

**METROPOLITAN PARK DISTRICT
OF TACOMA**



AGENDA

April 8, 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: 816 9222 7955

Participant ID: no ID needed just press #

Join Zoom Meeting

<https://metroparkstacoma-org.zoom.us/j/81692227955>

MEETINGS ARE RECORDED
AND MAY BE HEARD UPON REQUEST

COMMISSIONERS

ANDREA SMITH, PRESIDENT

TIM REID, CLERK

AARON POINTER

ROSIE AYALA

MATTHEW MAUER

5:30 P.M. **STUDY SESSION** DISTRICT VOLUNTEER UPDATE

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

LAND ACKNOWLEDGEMENT

ROLL CALL

FLAG SALUTE

SPECIAL PRESENTATIONS

VOLUNTEER MONTH PROCLAMATION

PARKS CHAMPION AWARD

PRESIDENT'S REPORT

STANDING COMMITTEE & COMMISSION REPORTS

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



EXECUTIVE DIRECTOR’S REPORT

REGULAR MEETING

COMMUNITY COMMENTS

Community comment is encouraged to be submitted in advance of the meeting in written form. Please submit written comments to the Board by 4 p.m. on April 8, 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 April 8, 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 MARCH 25, 2024 REGULAR BOARD MEETING

CONSENT AGENDA

(9-10) **RESOLUTION NO. C18-24**: APPROVAL OF WARRANTS CLAIM FUND FOR MARCH 2024

(Contract: Tania Wink, Chief Financial & Administrative Officer)

(11-14) **RESOLUTION NO. C19-24**: GAS STATION PARK IMPROVEMENTS PROJECT NO. J2022-25 FINAL ACCEPTANCE TO WILDWOOD CARPENTRY LLC.

(Contact: Debbie Russell, Director of Business Administration & Planning)

(15-18) **RESOLUTION NO. C20-24**: AUTHORIZING SURPLUS AND DISPOSAL OF PERSONAL PROPERTY

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

REGULAR AGENDA

PURCHASING RESOLUTIONS

(Requiring one reading for adoption)

(19-22) **RESOLUTION NO. P21-24**: AUTHORIZING PURCHASE OF GOODS AND SERVICES FOR METRO PARKS TACOMA

1. MOBILE MODULAR FOR PRE-OWNED 14’X64’ WMS MOBILE MODULAR OFFICE IN THE AMOUNT NOT TO EXCEED \$100,000 (INCLUDING WSST)

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

PUBLIC WORKS PURCHASING RESOLUTIONS

(Requiring one reading for adoption)

SINGLE READING RESOLUTION

(Requiring one reading for adoption)

- (23-25) **RESOLUTION NO. R22-24:** METRO PARKS TACOMA / TACOMA PUBLIC SCHOOLS INTERLOCAL COOPERATION AGREEMENT FOR THE PECK COMMUNITY SPORTS PARK MULTI-USE BASEBALL FIELD PROJECT
(Contact: Debbie Russell, Director of Business Administration & Planning)

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

April 10, 2024	Capital Improvement Committee	5:00 PM	District Headquarters
April 15, 2024	Committee of the Whole	5:30 PM	District Headquarters
April 22, 2024	Regular Park Board Meeting	6:00 PM	Center at Norpoint
April 24, 2024	Capital Improvement Committee	5:00 PM	District Headquarters
April 29, 2024	Committee of the Whole	5:30 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
MARCH 25, 2024**

PRESENT: Andrea Smith, President
Tim Reid, Clerk
Aaron Pointer
Rosie Ayala
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. President Smith read a land acknowledgement.

SPECIAL PRESENTATIONS EMPLOYEE RETIREMENT RECOGNITION

Debbie Russell recognized Mary Kay Henley on the occasion of her retirement from the Park District. Board Members thanked Ms. Henely for her years of service to the District.

PRESIDENTS REPORT

President Smith commented that she and other members of the Board attended the Co-Creato to Recreate at STAR Center on March 12th. President Smith noted she also attended the Tacoma Parks Foundation Board Meeting on March 20th, where the Foundation's new Executive Director was present.

Commissioner Ayala stated she and President Smith attended the Conservatory Spring Open House.

STANDING COMMITTEE AND COUNCIL REPORTS

Arts & Heritage Advisory Council

Commissioner Ayala commented that at the council's last meeting, Debbie Russell presented on the Advisory Council Policy. Commissioner Ayala also commented that the council has also been conducting park audits. The council plans to hold its council election at their next meeting.

Nature & Environment Advisory Council

Commissioner Mauer commented that the council is scheduled to meet tomorrow.

Business & Responsive Agency Advisory Council

Commissioner Reid stated that the council met on March 21st. Agenda items included a legislative update, policy review schedule update and information on the District's new budgeting tool.

EXECUTIVE DIRECTOR'S REPORT

Executive Director, Shon Sylvia commented on the following:

- As authorized by the Board in December of 2023, the final terms of the agreement with the Tacoma Parks Foundation have been negotiated and accepted by the Foundation Board.
- The Tacoma School Board recently approved a \$2M contract for the Community School Yards at Whitman and Mann Elementary Schools.
- Debbie Russell introduced new employee Leah Jacobson.

COMMUNITY COMMENTS None**MINUTES OF THE MARCH 11, 2024 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. C16-24: ACCEPTING AND APPROPRIATING \$325,000 FROM THE POINT DEFIANCE ZOO SOCIETY FOR THE POINT DEFIANCE ZOO & AQUARIUM PENGUIN EXHIBIT PROJECT

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

PURCHASING RESOLUTIONS None**PUBLIC WORKS PURCHASING RESOLUTIONS**

RESOLUTION NO. PW17-24: NORTHWEST TREK ANIMAL OPERATIONS AREA IMPROVEMENTS CONSTRUCTION CONTRACT AWARD TO KASSEL & ASSOCIATES, INC.

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

Debbie Russell commented that this resolution was reviewed by the CIC at their March 13th meeting. Ms. Russell commented that this project will include improvements to many of the back of house facilities including a new commissary, well house and pumps.

Ms. Russell further noted that Kassel is not a certified MWBE but have communicated their intent to use one or more MWBE contractors for the project.

Debbie Russell then briefly described how the project budget was built and described how at times the budget will change as the project goes through the design process. Project Manager Fred Ramey commented on the reference checks that have been done, noting the company’s positive history of work with local municipalities.

Board members requested some additional information regarding a recent ruling in Texas related to MWBE projects, and how that may affect Metro Parks in the future.

Being no additional comments, 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 POLICY 100.003 DISTRICT PURCHASING POLICY

Debbie Russell updated the Board on the scheduling of the two policy review batches for 2024 as follows:

2024 BATCH 1

May 13, 2024	New Business
May 20, 2024	Committee of the Whole Meeting (COW)
June 10, 2024	1st Reading
June 24, 2024	2nd Reading

BATCH 1 POLICIES UNDER CONSIDERATION

100.003	Purchasing Policy
200.002	Authorizing the Use of a Small Works Roster Process
200.016	Public Participation Policy
513.004	Part-Time Benefits Eligible Classification
NEW:	Concussion and Sudden Cardiac Arrest

2024 BATCH 2

November 11, 2024	New Business
November 18, 2024	Committee of the Whole Meeting (COW)
November 25, 2024	1st Reading
December 9, 2024	2nd Reading

BATCH 2 POLICIES UNDER CONSIDERATION (DRAFT)

NEW	Comprehensive IT Management Policy
100.002	Travel and Expense Reimbursement
200.015	Citizen Advisory Councils
501.002	Workplace Requirements/Code of Conduct
514.001	Sick Leave Use and Accrual
514.002	Vacation Use and Accrual

514.004	Holiday Use and Accrual
514.005	Special Leave
551.001	Employee Recognition Program

Ms. Russell commented that staff is currently reviewing Policy 100.003 and is looking to address the following:

- Emergency procurement situations
- Green purchasing best practices
- Surplus Properties from other jurisdictions
- Board contract adoption thresholds
- Costs have increased
- Review other similar jurisdictions
- Contracts vs. Procurement process
- Procedure Changes

Ms. Russell noted that a May COW is being planned for additional conversations related to this policy.

UNFINISHED BUSINESS None

BOARD COMMENTS

Commissioner Reid stated that tomorrow is President Smith's birthday.

President Smith noted that all are invited to attend the Co-create to Recreate at People's Center on Thursday.

Commissioner Mauer commented on a recent experience he and his family had at Wright Park that necessitated the need to call 911. Commissioner Mauer commented that the police did not respond. He encouraged the District to continue to address security concerns beyond local police for the safety of park guests.

ADJOURN

Being no further business, the meeting was adjourned at 6:37pm.

President

Clerk

Submitted by: Jennifer Bowman, Board Secretary

METROPOLITAN PARK DISTRICT OF TACOMA

RESOLUTION NO. C18-24

APPROVAL OF WARRANTS CLAIM FUND FOR MARCH 2024

WHEREAS, the Board of Park Commissioners approved, appropriated and adopted the 2023-2024 Biennial Budget in Resolution No. RR 105-22, dated December 12, 2022, to meet public expenses, bond retirement, interest and operational expenses for the biennium ending December 31, 2024: and

WHEREAS, the Board of Park Commissioners has authorized the Executive Director to establish procedures to meet the fiscal year public debt, to maintain accountable records of all transactions, and to provide certification that labor and debt claims have been met; now, therefore, be it.

RESOLVED by the Board of Park Commissioners of the Metropolitan Park District of Tacoma that the warrants issued to meet obligations in the Warrants Claim Fund and the Disbursements by Funds in the amounts and for the period indicated on Attachment "A" have been audited and certified by the auditing officer as required by RCW.42.24.080 and those expense reimbursement claims certified as required by RCW 42.24.090, be approved for payment.

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.

ATTEST:

President

Secretary

Clerk

BLANKET CERTIFICATION AND WARRANT APPROVAL FORM

AUDITOR'S CERTIFICATION

I, the undersigned, do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered, or the labor performed as described herein, and that the claim is a just, due and unpaid obligation against the Metropolitan Park District of Tacoma, and that I am authorized to authenticate and certify to said claim.

FOR THE PERIOD STARTING MARCH 1, 2024 AND ENDING MARCH 31, 2024.

WARRANTS CLAIM FUND

ACCOUNTS PAYABLE CLAIMS FUND:

Warrant Serial Numbers 342862 to 343131 AMOUNT: \$7,474,310.57

PAYROLL CLAIMS FUND:

Warrant Serial Numbers 58454 to 58566 AMOUNT: \$76,338.52

(Most employees receive payment through direct deposit advice, which are paid to the bank through the Accounts Payable Claims Fund.)

TOTAL \$7,550,649.09



Finance and Accounting Auditing Officer
Metropolitan Park District of Tacoma

- Warrant summary reports are available with the board secretary.
- Detail reports and claim vouchers are available in the Finance and Administrative Services Office.



MEMORANDUM

TO: Board of Park Commissioners

THROUGH: Shon Sylvia, Executive Director

FROM: Debbie Russell, Director of Business Administration and Planning

**SUBJECT: Gas Station Park Improvements, Project No. J2022-25
Final Acceptance to Wildwood Carpentry LLC**

DATE: April 1, 2024

EXECUTIVE SUMMARY: This resolution authorizes final acceptance for Gas Station Park Improvements to Wildwood Carpentry LLC.

BACKGROUND: The scope of work for Gas Station Park Improvements provided the following components:

- 2 new play structures
- Picnic tables
- New fencing
- A trike track
- New park ID sign
- Right of Way sidewalk improvements
- Parking development of an ADA Vehicle stall and maintenance entry
- Irrigation
- Landscaping

The project was inspected by staff and was completed as specified. The final contract amount was \$774,952.36 with Washington State Sale Tax.

FISCAL IMPACT: The funds for this project are from 2014 UTGO Bond Funds, the City of Tacoma and a Washington State Commerce Grant.

Funding:	
2014 UTGO Bond	\$150,000
City of Tacoma	\$320,000
State Commerce Grant	\$504,700
Open Space Fees	\$ 2,224
<u>Art Fund</u>	<u>- \$ 6,786</u>
TOTAL	\$970,138

Budget:	
Planning & Design	\$159,212
Construction (includes tax)	\$774,952
Other costs	\$ 11,594
<u>Contingency (Remaining)</u>	<u>\$ 24,380</u>
Total	\$ 970,138

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. C19-24

**GAS STATION PARK IMPROVEMENTS
PROJECT NO. J2022-25 FINAL ACCEPTANCE TO WILDWOOD CARPENTRY LLC.**

WHEREAS, the Board of Park Commissioners of the Metropolitan Park District of Tacoma desired to make improvements to Gas Station Park; and

WHEREAS, at the meeting of September 19, 2022, the Board of Park Commissioners approved the contract with Wildwood Carpentry LLC; and

WHEREAS, Wildwood Carpentry LLC 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 Gas Station Park Improvements J2022-25 Project;

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: Mark Knowlden, Interim Director of Parks & Recreation
SUBJECT: Authorizing Surplus and Disposal of Personal Property
DATE: April 1, 2024

EXECUTIVE SUMMARY: This resolution authorizes the surplus and disposal of personal property no longer in service or required for future operations from the Department of Parks and Recreation.

BACKGROUND: Section V. RCW 35.61.132 authorizes Metro Parks Tacoma to sell, exchange or dispose of any personal property acquired for park purposes when such property is no longer suitable for park or other recreational purposes. RCW 35.61.130 authorizes the Board of Park Commissioners to conduct and manage the sale of merchandise and conduct such forms of business production of revenue or expenditures for park purposes. The items requested to be disposed of are no longer in usable condition or required for operations. Staff routinely evaluate equipment to determine on- going operating and maintenance costs as compared to the cost of replacement. Replacement equipment is evaluated for cost efficiency, environmental standards, and durability. The dumbbells in the community centers are exhibiting wear and tear and are no longer appropriate for high volume use by members. Staff are requesting that the items be listed for sale for several days at the community centers. Equipment that is not sold will be taken to the scrap yard.

ASSET	DESCRIPTION	SERIAL/PARCEL	DATE ACQ
N/A	1 - 1 POUND WEIGHTS	NO SERIAL NUMBER	Multiple
N/A	31 - 2 POUND WEIGHTS	NO SERIAL NUMBER	Multiple
N/A	81 - 3 POUND WEIGHTS	NO SERIAL NUMBER	Multiple
N/A	30 - 4 POUND WEIGHTS	NO SERIAL NUMBER	Multiple
N/A	76 - 5 POUND WEIGHTS	NO SERIAL NUMBER	Multiple
N/A	37 - 6 POUND WEIGHTS	NO SERIAL NUMBER	Multiple
N/A	33 - 7 POUND WEIGHTS	NO SERIAL NUMBER	Multiple
N/A	52 - 8 POUND WEIGHTS	NO SERIAL NUMBER	Multiple
N/A	13 - 9 POUND WEIGHTS	NO SERIAL NUMBER	Multiple
N/A	64 - 10 POUND WEIGHTS	NO SERIAL NUMBER	Multiple
N/A	7 - 12 POUND WEIGHTS	NO SERIAL NUMBER	Multiple

N/A	15 - 15 POUND WEIGHTS	NO SERIAL NUMBER	Multiple
N/A	5 - 20 POUND WEIGHTS	NO SERIAL NUMBER	Multiple
N/A	2 - 25 POUND WEIGHTS	NO SERIAL NUMBER	Multiple
N/A	1 - 30 POUND WEIGHTS	NO SERIAL NUMBER	Multiple
N/A	2 - 40 POUND WEIGHTS	NO SERIAL NUMBER	Multiple
N/A	2 - 45 POUND WEIGHTS	NO SERIAL NUMBER	Multiple
N/A	1 - 50 POUND WEIGHTS	NO SERIAL NUMBER	Multiple

FISCAL IMPACT: Per District Property & Equipment Policy 100.001, Section VII, items of surplus or unsuitable property may be traded or exchanged for like property.

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

METROPOLITAN PARK DISTRICT OF TACOMA

RESOLUTION NO. C20-24

AUTHORIZING SURPLUS AND DISPOSAL OF PERSONAL PROPERTY

WHEREAS, the Metropolitan Park District of Tacoma wishes to surplus and dispose of personal property which is no longer in service, having been replaced with new units or due to age and condition are no longer required for operations; therefore be it

RESOLVED by the Board of Park Commissioners of the Metropolitan Park District of Tacoma that the following real property items be declared surplus:

ASSET	DESCRIPTION	SERIAL/PARCEL	DATE ACQ
N/A	1 - 1 POUND WEIGHTS	NO SERIAL NUMBER	Multiple
N/A	31 - 2 POUND WEIGHTS	NO SERIAL NUMBER	Multiple
N/A	81 - 3 POUND WEIGHTS	NO SERIAL NUMBER	Multiple
N/A	30 - 4 POUND WEIGHTS	NO SERIAL NUMBER	Multiple
N/A	76 - 5 POUND WEIGHTS	NO SERIAL NUMBER	Multiple
N/A	37 - 6 POUND WEIGHTS	NO SERIAL NUMBER	Multiple
N/A	33 - 7 POUND WEIGHTS	NO SERIAL NUMBER	Multiple
N/A	52 - 8 POUND WEIGHTS	NO SERIAL NUMBER	Multiple
N/A	13 - 9 POUND WEIGHTS	NO SERIAL NUMBER	Multiple
N/A	64 - 10 POUND WEIGHTS	NO SERIAL NUMBER	Multiple
N/A	7 - 12 POUND WEIGHTS	NO SERIAL NUMBER	Multiple
N/A	15 - 15 POUND WEIGHTS	NO SERIAL NUMBER	Multiple
N/A	5 - 20 POUND WEIGHTS	NO SERIAL NUMBER	Multiple
N/A	2 - 25 POUND WEIGHTS	NO SERIAL NUMBER	Multiple
N/A	1 - 30 POUND WEIGHTS	NO SERIAL NUMBER	Multiple
N/A	2 - 40 POUND WEIGHTS	NO SERIAL NUMBER	Multiple
N/A	2 - 45 POUND WEIGHTS	NO SERIAL NUMBER	Multiple
N/A	1 - 50 POUND WEIGHTS	NO SERIAL NUMBER	Multiple

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

ATTEST:

President

Secretary

Clerk





MEMORANDUM

TO: Board of Park Commissioners

THROUGH: Shon Sylvia, Executive Director

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

SUBJECT: Purchasing Resolution

DATE: April 2, 2024

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.	Mobile Modular (a Division of McGrath RentCorp Co.)	(1)- Pre-owned 14'x64' WMS Mobile Modular Office	Not to exceed \$100,000.00 (WSST included)

BACKGROUND: This purchase for new equipment is necessary to complete the recent initiative to transition maintenance responsibilities for several parks and athletic complexes to the Regional maintenance team. Regional will stand up their team at the Wright Park maintenance shops. Therefore, Community and Neighborhood Central maintenance team will need an office at the Point Defiance Shop Facility. There is currently no appropriate space available at Point Defiance to accommodate this.

FISCAL IMPACT: Funding for the above purchases will come from the Vehicle & Equipment Replacement Fund. It is anticipated that up to \$100,000 will be used to purchase, deliver, and set up the unit listed above. The fund will be reimbursed via Community and Neighborhood Parks operating budget over a ten-year term. Costing calculations for short term rental of a modular office proves that procurement and purchase of a pre-owned unit is more cost effective. Mobile Modular utilizes the Sourcwell contract to ensure Metro Parks is receiving the best value for this purchase. (Contract# 1208220-MMR)

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

PURCHASING RESOLUTION NO. P21-24

**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 _____, 2024.

ATTEST:

President

Secretary

Clerk

Exhibit A
to
Purchasing Resolution No. P21-24

Item No. 1

- **VENDOR** Mobile Modular (a Division of McGrath RentCorp Co.)
- **GOODS OR SERVICES** (1)- Pre-owned 14'x64' WMS Mobile Modular Office
- **PRICE** Not to exceed \$100,000 (WSST included)
- **SOURCE OF FUNDING** Vehicle & Equipment Replacement Funds
- **CONTACT** Mark Knowlden - 253-255-2487





MEMORANDUM

TO: Board of Park Commissioners

THROUGH: Shon Sylvia, Executive Director

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

SUBJECT: MPT / TPS Interlocal Cooperation Agreement for the Peck Community Sports Park Multi-Use Baseball Field Project

DATE: April 3, 2024

EXECUTIVE SUMMARY: This resolution authorizes the execution of an interlocal agreement (ILA) between Metro Parks Tacoma (MPT) and Tacoma School District (TSD) for the joint development and operation of a new Multi-Use Baseball Field Project at Peck Community Sports Park (formerly known as Peck Athletic Complex) located on MPT owned property at 1425 S State St, Tacoma. This resolution authorizes the appropriation of up to \$460,000.00 from the 2014 UTGO Bond Funds to support the construction of the project and would also authorize the Executive Director to enter into the necessary agreements with TSD.

BACKGROUND: MPT and TPS operate cooperatively under Interlocal Agreement TSD-14-110 regarding the Joint Use and Development of Facilities and Open Spaces. This agreement encourages the expansion of joint and cooperative capital ventures and efficient management of the use of the parties' properties and facilities for the benefit of the Tacoma community.

The Peck Community Sports Park Multi-Use Baseball Field Project is identified as the first phase of site redevelopment identified within the recently completed Peck Community Sports Park Master Plan. This Master Plan was prepared with considerable community input and adopted by the Park Board on December 11, 2023.

The Peck Community Sports Park Master Plan recommends a broad range of recreation facilities including a multi-use baseball field, flex sports field, restrooms, playground, covered areas for shade, sports courts, trails, parking and drainage upgrades, passive play and garden areas and other landscape improvements.

This ILA is focused primarily upon Phase One of the overall project consisting of the Multi-Use Baseball Field Project. The project will serve the needs of youth athletic programs for Stadium High School, Hilltop Heritage Middle School, other TSD students, and the general public by providing improved sports fields as well as other facilities and spaces for active and passive recreation.

The Project, currently estimated at approximately \$5M, is funded primarily by TPS with a funding contribution from MPT not-to-exceed \$460,000.00 to help offset project delivery expenses. TPS is managing the design, permitting and construction phases of the project in partnership with MPT.

As detailed further within the ILA, MPT will manage, operate and maintain the multi-use baseball field once completed.

FISCAL IMPACT: The contribution of not-to-exceed \$460,000.00 is provided through MPT 2014 UTGO Bond Funds to support the Peck Athletic Complex-Tacoma School District Multi-Use Baseball Field Project.

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. R22-24

**METRO PARKS TACOMA / TACOMA PUBLIC SCHOOLS
INTERLOCAL COOPERATION AGREEMENT FOR THE PECK COMMUNITY
SPORTS PARK MULTI-USE BASEBALL FIELD PROJECT**

WHEREAS, the Board of Park Commissioners of the Metropolitan Park District of Tacoma wishes to enter into a Interlocal Cooperation Agreement with the Tacoma School District (TSD) for the Peck Community Sports Park -Tacoma School District Multi-Use Baseball Field Project, and

WHEREAS, MPT is a metropolitan park district operating under the authority of Chapter 35.61 RCW and is a public agency authorized to enter into interlocal agreements with other public agencies pursuant to the Interlocal Cooperation Act, Ch. 39.34 RCW;

WHEREAS, TSD is a public school district operating under the laws of the state of Washington as a school district and is a public agency authorized to enter into interlocal agreements with other public agencies pursuant to the Interlocal Cooperation Act, Ch. 39.34 RCW;

WHEREAS, the Parties entered into Interlocal Agreement TSD-14-110 regarding the Joint Use and Development of Facilities and Open Spaces, which encourages the expansion of joint and cooperative capital ventures and efficient management of the use of the parties' properties and facilities for the benefit of Tacoma's citizens;

WHEREAS, TSD wishes to complete the Multi-Use Baseball Field Field Project at Peck Athletic Complex to provide youth athletics program field capacity for Stadium High School, Hilltop Heritage Middle School, other TSD students and the community more broadly, and

WHEREAS, Metro Parks has planned future development for the Peck Community Sports Park to complement the ballfield project as identified within the 2023 Peck Community Sports Park Master Plan, and

WHEREAS, Metro Parks and the TSD have determined that there would be mutual agency and community benefit by combining resources for the redevelopment of Metro Parks property at Peck Community Sports Park under this Phase One project managed and administered by TSD, and

WHEREAS, the Board of Parks Commissioners wishes to allocate funds in order to participate in this partnership; Now, therefore, be it

RESOLVED by the Board of Park Commissioners of the Metropolitan Park District of Tacoma that: a maximum contribution not-to-exceed \$460,000.00 is granted from the 2014 Capital bond Funds to build the new Multi-Use Baseball Field at Peck Athletic Complex and authorizes the Executive Director to sign the Interlocal Cooperation Agreement with the TSD.

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