract award to Pease Construction in the amount of \$1,258,346.52 (includes 10.3% sales tax). The total funds allocated to this project, in the amount of \$1,258,346.52, are from the Point Defiance Zoo & Aquarium Operating budget.

<b><u>Current Project Funding Plan (Phases 1 and 2)</u></b>	
14UTGO Bond, PDZA; Misc. Capital Improvements	\$3,522,034
PDZA Operating Funds	\$3,222,716
Donated Funds: Zoo Society	\$350,000
Art Funds used in project	-\$51,997
<b>Total</b>	<b>\$7,042,753</b>
<b><u>Project Budget</u></b>	
Planning and Design	\$912,395
Phase 1 Construction (including tax)	\$4,476,927
Phase 2 Construction (including tax) (this contract)	\$1,258,347
Other Project Costs	\$263,404
Construction and Design Contingency	\$183,677
1% for Art	-\$51,997
<b>Total</b>	<b>\$7,042,753</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. PWXX-XX**

**POINT DEFIANCE ZOO & AQUARIUM SOUTH PACIFIC  
EXHIBIT IMPROVEMENTS PHASE II  
CNSTRUCTION CONTRACT AWARD TO PEASE CONSTRUCTION**

WHEREAS, the Board of Park Commissioners of the Metropolitan Park District of Tacoma desires to make improvements to the Point Defiance Zoo & Aquariums, South Pacific Aquarium; and

WHEREAS, it was determined that construction services for the Point Defiance Zoo & Aquariums, South Pacific Aquarium Improvements were needed, resulting in a request for qualifications; and

WHEREAS, Pease Construction was selected to from a review of three (3) bids that were obtained through a Formal Bidding process in response to Metro Parks' public solicitation; and

WHEREAS, Pease Construction was asked to provide construction administration services, materials, labor, and construction documents and for the Point Defiance Zoo & Aquarium South Pacific Aquarium Exhibit Improvements Phase 2 Project; and

WHEREAS, funds for the project are provided from the Metro Parks Tacoma Point Defiance Zoo & Aquarium Operating Budget; Now, therefore, be it

RESOLVED by the Board of Park Commissioners of the Metropolitan Park District of Tacoma that the Executive Director is authorized to execute a contract with Pease Construction for the Point Defiance Zoo & Aquarium South Pacific Aquarium Exhibit Improvements Phase 2 Project Base Bid and Bid Alt #1 for total of \$1,258,346.52 (including WSST).

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



**METRO PARKS TACOMA**  
**DEPARTMENT OF PLANNING, DESIGN & DEVELOPMENT**  
**SPA Exhibit Improvements Phase II**  
**Bid #J2023-26**

4702 S. 19th Street  
 Tacoma, WA 98405  
 T: (253) 305-1000

**Project Manager Name:** Fred Ramey  
**Bid Due Date:** 20-Oct-23

BIDDER NAME	Pease Construction	WA Patriot Construction	HHJ Inc.		
Address	3815 100th ST SW #4	PO Box 339	601 St Helens Ave.		
City, State Zip	Lakewood WA 98499	Gig Harbor WA 98335	Tacoma, WA 98402		
Contact	Loren Pease	Michael Traugutt	Gar Hansen		
Telephone	253.584.6606	253.853.2304	253.922.4168		
UBI No.	600-448-371	602-932-517	603-093-299		
Email Address	<a href="mailto:loren@peaseinc.com">loren@peaseinc.com</a>	<a href="mailto:mtraugutt@wapatriot.com">mtraugutt@wapatriot.com</a>	<a href="mailto:gar@hhjinc.com">gar@hhjinc.com</a>		
BIDDING DOCUMENTATION					
Bid Proposal Signed	Pease Construction	WA Patriot Construction	HHJ Inc.		
Certificate of Compliance w/Wage Payment Statutes Form	X	X	X		
Non-Collusion Affidavit	X	X	X		
Bid Bond (signed/notarized)	X	X	X		
MWBE Utilization Form	X	X	X		
Subcontract Listing Form	X	X	X		
Receipt of Addendum	-	-	-		
	X	X	X		
BASE BID					
Base Bid:	\$ 850,140.00	\$ 1,104,009.00	\$ 125,159.7		
<i>All bid alternate amounts listed below do not included WSSST</i>	\$ 87,564.42	\$ 113,712.93	\$ 128,914.49	\$ -	\$ -
<b>Base Bid Amount w/Tax:</b>	<b>\$ 937,704.42</b>	<b>\$ 1,217,721.93</b>	<b>\$ 1,380,511.49</b>	<b>\$ -</b>	<b>\$ -</b>
ALTERNATE(S)					
Coral Exhibit	\$ 290,700.00	\$ 233,800.00	\$ 304088		
Tax	\$ 29,942.10	\$ 24,081.40	\$ 31,321.06		
	<b>\$ 320,642.10</b>	<b>\$ 257,881.40</b>	<b>\$ 335,409.06</b>		

Base bid plus Alternate      \$                    1,258,346.52      \$                    1,475,603.33      \$                    1,715,920.56

**BIDS OPENED BY:** Sheryl Russell      **BIDS VERIFIED BY:** Tresa Edmonds

**SIGNED BY:** *Sheryl Russell*      **SIGNED BY:** *Tresa Edmonds*

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**MEMORANDUM**

TO: Board of Park Commissioners

THROUGH: Shon Sylvia, Executive Director

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

**SUBJECT: Titlow Park Stormwater & Lagoon Improvements – Agreement with the City of Tacoma for Analysis, Planning & Preliminary Design**

DATE: November 22, 2023

**EXECUTIVE SUMMARY:** This resolution authorizes Metro Parks staff to work collaboratively with the City of Tacoma on matters pertaining to the Analysis, Planning, and Preliminary Design of stormwater utility improvements connected to Titlow Park and its inter-tidal lagoon. The findings of this preliminary phase work will inform future decisions and subsequent agreements that would authorize continued design development, engineering and construction of mutually beneficial surface water infrastructure improvements. This resolution would also authorize the Executive Director to negotiate and execute future, related agreements with the City of Tacoma related to this work.

**BACKGROUND:** The City of Tacoma and MPT regularly coordinate in identifying shared capital project development opportunities that provide community value for both entities.

Metro Parks has developed a long-range Master Plan for Titlow Park that proposes a significant ecological restoration of the intertidal lagoon with improved hydraulic connectivity to Puget Sound to benefit juvenile salmonids and other aquatic organisms that would forage within the estuary wetlands.

The City of Tacoma through its Environmental Services Department desires to plan, design and implement future stormwater improvements to the urban watershed that contributes stormwater discharge to and through Titlow Park and its intertidal lagoon and its downstream receiving waters of Puget Sound.

Metro Parks is in receipt of grant funding from the Washington State Department of Transportation, 2019-2021 Transportation Budget, Multimodal Account for Titlow Lagoon Fish Barrier Culvert Replacement Design, a project that would provide for the replacement of the culvert beneath the BNSF railroad tracks at Titlow Lagoon with a trestle bridge to allow for greater hydraulic connectivity between the lagoon and Puget Sound.

The City is in receipt of grant funding through the State of Washington Department of Ecology for the Titlow Park Regional Stormwater Treatment Design project to improve water quality in the Titlow Lagoon (and Puget Sound) through design of a regional water quality treatment system to address residential runoff and provide treatment for total suspended solids (TSS), and has retained the services of a consultant to complete the analysis and preliminary engineering phases.

Metro Parks and the City mutually agree that the collective benefits of the two projects when planned concurrently and in an integrated fashion increase in benefit to the community and further enhance the environmental services provided by the restored environment of Titlow Park. Metro Parks and the City will each continue to manage the funding and implementation of their respective grant-funded planning projects until such time a coordinated, jointly funded and managed construction phase project is created to implement the planned improvements. At such time a coordinated, jointly funded and managed construction phase project is created, Metro Parks and the City will execute a final design, engineering, permitting and construction phase agreement that further defines the terms and conditions of that project; and

**FISCAL IMPACT:** There is no transfer or sharing of funds for this phase of the Project as MPT and COT are independently funding and managing the work of their respective consultants and contractors. Future agreements pertaining to this work will stipulate funding agreements as required for any shared contracts and expenses.

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

**METROPOLITAN PARK DISTRICT OF TACOMA**

**RESOLUTION NO. R-\_\_\_\_**

**TITLOW PARK STORMWATER & LAGOON IMPROVEMENTS  
AGREEMENT WITH THE CITY OF TACOMA FOR ANALYSIS, PLANNING &  
PRELIMINARY DESIGN**

WHEREAS, the Board of Park Commissioners of the Metropolitan Park District of Tacoma wishes to make improvements to Titlow Park that enhance the aesthetic and functional benefits of Titlow Lagoon, and

WHEREAS, Metro Parks and the City of Tacoma seek opportunities to deliver facility planning services in partnership to deliver timely, beneficial, and cost efficient service to community, and

WHEREAS, Metro Parks and the City of Tacoma have recently executed an MOU Relating to Phase 1 Municipal Stormwater Permit Responsibilities for coordinated management of stormwater facilities on park property, and

WHEREAS, Metro Parks is proceeding with the planning of the Railroad Trestle Replacment and Titlow Lagoon Renovation Project with funds provided by the State of Washington Department of Transportation, and

WHEREAS, the City of Tacoma is proceeding with planning for stormwater system improvements adjacent to and within Titlow Park with funds provided by the Washington State Department of Ecology, and

WHEREAS, these two projects when combined provided increased value and benefit to community of park users and to the water quality and aquatic habitat of Titlow Lagoon, and

WHEREAS, the conceptual planning framework developed under this agreement shall become the basis for future design, engineering, permitting and construction phases, Now, therefore, be it

RESOLVED by the Board of Park Commissioners of the Metropolitan Park District of Tacoma that the planning of improvements to Titlow Lagoon shall be done in partnership with the City of Tacoma to consider both on and off-site stormwater infrastructure improvements for maximum benefit, and authorizes the Executive Director to execute the Agreement with the City of Tacoma.

The forgoing 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

**CIC DRAFT 11/15/23**