

**METROPOLITAN PARK DISTRICT
OF TACOMA**



AGENDA

June 10, 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 0923 4403

Participant ID: no ID needed just press #

Join Zoom Meeting

<https://metroparkstacoma-org.zoom.us/j/81609234403>

MEETINGS ARE RECORDED
AND MAY BE HEARD UPON REQUEST

COMMISSIONERS

ANDREA SMITH, PRESIDENT

TIM REID, CLERK

AARON POINTER

ROSIE AYALA

MATTHEW MAUER

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

LAND ACKNOWLEDGEMENT

ROLL CALL

FLAG SALUTE

SPECIAL PRESENTATIONS

JUNETEENTH PROCLAMATION

PARKS CHAMPION AWARD

TACOMA PARKS FOUNDATION REPORT OUT

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 June 10, 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 June 10, 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

(5-12) MINUTES OF THE MAY 13, 2024 REGULAR BOARD MEETING

CONSENT AGENDA

(13-14) **RESOLUTION NO. C33-24:** APPROVAL OF WARRANTS CLAIM FUND FOR MAY 2024

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

(15-16) **RESOLUTION NO. C34-24:** ACCEPTING AND APPROPRIATING \$50,000 FROM THE ZOO SOCIETY FOR THE KIDS’ ZONE IMPROVEMENTS PROJECT

(Contact: Alan Varsik, Director of Zoological & Environmental Education)

(17-20) **RESOLUTION NO. C35-24:** ACCEPTING & APPROPRIATING \$458,626.49 IN CONTRIBUTIONS FROM THE TACOMA PARKS FOUNDATION FOR MULTIPLE METRO PARKS PROJECTS AND PROGRAMS

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

(21-22) **RESOLUTION NO. C36-24:** ACCEPTING & APPROPRIATING \$3,243.75 IN FUNDS FROM THE W.W. SEYMOUR BOTANICAL CONSERVATORY FOUNDATION

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

(23-24) **RESOLUTION NO. C37-24:** AUTHORIZING SURPLUS AND DISPOSAL OF PERSONAL PROPERTY

(Contact: Alan Varsik, Director of Zoological & Environmental Education)

REGULAR AGENDA

PURCHASING RESOLUTIONS

(Requiring one reading for adoption)

(25-28) **RESOLUTION NO. P38-24:** AUTHORIZING PURCHASE OF GOODS AND SERVICES FOR METRO PARKS TACOMA

1. SKYHAWKS SPORTS ACADEMY FOR SPORTS PROGRAMMING CHANGE ORDER IN THE AMOUNT OF \$305,800

(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)

- (29-36) **RESOLUTION NO. R39-24:** 2024 RECREATION & CONSERVATION OFFICE (RCO) GRANT APPLICATIONS AUTHORIZING RESOLUTION-PECK COMMUNITY SPORTS PARK MULTI-USE FIELD, PECK COMMUNITY SPORTS PARK LIGHTING AND SWAN CREEK PARK PROBST PROPERTY ACQUISITION
(Contact: Debbie Russell, Director of Business Administration & Planning)

FIRST READINGS:

(Requiring two readings for adoption)

- (37-60) **RESOLUTION NO. RR40-24:** ADOPTION OF REVISED, NEW AND REPEALED DISTRICT POLICIES
(Contact: Debbie Russell, Director of Business Administration & Planning)

- (61-66) **RESOLUTION NO. RR41-24:** SURPLUSING AND SALE OF REAL PROPERTY AT SOUTH END RECREATION AREA (SERA) TO THE CITY OF TACOMA FOR FUTURE CONSTRUCTION OF FIRE STATION #7
(Contact: Debbie Russell, Director of Business Administration & Planning)

SECOND READING RESOLUTIONS

(Requiring two readings for adoption)

UNFINISHED BUSINESS

NEW BUSINESS

BOARD COMMENTS

ADJOURNMENT

UPCOMING BOARD MEETINGS

June 12, 2024	Capital Improvement Committee	5:00 PM	District Headquarters
June 17, 2024	Committee of the Whole	5:30 PM	District Headquarters
June 24, 2024	Regular Park Board Meeting	6:00 PM	District Headquarters
June 26, 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
MAY 13, 2024**

PRESENT: Andrea Smith, President
Aaron Pointer, Acting Clerk

REMOTE: Matthew Mauer
Tim Reid
Rosie Ayala

IN THE CHAIR: Andrea Smith

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

STUDY SESSION 2024 DISTRICT REGIONAL EVENTS

Sophia McKee was introduced to the Board. Ms. McKee reminded the Board of the regional events scheduled for 2024 including the Point Defiance Flower & Garden Festival (June 1 & 2), Tacoma's 4th of July Summer Blast (July 4) and Mosaic: Tacoma's Arts and Cultural Festival (July 27 & 28).

Antonio McLemore was then introduced and spoke to the Board about the 2024 Community Center Events that are scheduled such as Co-Create to Recreate events, Summer Blast events and holiday themed events. A slide detailing dates and locations was reviewed. The Board was also informed about the 2024 Community Center Partner events, such as Tet New Year, Juneteenth, Dia de los Muertos, APCC Cultural events and others.

Ms. McKee then spoke to the work staff is doing for larger contracted events including concerts at Dune. Ms. McKee noted that *Iration and Pepper* will be performing at Dune on September 1st. Lastly, staff commented that so far for 2024 there are 89 permitted special use events including runs, markets & festivals.

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

**ASIAN AMERICAN, NATIVE HAWAIIAN & PACIFIC ISLANDER HERITAGE MONTH
PROCLAMATION**

After a brief introduction from Mark Knowlden, Commissioner Mauer read the proclamation into the record that proclaimed the Board of Park Commissioners do hereby honor May as Asian American, Native Hawaiian and Pacific Islander Heritage Month in recognition of the contributions to our community by AANHPI peoples of the past, present, and future.

Lua Pritchard thanked the Board for taking the opportunity to honor Asian American, Native Hawaiian & Pacific Islander community of Tacoma.

PRESIDENTS REPORT

President Smith commented that lots of the community has been visiting Melanie's Park.

STANDING COMMITTEE AND COUNCIL REPORTS

Business and Responsive Agency Advisory Council

Commissioner Reid commented that agenda items at the last meeting included a financial update and possible improvements for Meadow Park Golf Course.

Joint Municipal Action Committee

Commissioner Ayala stated that JMAC met on May 10th and CEOS were present. Agenda items included conversations around community wealth building, community safety, and the summer late night program.

EXECUTIVE DIRECTOR'S REPORT

Debbie Russell sitting in for Shon Sylvia commented on the following:

- Introduced new employee Jasinda Waldron.
- Updated memo related to the Emergency Declaration originally sent by Shon Sylvia on May 1, 2024 to the Board regarding the Waterfront Sidewalk Erosion at the Point Defiance Marina was distributed to Commissioners. Ms. Russell commented that WSP has been selected to take on the engineering work associated with the assessment, planning and permitting for the repair work. She noted that staff is awaiting the fee proposal but anticipate it will be under \$100,000.
- CIC Meeting scheduled for May 15, 2024 is canceled.
- A COW is being scheduled for June 3rd.

COMMUNITY COMMENTS

Curt Mehlhaff commented that more needs to be done to address maintenance of gulches in the city. He also commented that the fire damaged Jefferson Field House needs to be remediated. President Smith noted there have been insurance issues that have been delayed remediation of the field house.

Sean Arent commented on his concerns related to the native plants that were recently planted by volunteers at Swan Creek and were then mowed by MPT Staff for the third year in a row. President Smith apologized on behalf of the District and thanked him for attending the meeting.

Caludia Riedoor expressed concern over manicured lawns throughout the District and urged the District to do less mowing and let things grow naturally.

MINUTES OF THE APRIL 22, 2024 REGULAR BOARD MEETING

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

CONSENT AGENDA

RESOLUTION NO. C23-24: APPROVAL OF WARRANTS CLAIM FUND FOR APRIL 2024

RESOLUTION NO. C24-24: APPROVAL OF PRELIMINARY FINANCIAL REPORTS FOR PERIOD JANUARY 1, 2023, THROUGH DECEMBER 31, 2023

RESOLUTION NO. C25-24: REVISING MAY 2024 MEETING SCHEDULE FOR THE BOARD OF PARK COMMISSIONERS

RESOLUTION NO. C26-24: REAPPOINTING MEMBERS TO THE NATURE & ENVIRONMENT ADVISORY COUNCIL

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

President Smith thanked Joey Hulbert for continuing to serve as a District Advisory Council Member.

President Smith commented that the May 27, 2024 Regular Board meeting is canceled due to the Memorial Day Holiday.

PURCHASING RESOLUTIONS

RESOLUTION NO. P27-24: AUTHORIZING PURCHASE OF GOODS AND SERVICES FOR METRO PARKS TACOMA

1. BUD CLARY FORD/HONDA FOR 4 VEHICLES IN THE AMOUNT OF \$132,949.40 (INCLUDING WSST)
2. PIONEER HUMAN SERVICES FOR MEALS FOR WHOLE CHILD OST PROGRAM AND VARIOUS CAMPS IN THE AMOUNT OF \$203,320 (INCLUDING WSST)
3. TEAMBILT FOR RECREATION PROGRAM APPAREL IN THE AMOUNT OF \$150,000 (INCLUDING WSST)
4. HIGHWIRE/OMNIA FOR 2 NHL GOALS AND FENCING SYSTEM IN THE AMOUNT OF \$66,074.11 (INCLUDING WSST)

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

Mark Knowlden commented that Item 1 is for new vehicles. Commissioner Mauer commented that he would like to see the District move to all hybrid or electric vehicles noting that staff will need to make supporting infrastructure a priority. Commissioner Mauer further noted that he would like the Board to set a decarbonization goal.

Mr. Knowlden commented that Item 2 is needed to support the summer meals program. He commented that this vendor is able to meet the USDA guidelines that must be followed. Mr. Knowlden commented that staff in hoping to work with other small businesses for other programs that require a food vendor.

Mr. Knowlden then spoke to Item 3, noting that TeamBilt is being selected as a vendor for recreation uniform needs because at this time their products meet the needs of the department. He commented that other local vendors were not rejected and could be used as well for additional needs.

Marty Stump commented that Item 4 is to secure equipment needed for the multi-purpose court project at Verlo Playfield. He noted that funds for the purchase are from the One Roof/Kraken donation.

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

PUBLIC WORKS PURCHASING RESOLUTIONS None

SINGLE READING RESOLUTIONS

RESOLUTION NO. R28-24: GRANTING MAINTENANCE COVENANT AND EASEMENT ACCESS FROM METRO PARKS TACOMA TO CITY OF TACOMA FOR STORM SEWER IMPROVEMENTS IN MELANIE JAN LAPLANT DRESSEL PARK

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

Marty Stump commented that the City of Tacoma has approved the permit for the new development of Melanie Dressel Park, including the stormwater system. He stated that the stormwater system is designed in accordance with City's stormwater regulations. The Board was informed that this is an agreement to maintain and repair the storm sewer system.

Commissioner Mauer inquire about storm water outside of the park. Staff commented that this system is not treating water from outside of the park.

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

RESOLUTION NO. R29-24: AUTHORIZING RESOLUTION FOR 2024 WASHINGTON STATE HISTORICAL SOCIETY HERITAGE CAPITAL GRANT FORT NISQUALLY LIVING HISTORY MUSEUM

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

Marty Stump stated that The Washington State Historical Society has announced that they are accepting Heritage Capital Project grant applications now for the 2024 grant cycle, legislative funding biennium 2025-2027. He commented that staff has prepared an application for Fort Nisqually Phase II Building Improvements that is consistent with the criteria as established by the WSHS and supports the District's Capital Improvement Program. Mr. Stump informed the Board that as part of the application process WSHS requires that the submitting agency pass an Authorizing Resolution as a commitment to the funding request.

Staff noted this item was discussed at last week's CIC meeting.

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

RESOLUTION NO. R30-24: AUTHORIZING THE EXECUTIVE DIRECTOR TO NEGOTIATE THE FINAL TERMS AND EXECUTE A CONSTRUCTION AGREEMENT WITH THE ASIA PACIFIC CULTURAL CENTER FOR THE CONSTRUCTION OF A NEW BUILDING AT SOUTH PARK

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

Marty Stump commented that this resolution will authorize the Executive Director to negotiate the final terms and execute a Construction Agreement with the Asia Pacific Cultural Center for the construction of a new building at South Park. Mr. Stump reviewed plans noting the footprint of the new building is within the footprint of the former building. Debbie Russell commented on the weekly meetings that MPT staff is holding with the APCC team. She commented that legal is continuing to work through the agreement which is in a pre-final form.

Staff noted this item was discussed at last week's CIC meeting.

Lua Pritchard commented on teamwork and leadership that MPT has provided through this process.

Sean Arent commented that he hopes the new building will be built to LEED Standards. President Smith commented that the new building will be constructed in the existing footprint of the former building.

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

RESOLUTION NO. R31-24: AUTHORIZING THE EXECUTIVE DIRECTOR TO NEGOTIATE THE FINAL TERMS AND EXECUTE A GROUND LEASE AT SOUTH PARK WITH THE ASIA PACIFIC CULTURAL CENTER

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

Marty Stump commented that this resolution authorizes the Executive Director to negotiate the final terms and execute a Ground Lease with the Asia Pacific Cultural Center whereby Metro

Parks will lease a portion of South Park to APCC. Mr. Stump further noted that this resolution was reviewed by the Capital Improvement Committee at their meeting on May 8, 2024 and accepted for forwarding on to the full Board with a recommendation for approval.

Mr. Stump stated that the proposed ground lease has an initial term of 30 years, but it may be extended an additional 20 years if Metro Parks does not elect to terminate the lease prior to the extension term. The Board was informed that since Asia Pacific Cultural Center has paid for all of the costs to demolish the old building and construct the new building, as well as continue to provide the cultural programming and services to the community, the rent will be \$1.00 per year.

Staff noted the construction of the new cultural center building is the subject of a Construction Agreement that will be presented to the Board separately from this Ground Lease.

Satt noted that the parking lot will be shared for use of the building and park,

Board members briefly engaged in dialogue about the lease terms dates and extension options.

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

RESOLUTION NO. R32-24: GRANTING MAINTENANCE COVENANT AND EASEMENT ACCESS FROM METRO PARKS TACOMA TO CITY OF TACOMA FOR STORM SEWER IMPROVEMENTS IN SOUTH PARK

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

Staff commented that approval of this resolution is requested granting a stormwater maintenance covenant and access easement to City of Tacoma from Metro Parks Tacoma in South Park and authorizing the Executive Director to negotiate and sign said easement.

Marty Stump noted that the resolution was reviewed by the Capital Improvement Committee at their meeting on May 8, 2024 and accepted for forwarding on to the full Board with a recommendation for approval.

Marty Stump commented that the City of Tacoma has approved the Permit for the development of the Asia Pacific Cultural Center in South Park, including enhancements to the Stormwater System. The Stormwater System is designed in accordance with City's stormwater regulations. Any damages caused by the failure of the Stormwater System shall be the sole responsibility of the Grantor or Grantor's successors-in-interest. Mr. Stump further noted that this is an agreement to maintain and repair the storm sewer system.

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

SECOND READINGS RESOLUTIONS None

FIRST READING RESOLUTIONS None

NEW BUSINESS District Policy Review

Debbie Russell commented that 2024 Batch 1 Policy review schedule is as follows:

- May 13, 2024 New Business
- June 3, 2024 Committee of the Whole Meeting (COW)
- June 10, 2024 1st Reading
- June 24, 2024 2nd Reading

Ms. Russell commented that the Batch 1 Policies Under Consideration include:

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

Ms. Russell commented that 2 District Advisory Council review sessions were held in April. She also stated that 500.001 Benefits Eligibility Policy and 500.004 Part-Time Benefits Eligible Classification Policy are being postponed to Batch 2 for 2024.

UNFINISHED BUSINESS None

BOARD COMMENTS

ADJOURN

Being no further business, the meeting was adjourned at 7:22pm.

President

Clerk

Submitted by: Jennifer Bowman, Board Secretary



METROPOLITAN PARK DISTRICT OF TACOMA

RESOLUTION NO. C33-24

APPROVAL OF WARRANTS CLAIM FUND FOR MAY 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 MAY 1, 2024, AND ENDING MAY 31, 2024.

WARRANTS CLAIM FUND

ACCOUNTS PAYABLE CLAIMS FUND:

Warrant Serial Numbers <u>343370</u> to <u>343698</u>	AMOUNT:	<u>\$8,092,448.09</u>
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PAYROLL CLAIMS FUND:

Warrant Serial Numbers <u>58704</u> to <u>58849</u>	AMOUNT:	<u>\$84,770.15</u>
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(Most employees receive payment through direct deposit advice, which are paid to the bank through the Accounts Payable Claims Fund.)

TOTAL	<u>\$8,177,218.24</u>
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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: **Accepting and Appropriating Funds from the Zoo Society for the Kids' Zone Improvements Project at Point Defiance Zoo & Aquarium.**

DATE: June 4, 2024

EXECUTIVE SUMMARY: This resolution accepts and appropriates \$50,000 at this time to be applied to the design of improvements under the Kids' Zone Improvements Project at the Point Defiance Zoo & Aquarium. These funds will be used to reach a schematic design with cost estimates adequate for fund raising and to determine accurate project costs.

CAPITAL IMPROVEMENT COMMITTEE RECOMMENDATION: This resolution was reviewed by the Capital Improvement Committee at their meeting on May 29, 2024, and accepted for forwarding on to the full Board with a recommendation for approval.

BACKGROUND: The Point Defiance Zoo & Aquarium would like to update and improve key elements of the more than twenty-year-old Kids' Zone area within the Zoo which are near the end of their useful life and create improved opportunities to engage the public within this space.

This funding will allow the first step in developing plans for this area of the Zoo.

FISCAL IMPACT: The total estimated costs for planning, design, and construction of the Kids' Zone Improvements at Point Defiance Zoo & Aquarium is unknown and to be determined in this pre-design and early design effort. The Zoo Society will provide Metro Parks Tacoma Fifty Thousand dollars (\$50,000.00) at this time.

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. C34-24

ACCEPTING AND APPROPRIATING \$50,000 FROM THE ZOO SOCIETY FOR THE KIDS' ZONE IMPROVEMENTS PROJECT

WHEREAS, Metro Parks Tacoma (MPT) manages over 2,700 acres of land and operates numerous parks, attractions, and recreation programs on behalf of the citizens of the city; and

WHEREAS, Point Defiance Zoo & Aquarium offers opportunities to connect people with nature and inspire visitors throughout the region, and

WHEREAS, Point Defiance Zoo & Aquarium will be able to continue providing high quality entertainment and education for children and families; and

WHEREAS, the Zoo Society continues to show its support for the Point Defiance Zoo & Aquarium's mission and vision; Now, therefore, be it

RESOLVED by the Board of Park Commissioners of the Metropolitan Park District of Tacoma that the Board of Park Commissioners accept and appropriate \$50,000 from the Zoo Society to design improvements to the Kid Zone area; and

FURTHER RESOLVED, that the Executive Director is authorized to execute an agreement for the \$50,000 contribution from the Zoo Society for the planning, schematic design and future construction cost estimation for the Kid Zone Improvements located at Point Defiance Zoo & Aquarium.

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



MEMORANDUM

TO: Board of Park Commissioners

THROUGH: Shon Sylvia, Executive Director

FROM: Beth Boggs, Executive Director, Tacoma Parks Foundation
Mark Knowlden, Interim Director of Parks & Recreation

SUBJECT: Accepting & appropriating 2023 Year-End Funds and 2024 Mid-Year Funds from Tacoma Parks Foundation for various programs and projects

DATE: June 4, 2024

EXECUTIVE SUMMARY: A resolution is requested to accept funds from the Tacoma Parks Foundation, the second of two 2023 fund distributions and the first of two 2024 distributions. This particular fund distribution is to support the following Metro Parks Tacoma programs and projects:

2023 Year-End Distribution

Parks & Recreation Department

Memorials	\$ 12,162.40
Sponsorship-Events	\$ 5,425.00
Meadow Park Golf Course-Beyond the Bell/Club B	\$ 2,578.94
Specialized Recreation	\$ 100.00
Eastside Community Center Programming	\$ 114,239.40

MPT Unrestricted

Covid Response	\$ 20.00
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2024 Mid-Year Distribution

Parks & Recreation Department

Eastside Community Center Lease & Operation	\$ 210,565.65
Eastside Community Center Programming	\$ <u>113,353.10</u>

\$ 458,626.49

BACKGROUND: The Tacoma Parks Foundation is a private, nonprofit organization that has been serving the Tacoma area since 1991. The mission of the Tacoma Parks Foundation is “We cultivate a community invested in providing parks and recreation access for all”. The Tacoma Parks Foundation is comprised of a group of community board volunteers that are guided by professional resource development staff and an Executive Director.

Metro Parks Tacoma staff members from Parks and Recreation play an active role in raising funds with the Tacoma Parks Foundation to benefit Metro Parks Tacoma. Support from MPT program and project staff is vital to the success of private philanthropy.

The Tacoma Parks Foundation distributes funds to Metro Parks Tacoma semiannually after completion of the specifically earmarked programs.

FISCAL IMPACT: Metro Parks Tacoma will accept \$458,626.49

ADDITIONAL INFORMATION: For additional information, please contact Mark Knowlden, Interim Director of Parks and Recreation at 253-305-1024 or mark.knowlden@tacomaparks.com

METROPOLITAN PARK DISTRICT OF TACOMA

RESOLUTION NO. C35-24

**ACCEPTING & APPROPRIATING \$458,626.49 IN CONTRIBUTIONS FROM THE
TACOMA PARKS FOUNDATION
FOR MULTIPLE METRO PARKS PROJECTS AND PROGRAMS**

WHEREAS, the Tacoma Parks Foundation was established to promote financial support for Metro Park’s programs, services and projects conducted by Metro Parks; and

WHEREAS, the Tacoma Parks Foundation desires to provide Metro Parks Tacoma with a 2023 year-end disbursement and 2024 mid-year disbursement of \$458,626.49 in contributed funds for the following programs and projects:

2023 Year-End Distribution

Parks & Recreation Department

Memorials	\$ 12,162.40
Sponsorship-Events	\$ 5,425.00
Meadow Park Golf Course-Beyond the Bell/Club B	\$ 2,578.94
Specialized Recreation	\$ 100.00
Eastside Community Center Programming	\$ 114,239.40

MPT Unrestricted

Covid Response	\$ 20.00
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2024 Mid-Year Distribution

Parks & Recreation Department

Eastside Community Center Lease & Operation	\$ 210,565.65
Eastside Community Center Programming	\$ <u>113,535.10</u>

\$ 458,626.49

Now, therefore, be it

RESOLVED by the Board of Park Commissioners that the Metropolitan Park District of Tacoma accepts the cash contributions of \$458,626.49 from the Tacoma Parks Foundation.

The forgoing 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
Brooke Casanova, W.W. Seymour Conservatory Foundation Board President

SUBJECT: Accepting 2023 Membership Revenue Share from W.W. Seymour Botanical Conservatory Foundation

DATE: June 4, 2024

EXECUTIVE SUMMARY: A resolution is requested to accept and appropriate funds from W.W. Seymour Botanical Conservatory Foundation.

Memberships (25% of total membership income)	\$ 2,243.75
Annual commitment for Operating Expenses (as per MOU)	\$ 1,000.00
Total	\$ 3,243.75

BACKGROUND: The WW. Seymour Botanical Conservatory Foundation is a private, nonprofit organization that has been serving the Seymour Botanical Conservatory since 1996. The WWSCF board supports the horticultural and educational vision of the Conservatory, ensuring that future generations will continue to enjoy the unparalleled oasis for discovery, enjoyment and appreciation that the Seymour Botanical Conservatory offers. WWSCF maintains the “Friends of the Conservatory” memberships, fundraises for special Conservatory projects, and programs, and encourages interest and investment in the Conservatory and its offerings through events, grants and individual donations. WWSCF consists of a group of community volunteers, guided by MPT professional resource development staff, who are committed to improving parks and recreation in our community.

FISCAL IMPACT: Metro Parks Tacoma will accept \$ 3,243.75 from W.W. Seymour Botanical Conservatory Foundation.

ADDITIONAL INFORMATION: For additional information, please contact Mark Knowlden, Interim Director of Parks and Recreation Department at 253-305-1024 or mark.knowlden@tacomaparks.com.

METROPOLITAN PARK DISTRICT OF TACOMA

RESOLUTION NO. C36-24

**ACCEPTING & APPROPRIATING \$ 3,243.75 IN FUNDS FROM
THE W.W. SEYMOUR BOTANICAL CONSERVATORY FOUNDATION**

WHEREAS, the W.W. Seymour Botanical Conservatory Foundation was established to promote financial support for the Metro Parks W.W. Seymour Botanical Conservatory and its programs, services and projects; and

WHEREAS, the W.W. Seymour Botanical Conservatory Foundation desires to provide Metro Parks Tacoma with a 2023 disbursement of \$ 3,243.75 in contributed funds for the following:

Memberships (25% of total membership income)	\$ 2,243.75
Annual commitment for Operating Expenses (as per MOU)	\$ 1,000.00

Now, therefore, be it

RESOLVED by the Board of Park Commissioners that the Metropolitan Park District of Tacoma accepts and appropriates the cash contributions of \$ 3,243.75 from the W.W. Seymour Botanical Conservatory Foundation.

The forgoing 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

SUBJECT: Authorizing Surplus and Disposal of Personal Property

DATE: June 3, 2024

EXECUTIVE SUMMARY: This resolution authorizes the surplus and disposal of personal property no longer in service or required for future operations from the Zoological & Environmental Education Division.

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 surpluses are in poor condition and costs to repair and maintain them would exceed the value of the property itself. Staff routinely evaluates 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. Staff is requesting that the following items be listed as surplus:

ASSET #	DESCRIPTION	MODEL	SERIAL NUMBER	YEAR
	Food Service Trailer	Schantz & Sons	1S9VD24266H402916	2006
21	10 Passenger Trolley	Taylor Dunn	169315	2015

FISCAL IMPACT: Per District policy 100.001, Section VII. Items of surplus or unsuitable property may be traded or exchanged for like property.

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

METROPOLITAN PARK DISTRICT OF TACOMA

RESOLUTION NO. C37-24

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; now 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	MODEL	SERIAL NUMBER	YEAR
	Food Service Trailer	Schantz & Sons	1S9VD24266H402916	2006
21	10 Passenger Trolley	Taylor Dunn	169315	2015

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 and Recreation Department
SUBJECT: Purchasing Resolution
DATE: June 5, 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.	Skyhawks Sports Academy	Sports Programming for Beyond the Bell Programs	\$305,800.00 change order

Item No. 1

- **VENDOR** Skyhawks Sports Academy
- **GOODS OR SERVICES** Beyond the Bell Programs
- **PRICE** \$305,800.00 change order
- **SOURCE OF FUNDING** 2023 Parks and Recreation Operating Budget – Metro Parks Tacoma Beyond the Bell
- **CONTACT** Mark Knowlden- (253) 255-2487

BACKGROUND: This resolution is requested in order to add \$305,800.00 to an existing contract with Skyhaws Sports Academy. A request for bids was advertised on October 2, 2023 and October 6, 2023 to provide staffing and programming for youth sports in order to meet Metro Parks Tacoma programming goals to get kids active in youth sports through the Beyond the Bell program. Only one vendor was responsive to the RFP and that was Skyhawks. Due to having a contractual relationship since 2010, and Skyhawks meeting the criteria of the RFP, contract 2023290R was awarded and approved in Resolution P91-23 in the amount of \$193,000 for the term of the 2023-2024 school year with the option of two (2) two-year extensions. This action brings the contract total to \$498,800.

Since November 13, 2023, we had additional staffing and programming needs in Beyond the Bell and are requesting additional funds in the amount of \$305,800 to cover our youth sports programs in Beyond the Bell for the 2023/24 school year.

Skyhawks has been a valuable contracted partner since 2010, providing youth sports staff, training and direct delivery for multiple youth sports for Metro Parks Tacoma, enhancing our ability to serve more youth in Tacoma. As a result of our partnership, we were able to meet our youth sports goals in session 3 and 4 of Beyond the Bell by providing 105 sports programs per session for the 23/24 school year.

Following breakdown is the purchasing actions taken by staff and the board:

Date	Resolution	Amount	Balance	Notes
11/13/23	P91-23	\$193,000	\$69,800	Original BTB contract for 23-24 school year.
6/10/24	P38-24	\$305,800	\$375,600	Provides sufficient funding to pay 23-24 school year invoices in BTB only.

FISCAL IMPACT: Funding for this expenditure comes the 2024 Parks and Recreation Operating Budget.

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. P38-24

**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. RR38-24

Item No. 1

- **VENDOR** Skyhawks Sports Academy
- **GOODS OR SERVICES** Beyond the Bell Programs
- **PRICE** \$305,800.00 Change order
- **SOURCE OF FUNDING** 2023 Parks and Recreation Operating Budget
- **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: 2024 Recreation & Conservation Office (RCO) Grant Applications Authorizing Resolution for Peck Community Sports Park Multi-Use Field, Peck Community Sports Park Lighting and Swan Creek Park Probst Property Acquisition

DATE: June 5, 2024

EXECUTIVE SUMMARY: The Recreation & Conservation Office (RCO) has announced that they are accepting grant applications now for the 2024 funding cycle. Staff is preparing applications for Peck Community Sports Park Multi-Use Field, Peck Community Sports Park Lighting and Swan Creek Park Probst Property Acquisition that are consistent with the criteria as established by RCO and supports the District's Capital Improvement Program (CIP). As part of the application process, RCO requires that the submitting agency pass an Authorizing Resolution as a commitment to the funding request.

CAPITAL IMPROVEMENT COMMITTEE RECOMMENDATION: This resolution was reviewed by the Capital Improvement Committee at their meeting on May 29, 2024, and accepted for forwarding on to the full Board with a recommendation for approval.

BACKGROUND: The RCO was established to coordinate and administer many outdoor recreation and conservation grant programs as a single clearinghouse for application, review, and contract award. There is no limit to the number of applications that can be submitted, however, the process is involved and requires an extensive application procedure including presentations to review committees. RCO requires that local agencies approve a resolution authorizing application for funding assistance. This resolution needs to be submitted to RCO by the Technical Completion Deadline of each grant.

Staff developed an internal review process to look at a wide range of project alternatives. Review criteria included consistency with the District's Capital Improvement Program; availability of local match; schedule; project merits weighed against grant program criteria; and past application experience. Based upon this process, staff is proposing to submit three (3) applications as follows:

Peck Community Sports Park Multi-Use Field- COAF Community Outdoor Athletic Facilities Grant Program:

Total Project Cost \$3,363,165 Grant Request \$1,200,000 Matching Funds \$2,163,165

Description: This flex field will be synthetic turf, designed to accommodate a ballfield at one end and tee ball field at the other, plus many soccer fields in this same space. As such, the field will support a variety of year-round youth sports programs. Programmed for the community by MPT, these Flex Fields will serve the goals of the park’s Master Plan, providing:

- Sports courts and park amenities for a broad range of activities and levels of play;
- A balance of structured play and free play to support families and public health without being a financial burden;
- Partnerships with agencies that increase opportunities for kids to play a variety of sports, to put kids on a path to a fitness-based healthy lifestyle;
- Equal access to play, supporting efforts to address barriers to play, including: limited access to safe and appropriate play spaces, poverty, and inequitable distribution of resources.

Grant funds will support design costs, cultural resources, permit fees, as well as core construction of the Flex Fields, including synthetic turf with drainage and striping, fencing, a backstop, landscaping and walkways to access the field.

Applications are due June 27, 2024: The following is an overview of the grant process schedule for COAF category funds:

- | | |
|-------------------------|-----------------------------------|
| ○ June 27, 2024 | Application Deadline |
| ○ June 21-July 12, 2024 | Technical Review by RCO |
| ○ August 15, 2024 | Technical Completion Deadline |
| ○ Sept. 3-30, 2024 | Project Evaluation |
| ○ Oct. 2024 | Grants Awarded |
| ○ Jan-March 2025 | Contract Approval/Funds Available |

Peck Community Sports Park Lighting- YAF Youth Athletic Facilities Grant Program:

Total Project Cost \$1,200,000 Grant Request \$600,000 Matching Funds \$600,000

Description: Metro Parks Tacoma (MPT) seeks funding from the RCO Youth Athletic Fields grant opportunity to install energy-efficient LED lighting for the new multi-use field at the Peck Community Sports Park. Tacoma Public Schools has funded and is currently developing a new, all-season turf field to serve the surrounding community and provide a home field for the Stadium High School baseball team. The multi-sport field will be open for community use outside of scheduled school games and practices. The addition of field lighting will extend playable hours at the field, increase community access, and improve safety.

Applications are due May 1, 2024. The following is an overview of the grant process schedule for the YAF category funds:

- | | |
|-----------------------|-------------------------|
| ○ May 1, 2024 | Application Deadline |
| ○ May 2-June 25, 2024 | Technical Review by RCO |

- July 18, 2024 Technical Completion Deadline
- August 1-30, 2024 Project Evaluation
- October 2024 Ranked list/Grants Awarded
- Spring 2025 Approval/Funds Available

Swan Creek Park Probst Property Acquisition--WWRP Recreation/Local Parks Grant Program:

Total Project Cost \$2,866,150 Grant Request \$1,000,000 Matching Funds \$1,866,150

Description: Metro Parks Tacoma (MPT) seeks funding through the WWRP - Recreation/Local Parks grant opportunity for the Probst Property at Swan Creek Park, acquired in February of 2024 under an RCO Waiver of Retroactivity. This property, located at 6009 East Roosevelt Avenue in Tacoma, WA, includes two tax parcels that will be added to the existing Swan Creek Park, an urban park and wildlife area southeast of Interstate 5 in Tacoma’s Eastside. The park features a salmon-bearing stream, wooded canyon, and upland forest, offering wildlife access within an urban environment. In this historically underserved community, Swan Creek Park offers a uniquely accessible opportunity for youth and community members to experience the forest. Acquiring these parcels will expand access to the park and allow MPT to preserve tree canopy and wildlife habitat adjacent to Swan Creek itself, protecting the headwaters of the stream from the impacts of future neighborhood development. MPT has applied for and received a Waiver of Retroactivity and secured our position to compete for this grant in the current application cycle. The waiver permits reimbursement for eligible projects submitted in the next two grant cycles after the property is acquired. Under prior action (February 10, 2024 Resolution R10-24) MPT accepted and appropriated \$850,000 Pierce County Futures funding that is included in the Matching Funds for this property acquisition as identified above.

Applications are due May 1, 2024. The following is an overview of the grant process schedule for WWRP-Urban Wildlife Habitat category funds:

- May 1, 2024 Application Deadline
- June 3-7, 2024 Technical Review by RCO
- July 18, 2024 Technical Completion Deadline
- August 19-23, 2024 Project Evaluations
- October 2024 Ranked list/Grants Awarded
- Spring 2025 Contract Approval/Funds Available

FISCAL IMPACT: RCO Grant Programs operates on a 50% matching funds basis, except for the COAF which does not require a match. Project selection was based on the availability of providing the required financial match through budgeted funds, currently identified in the CIP; partnership participation; and/or underway private fund-raising initiatives. Metro Parks will be required to certify that matching funds are available to support selected projects prior to submission to the State Legislature for final approval.

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. R39-24

**2024 RECREATION & CONSERVATION OFFICE (RCO) GRANT APPLICATIONS
AUTHORIZING RESOLUTION FOR PECK COMMUNITY SPORTS PARK MULTI-USE
FIELD, PECK COMMUNITY SPORTS PARK LIGHTING
AND SWAN CREEK PARK PROBST PROPERTY ACQUISITION**

WHEREAS, this resolution/authorization authorizes the person(s) identified below (in Section 2) to act as the authorized representative/agent on behalf of our organization and to legally bind our organization with respect to the above Project(s) for which we seek grant funding assistance managed through the Recreation and Conservation Office (Office), and;

WHEREAS, grant assistance is requested by our organization to aid in financing the cost of the Project(s) referenced above;

NOW, THEREFORE, BE IT RESOLVED that:

1. Our organization has applied for or intends to apply for funding assistance managed by the Office for the above “Project(s).”
2. Our organization authorizes the following persons or persons holding specified titles/positions (and subsequent holders of those titles/positions) to execute the following documents binding our organization on the above projects:

Grant Document	Name of Signatory or Title of Person Authorized to Sign
Grant application (submission thereof)	Chief Planning Officer or Capital Program Manager
Project contact (day-to-day administering of the grant and communicating with the RCO)	Chief Planning Officer or Capital Program Manager
RCO Grant Agreement (Agreement)	Executive Director
Agreement amendments	Executive Director
Authorizing property and real estate documents (Notice of Grant, Deed of Right or Assignment of Rights if applicable). These are items that are typical recorded on the property with the county.	Executive Director

The above persons are considered an “authorized representative(s)/agent(s)” for purposes of the documents indicated. Our organization shall comply with a request from the RCO to provide documentation of persons who may be authorized to execute documents related to the grant.

3. Our organization has reviewed the sample RCO Grant Agreement on the Recreation and Conservation Office's WEB SITE at: <https://rco.wa.gov/wp-content/uploads/2019/06/SampleProjAgreement.pdf>. We understand and acknowledge that if offered an agreement to sign in the future, it will contain an indemnification and legal venue stipulation and other terms and conditions substantially in the form contained in the sample Agreement and that such terms and conditions of any signed Agreement shall be legally binding on the sponsor if our representative/agent enters into an Agreement on our behalf. The Office reserves the right to revise the Agreement prior to execution.
4. Our organization acknowledges and warrants, after conferring with its legal counsel, that its authorized representative(s)/agent(s) have full legal authority to act and sign on behalf of the organization for their assigned role/document.
5. Grant assistance is contingent on a signed Agreement. Entering into any Agreement with the Office is purely voluntary on our part.
6. Our organization understands that grant policies and requirements vary depending on the grant program applied to, the grant program and source of funding in the Agreement, the characteristics of the project, and the characteristics of our organization.
7. Our organization further understands that prior to our authorized representative(s)/agent(s) executing any of the documents listed above, the RCO may make revisions to its sample Agreement and that such revisions could include the indemnification and the legal venue stipulation. Our organization accepts the legal obligation that we shall, prior to execution of the Agreement(s), confer with our authorized representative(s)/agent(s) as to any revisions to the project Agreement from that of the sample Agreement. We also acknowledge and accept that if our authorized representative(s)/agent(s) executes the Agreement(s) with any such revisions, all terms and conditions of the executed Agreement shall be conclusively deemed to be executed with our authorization.
8. Any grant assistance received will be used for only direct eligible and allowable costs that are reasonable and necessary to implement the project(s) referenced above.
9. [for Recreation and Conservation Funding Board Grant Programs Only] If match is required for the grant, we understand our organization must certify the availability of match at least one month before funding approval. In addition, our organization understands it is responsible for supporting all non-cash matching share commitments to this project should they not materialize.
10. Our organization acknowledges that if it receives grant funds managed by the Office, the Office will pay us on only a reimbursement basis. We understand reimbursement basis means that we will only request payment from the Office after we incur grant eligible and allowable costs and pay them. The Office may also determine an amount of retainage and hold that amount until all project deliverables, grant reports, or other responsibilities are complete.

11. **[for Acquisition Projects Only]** Our organization acknowledges that any property acquired with grant assistance must be dedicated for the purposes of the grant in perpetuity unless otherwise agreed to in writing by our organization and the Office. We agree to dedicate the property in a signed “Deed of Right” for fee acquisitions, or an “Assignment of Rights” for other than fee acquisitions (which documents will be based upon the Office’s standard versions of those documents), to be recorded on the title of the property with the county auditor. Our organization acknowledges that any property acquired in fee title must be immediately available to the public unless otherwise provided for in policy, the Agreement, or authorized in writing by the Office Director.

12. **[for Development, Renovation, Enhancement, and Restoration Projects Only–If our organization owns the project property]** Our organization acknowledges that any property owned by our organization that is developed, renovated, enhanced, or restored with grant assistance must be dedicated for the purpose of the grant in perpetuity unless otherwise allowed by grant program policy, or Office in writing and per the Agreement or an amendment thereto.

13. **[for Development, Renovation, Enhancement, and Restoration Projects Only–If your organization DOES NOT own the property]** Our organization acknowledges that any property not owned by our organization that is developed, renovated, enhanced, or restored with grant assistance must be dedicated for the purpose of the grant as required by grant program policies unless otherwise provided for per the Agreement or an amendment thereto.

14. **[Only for Projects located in Water Resources Inventory Areas 1-19 that are applying for funds from the Critical Habitat, Natural Areas, State Lands Restoration and Enhancement, Riparian Protection, or Urban Wildlife Habitat grant categories; Aquatic Lands Enhancement Account; or the Puget Sound Acquisition and Restoration program, or a Salmon Recovery Funding Board approved grant]** Our organization certifies the following: the Project does not conflict with the Puget Sound Action Agenda developed by the Puget Sound Partnership under RCW 90.71.310.

15. This resolution/authorization is deemed to be part of the formal grant application to the Office.

16. Our organization warrants and certifies that this resolution/authorization was properly and lawfully adopted following the requirements of our organization and applicable laws and policies and that our organization has full legal authority to commit our organization to the warranties, certifications, promises and obligations set forth herein.

This resolution/authorization is signed and approved on behalf of the resolving body of our organization by the following authorized member(s):

Signed _____

Title _____ Date _____

On File at: _____

This Applicant Resolution/Authorization was adopted by our organization during the meeting held: (Local Governments and Nonprofit Organizations Only):

Location: _____ Date: _____

Washington State Attorney General's Office



Approved as to form _____ 2/13/2020 _____

Assistant Attorney General

Date

Assistant Attorney General

Date





MEMORANDUM

TO: Board of Park Commissioners

THROUGH: Shon Sylvia, Executive Director

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

SUBJECT: Adoption of Policies

DATE: June 5, 2024

EXECUTIVE SUMMARY: A comprehensive process of reviewing selected District policies has resulted in the recommendation to update three policies, adopt one new policy and repeal one policy.

BACKGROUND: As part of the District's commitment to ensure that its policies and procedures are reviewed and updated on a regular basis, MPT identifies and prioritizes one or more batches of policies annually for consideration. Policies are selected for evaluation based upon several factors, including: workplan needs; changes in state or federal laws affecting processes; date of last review etc.

The first batch of policy changes to be considered in 2024 include amendments that authorize changes to the park district name; provide a comprehensive revision of the purchasing policy; and updates the policy guiding public participation and engagement. In addition, staff is proposing a new policy required by CAPRA accreditation to ensure consistent handling in situations involving concussion and sudden cardiac arrest for park/program users. Finally, changes in state law have prompted staff to incorporate policy provisions for small work rosters into the purchasing policy, resulting in the proposed repeal of the existing stand-alone policy.

These policies were reviewed by District staff, MPT's Executive Cabinet, legal counsel and Advisory Council members. Rationale for changes were described and discussed during New Business at the May 13th Park Board Meeting, and the June 3rd Committee of the Whole.

The following policies are recommended for amendment and adoption:

- **000.001 Policy and Procedures of the Board of Park Commissioners**
 - Changes the preferred future Park District name
- **100.003 Purchasing Policy**
 - Expands General Provisions and provides more explicit General Requirements
 - Adds a Conflict-of-Interest Statement
 - Addresses local geographical preference, equity in contracting, public disclosure and sustainable procurement

- Defines and outlines Procurement Methods:
 - **Goods and Services**—proposes higher Board adoption authority
 - **Technology**—recognizes cooperative purchasing/addresses software renewal
 - **Public Works**—incorporates provisions for use of a small works roster, formal bidding; alternative contracting methods; & proposes higher Board adoption authority
 - **Architectural, Engineering and Surveying Services**—proposes higher Board adoption authority
- Addresses Contracting with other Governmental Agencies/Interlocal Agreements
- Outlines exemptions to the competitive process
- **200.016 Public Participation Policy**
 - Renames policy to Public Engagement Policy
 - Updates policy goals to:
 - Ensure proactive and early community engagement
 - Provide intentional and accessible opportunities for marginalized and underrepresented populations
 - Incorporate diverse perspectives into decision-making processes
 - Defines engagement framework and strategies; and where they will be utilized to reduce barriers to access
 - Seeks intentional notification of community to empower public voices
 - Compiles outcomes and ensures evaluation to refine future processes
 - Communicates how engagement affects outcomes
 - Adds definitions for clarity and transparency

The following new policy is recommended for adoption:

- **200.026 Concussion, Head Injury and Sudden Cardiac Arrest Policy**
 - Requires MPT to utilize guidelines consistent with Tacoma Public Schools to inform and educate program coaches, participants, advisors, athletes and parents/legal guardians about the risks of concussion and head injuries
 - Requires compliance with RCW 28A.600.195--Sudden Cardiac Arrest Awareness Act

This following policy is being recommended for repeal:

- **200.002 Authorizing the Use of a Small Works Roster Process Policy**
 - Repeals Small Works roster policy provisions, which have been added to 100.003 Purchasing Policy.

FISCAL IMPACT: There are no direct financial impacts to the policy amendments, addition or repeal.

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. RR40-24
ADOPTION OF REVISED, NEW AND REPEALED
DISTRICT POLICIES

WHEREAS, the Board of Park Commissioners recognizes the importance of maintaining a current comprehensive policy package that is relevant for decision-making; and

WHEREAS, the policies being brought forward have been thoroughly reviewed in order to provide clear direction for application; and

WHEREAS, the adjustments to policies will not compromise the quality of service provided to the community, now, therefore be it,

RESOLVED that the Board of Park Commissioners of the Metropolitan Park District of Tacoma amend policy 000.001 Policy and Procedures of the Board of Park Commissioners; 100.003 Purchasing Policy; 200.016 Public Engagement Policy; adopt new policy 200.026 Concussion, Head Injury and Sudden Cardiac Arrest Policy; and repeal policy 200.002 Authorizing the Use of a Small Works Roster Process policy.

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

POLICY AND PROCEDURES OF THE BOARD OF PARK COMMISSIONERS

Policy No.: 000.001	Resolution No.: <u>RR77-23RR39-24</u>	Date Approved: 10/9/23	Equity Review Date: 8/10/23	Supersedes the following Resolutions & Policies: 43-92, 5-97, 144-98, R10-99, 51-02, R106-02; Board motion on 3/27/07; Board Motion 2/22/10; RR86-09, RR76-19, <u>RR77-23</u>
Date procedures adopted by the Executive Director: 6/17/13		Procedure revision date:		Procedures approved by the Executive Director:

POLICY: (Approved by the Board of Park Commissioners.)

Purpose: The Metropolitan Park District of Tacoma (Metro Parks Tacoma) is accountable to the community for its use of public dollars.

This *Policy and Procedures of the Board of Park Commissioners* establishes how the Board will conduct its governance and business affairs, with the intent of managing resources to ensure efficient and effective programs, services, and facilities to meet the community's present and future needs. The policy is designed to provide elected and appointed officials, employees, and the general public with clearer information on how the Board of Park Commissioners conducts the public's business and what opportunities the public has for presenting its advice, requests and input on matters under consideration by Metro Parks Tacoma.

Definitions: A policy establishes the standards and requirements for managing affairs.

A procedure describes the operational processes necessary to implement policy.

Policy Requirements:

Section I. The Board of Park Commissioners is charged with establishing the policy direction for the Metropolitan Park District of Tacoma under Washington State law. While recognizing the formal legal name of the entity as the Metropolitan Park District of Tacoma, Pierce County, Washington, the Board desires that the legacy names of Metro Parks Tacoma and Metro Parks can continue to be used, but name of Metro Parks Tacoma will be preferred for the future be utilized in all references not requiring the formal legal name of the organization.

Section II. This *Policy and Procedures of the Board of Park Commissioners* identifies the enabling legislation for Metro Parks Tacoma, the Board-adopted rules and regulations governing the conduct of meetings of the Board of Park Commissioners and other matters related to the conduct of business by the Board.

Section III. The enabling legislation governing Metro Parks Tacoma is RCW 35.61. In addition, other local, state, and federal laws and regulations govern the conduct and business of Metro Parks Tacoma.

Section IV. Officers of the Board of Park Commissioners are as follows:

- A. Board President
- B. Board Clerk
- C. Term of office is for one year or until new officers have been elected as provided in procedure.
- D. Nomination of officers of the Board shall be at the last meeting in the prior calendar year and at the first meeting in the new calendar year.
- E. Election of officers shall be at the first meeting in the new calendar year. The new officers shall immediately take office upon the conclusion of the voting by the Board

of Park Commissioners.

- F. The Executive Director shall appoint a Board Secretary from within the administrative staff of Metro Parks Tacoma to take minutes of the meetings of the Board of Park Commissioners.

Section V. The fiscal year of the Metropolitan Park District of Tacoma shall be from January 1 through December 31.

Section VI. Meetings of the Board of Park Commissioners shall be conducted as follows:

- A. Meetings shall be held in accordance with all provisions of the Washington State Open Public Meetings Act as provided in RCW 42.30.
- B. Regular meetings: Second and fourth Mondays of each month unless changed by resolution of the Board of Park Commissioners and announced to the public. The location of the Board meetings shall be at the administrative headquarters, 4702 South 19th Street, Tacoma, WA unless changed by a motion approved by the Board.
- C. Time of Meeting: The Board will begin consideration of the Agenda at 6:00 PM or as close to that time as possible following the conclusion of any earlier Study Session.
- D. Executive Session: May be held at any time during a regular or special meeting in accordance with the requirements of RCW 42.30.
- E. Study Sessions: Allows for the presentation of information to the Board by staff, consultants, or community members in an arena where the Board is not in a decision-making mode. Rather, the Board is afforded the opportunity to receive information, ask questions, and consider options regarding the various matters under discussion.
- F. Community comment or input may be accepted at the discretion of the Board President. The Board may not take formal action during a Study Session.
- G. Public Hearings: Public hearings to seek and receive citizen input regarding matters under consideration by the Board of Park Commissioners may be scheduled as part of any regular or special meeting of the Board of Park Commissioners. During a public hearing community comments will be taken and included as part of the official record of proceedings of the Board of Park Commissioners.
- H. Community Comments: Community members are afforded an opportunity at each regular and special meeting of the Board of Park Commissioners to offer their comments to the Board. Community members are limited to a three (3) minute time limit and may only speak once during the Community Comment period at each meeting. Community Comments may also be accepted in writing or voicemail through the Board Secretary prior to a Board meeting and distributed to the Board. Comments will be included as part of the official record of the meeting.
- I. Special Meetings: May be called by the President of the Board of Park Commissioners or as agreed upon by at least three (3) members of the Board. Time and place of the meeting to be announced with notice given to the media at least 24 hours in advance of the meeting, except in the case of an emergency.
- J. Quorum: Three (3) commissioners.
- K. Committee of the Whole: The Committee of the Whole (COW) is a meeting in which the Board is considered one large committee. All members of the Board are members of such committee. This is usually done for the purposes of discussion, education and debate on a variety of issues, and allows for greater interactions between board members. Community comment or input may be accepted at the discretion of the Board President.
- L. Minutes: The Board Secretary shall take and prepare the meeting minutes for subsequent review and approval by the Board. Digital recordings shall also be made of the Board meeting.
- M. Notice to the Media: Notice of Board meetings together with a copy of the agenda shall be forwarded to the Tacoma News Tribune and all other members of the media making formal request of the Board Secretary.

Section VII. Remote Participation in meetings

Park Board Members are encouraged to attend all meetings in-person; however, members may, from time to time, attend meetings remotely in accordance with the Open Public Meetings Act (OPMA) as provided in RCW 42.30.

Section VIII. The Board of Park Commissioners authorizes the Executive Director to work with the Board President to create the necessary procedures within three months to implement these policies.

PURCHASING POLICY

Policy No.: 100.003	Resolution No.: RR39-24	Date Approved:	Equity Review Date: 5/30/24	Supersedes the following Resolutions & Policies:	89-85, 85-86, 43-92 section 10 paragraphs 1 & 2, R5-97 – section 11.d, 11.e and 11.f., R79-00, R52-02, RR27-04; RR34-05; RR43-10,RR21-15
Date procedures adopted by the Executive Director:					Procedures approved by the Executive Director:

POLICY: (Approved by the Board of Park Commissioners.)

Purpose: The Metropolitan Park District of Tacoma (MPT) will adopt standards that promote the proper stewardship of public funds and provide for open, transparent, and fair public contracting processes in an effort to maintain public confidence and trust in the methods it uses to purchase goods, services and public works. The Board of Park Commissioners hereby establishes as policy the following framework that complies with applicable procurement laws, regulations, policies, and procedures.

Policy Requirements:

Section I: General Provisions

1.1 Purpose: The purpose of this Policy is to provide an institutional framework for the purchase of goods, services and public works. This framework will comply with applicable laws, regulations, policies, and procedures. Specific procedures interpreting and implementing this Policy and relevant laws will be adopted and maintained by the Executive Director in two Purchasing Policy Manuals (the "Procurement Procedures"), one for goods, services and technology and another for public works and architectural, engineering and land surveying services. This Policy and its related Procurement Procedures will:

- 1.1.1 Require the use of competitive solicitation whenever practicable;
- 1.1.2 Govern MPT staff in purchasing, procurement, and related processes;
- 1.1.3 Provide for a system of internal controls;
- 1.1.4 Implement purchasing thresholds;
- 1.1.5 Support fair and ethical business practices; and
- 1.1.6 Require MPT staff to exercise reasonable and prudent judgement in all aspects of purchasing and procurement.

This Policy and its associated Procurement Procedures incorporate or, in the case of a conflict, supersede all previously issued purchasing or procurement related policies, memos, directives, rules or procedures. In the event an applicable law, regulation, policy, or resolution is modified, or a new law, regulation, policy, or resolution is adopted, the revised law, regulation, or policy will, to the extent inconsistent with this Policy supersede this Policy.

1.2 Conflict of Interest: Public employment is a public trust. Public employees must discharge their duties impartially, so as to assure fair competitive access to governmental procurement by responsible vendors, suppliers and contractors. Moreover, MPT employees should conduct themselves in such a manner as to foster public confidence in the integrity of MPT's procurement function. No MPT employee, officer or agent may participate in the selection, award, or administration of a contract if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a conflict. No MPT employee, officer, or agent shall solicit or accept gratuities, favors, or anything of monetary value from vendors, suppliers contractors, potential contractors, or parties to sub-agreements except as permissible by the Ethics in Public Service, chapter 42.52 RCW.

1.3 Unauthorized Purchases: PURCHASES FOR PERSONAL USE ARE NOT ALLOWED. The person ordering the unauthorized and unjustified purchase is personally liable for the costs of the purchase or contract and may be subject to disciplinary action, up to and including termination. If the purchase was made without proper authorization but is in fact a justified purchase, then the Executive Director has the option to approve the purchase after the fact.

1.4 Best Value: MPT Employees are expected to exercise their best professional judgment when making purchases to maximize MPT dollars for value. It is expected that the best possible value be obtained and that no favoritism be shown in selecting vendors, suppliers or contractors.

1.5 Contract: All purchases for or procurement of public works, goods and/or services in excess of the thresholds specified herein shall be by contract.

1.6 Contract Awards:

1.6.1 Contracts will be awarded only to responsible vendors, suppliers and contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to vendor's, supplier's or contractor's integrity, compliance with public policy, record of past performance, and financial and technical resources.

1.6.2 Time and material contracts shall be used only after a determination that no other type of contract is suitable. In the use of time and material contracts, a ceiling price shall be established before the contract is awarded. Once the ceiling price has been reached, the vendor, supplier or contractor shall then proceed at his/her/its own risk.

1.6.3 When contracting for tangible goods, the contract shall limit option quantities for additional equipment and supplies to what is reasonably anticipated to be needed for the life of the contract.

1.7 Payment: Advance funding payments made to a vendor, supplier or contractor, prior to the incurrence of costs by the vendor, supplier or contractor, shall be prohibited. Progress payments made to a vendor, supplier or contractor while work is being performed by the vendor, supplier or contractor shall be allowed, as authorized by the Executive Director.

1.8 Local Geographical Preference: MPT will conduct procurements in a manner that prohibits the use of in-state or local geographical purchase preferences which serve to restrict full and open competition, except in those cases where applicable federal or state statutes expressly mandate or encourage geographic preference. This does not preempt state licensing laws. When employing the qualifications - based method for contracting for goods or services, geographic location may be a selection criteria provided its application leaves an appropriate number of qualified firms, given the nature and size of the work or project, to compete for the contract. Local suppliers are encouraged to participate in MPT's procurement activities. In addition to meeting the required specifications with the lowest cost, MPT seeks the supplier that can provide the best delivery of services and timely after-market support.

1.9 Equity in Contracting: MPT encourages firms certified through the Washington State Office of Minority and Women's Business Enterprises (OMWBE) to participate in MPT's contracting opportunities, subject to the requirements and processes of this Policy, the Procurement Procedures, any applicable Equity in Contracting Program rules or regulations and any other applicable laws, regulations and/or ordinances.

1.10 Public Disclosure: MPT's procurement process, and the submittals, materials, information, and decisions regarding procurement are all public records subject to public disclosure under the Washington State Public Records Act chapter 42.56 RCW unless an exemption applies.

1.11 Sustainable Procurement: MPT purchases have inherent social, health, environmental and economic impacts. MPT's procurement practices will incorporate its Sustainable Procurement Policy and will support MPT's commitment to sustainability. Policy 200.017 "Stewardship and Sustainability" states consideration should be given to suppliers offering to provide goods, materials, supplies, or equipment considered to be "green" when making purchasing decisions, whenever it is practical and financially appropriate.

Section II: General Requirements Regarding All Purchases

2.1 Purchasing Authority: The purchasing authority for (A) Goods and Services; (B) Technology; (C) Public Works; and (D) Architectural, Engineering and Land Surveying Services are specified in separate sections below.

2.2 Executive Director. All references to the Executive Director include the Executive Director's designee. The Executive Director is authorized to delegate a portion of his or her limited purchasing authority or other authority granted under this Policy to increase the effectiveness and efficiency of the purchasing process.

2.3 Thresholds: The dollar thresholds referenced in this Policy exclude sales tax but include freight and shipping.

2.4 Breaking Up Contracts: The entire purchase or contract regardless of what each single item costs, is totaled to arrive at a purchase price. A purchase must not be divided or reduced (split) to avoid exceeding a procurement threshold requiring a competitive process or for the purpose of avoiding the maximum purchasing authority provided by the Park Board.

2.5 Competitive Solicitation: Competitive solicitation is required unless an exemption applies or a waiver is granted. Exemptions and waivers to competitive solicitation must be applied in accordance with this Policy and applicable Procurement Procedures.

2.6 Maximum Competition: Solicitation documents shall provide for the maximum competition reasonably possible among vendors, suppliers, contractors and products.

2.7 Rejection of Bids: The Executive Director may reject any and all bid submittals for MPT.

2.8 Contract Awards: Award will be to the lowest and best responsible bidder in the case of a competitively bid purchase of supplies, services, and public works. These awards will be in accordance with applicable laws, this Policy, and applicable Procurement Procedures.

2.9 Delivery: Supplies and equipment purchased using MPT funds shall only be shipped to a MPT facility, jobsite, or contract location.

2.10 Protection from Risk of Loss: Written contracts, insurance, indemnification, bonds and other guarantees apply to all MPT purchases when required by law, by this Policy and Procurement Procedures, or by the Executive Director to be necessary to protect MPT from risk of loss.

2.11 Reporting to Finance Department: All capital asset purchases over \$5,000 must be reported to the Finance Department.

2.12 Failure to Follow Policy or Procurement Procedures: MPT Staff who fail to follow the requirements of applicable laws, this Policy and Procurement Procedures may be subject to disciplinary action, up to and including termination, and at a minimum may be barred from procurement activities until they successfully complete purchasing training and have their roles reinstated by the Executive Director.

Section III: Procurement Methods For Goods (Materials, Supplies and Equipment) and Services (Personal and Professional Services Excluding Architectural, Engineering and Land Surveying Services):

3.1 Procurement Type – Goods and Services: This Section 3 applies to the procurement of goods and services. “Goods”, as used in this Section include materials, supplies, equipment and art. “Services”, as used in this Section includes personal and professional services. Services, as used in this Section, does not apply to architectural, engineering land surveying services, or technology.

3.2 Procurement Authority. The Park Board hereby authorizes the Executive Director to approve all contracts for Goods and/or Services with a cost to MPT of two hundred thousand dollars (\$200,000) or less or that provide a "not to exceed" amount that is \$200,000 or less. All contracts for Goods and/or Services with a cost to MPT of more than \$200,000 or that provide a "not to exceed" amount that is more than \$200,000 shall be approved by the Park Board.

3.3 Informal Procurements: Any purchase of Goods and/or Services with an estimated cost of less than fifty thousand dollars (\$50,000) shall be made using the process provided in RCW 39.04.190.

3.4 Formal Procurements: Any purchase of Goods or Services with an estimated cost of fifty thousand dollars or more shall be made by competitive bidding following the procedure for letting contracts for projects under RCW 35.61.135(1).

3.5 Cooperative Purchasing: As an alternative to Sections 3.3 and 3.4, Goods and/or Services may be purchased from contractors or suppliers designated on current state agency, county, city, or town purchasing rosters for the Goods and/or Services when the roster has been established in accordance with the competitive bidding law for purchases applicable to the state agency, county, city, or town without the necessity of MPT performing a competitive process. The price and terms for such purchases shall be as described on the applicable roster.

3.6 Contracting with Other Government Agencies: See Section VII below.

3.7 Contract Terms: The term for contracts under this Section should be generally limited to six years to evaluate market conditions. Exceptions are considered on a case-by-case basis and should be highlighted to the Executive Director for pre-approval.

Section IV: Procurement Methods For Technology:

4.1 Procurement Type – Technology: This Section 4 applies to the procurement of information technology (including but not limited to computers, computer hardware and software, storage and networking), radio and telecommunications systems, televisions, audio and video hardware and systems (collectively "Technology"). This Section 4 also applies to any services provided related to the installation, implementation or training services related to the Technology (the "Technology Services").

4.2 Procurement Authority. The Park Board hereby authorizes the Executive Director to approve all contracts for Technology and/or Technology Services with a cost to MPT of \$200,000 or less or that provide a "not to exceed" amount that is \$200,000 or less. All contracts for Technology and/or Technology Services with a cost to MPT of more than \$200,000 or that provide a "not to exceed" amount that is more than \$200,000 shall be approved by the Park Board.

4.3 Informal Procurements: Any purchase of Technology and/or Technology Services with an estimated cost of less than fifty thousand dollars (\$50,000) shall be made using the process provided in RCW 39.04.190. Alternatively, MPT may use the competitive negotiation process provided in RCW 39.04.270.

4.4 Formal Procurements: Any purchase of Technology and/or Technology Services with an estimated cost of fifty thousand dollars or more shall be made by competitive bidding following

the procedure for letting contracts for projects under RCW 35.61.135(1). Alternatively, MPT may use the competitive negotiation process provided in RCW 39.04.270.

4.5 Cooperative Purchasing: As an alternative to Sections 4.3 and 4.4, Technology may be purchased from contractors or suppliers designated on current state agency, county, city, or town purchasing rosters for Technology when the roster has been established in accordance with the competitive bidding law for purchases applicable to the state agency, county, city, or town without the necessity of MPT performing a competitive process. The price and terms for such purchases shall be as described on the applicable roster.

4.6 Contracting with Other Government Agencies: See Section VII below.

4.7 Software Contract Renewals: Once software purchases have been initially approved by the Park Board, the Executive Director is hereby authorized to approve the extension of the software license, maintenance and/or subscription. Further Competitive solicitation is not required when the purchase and implementation of software generates recurring license, maintenance, or subscription costs. Purchases of new software, hardware, or significant upgrades to operating systems are conducted as new purchases in accordance with the above sections of this Policy.

4.8 Contract Terms: The term for software contracts under this Section should be generally limited to six years to evaluate market conditions. Exceptions are considered on a case-by-case basis and should be highlighted to the Executive Director for pre-approval.

Section V: Procurement Methods For Public Works:

5.1 Procurement Type – Public Works: This Section 5 applies to the procurement of Public Works. "Public Work", as used in this Section, means all work, construction, alteration, repair, or improvement other than ordinary maintenance, executed at the cost of MPT or which is by law a lien or charge on any MPT property.

5.2 Procurement Authority. The Park Board hereby authorizes the Executive Director to approve all contracts for Public Works with a cost to MPT of \$350,000 or less or that provide a "not to exceed" amount that is \$350,000 or less. All contracts for Public Works with a cost to MPT of more than \$350,000 or that provide a "not to exceed" amount that is more than \$350,000 shall be approved by the Park Board.

5.3 Change Orders. The Executive Director is authorized to approve change orders to public works contracts based on the contract amount as follows:

Contract Amount	Percent of Contract or Contingency, whichever is more	Executive Director Change Authority will be no less than
\$0 to \$500,000	15.0%	\$40,000
\$500,001 to \$2,000,000	10.0%	\$75,000
\$2,000,001 to \$5,000,000	7.5%	\$200,000
\$5,000,001 to \$10,000,000	5.0%	\$375,000
\$10,000,001 or greater	2.5%	\$500,000

5.4 Procurement Methods. All Public Works procurement shall comply with chapter 35.61 RCW and chapter 39.04 RCW. For Public Works that are partially or wholly funded with federal grants, additional requirements regarding the Davis-Bacon Act and other federal requirements shall be followed. Public Works shall be procured using one of the following methods as applicable:

5.4.1 Small Works Roster Contracts. MPT may use the small works roster process pursuant to RCW 35.61.135(2) and RCW 39.04.151 through 39.04.154 if the estimated cost of performing a Public Work, excluding state sales tax, is below the statutorily specified threshold or the direct contract provisions authorized thereunder. Provided, MPT may use formal bidding pursuant to Section 4.4.2 for Public Works within the Small Works Roster thresholds if doing so would be beneficial to MPT.

5.4.2 Small Works Roster Selection / Implementation. The Executive Director shall determine which small works roster MPT will utilize, which may be the statewide MRSC roster, the roster of another agency, contracting for the use of a roster through an interlocal agreement or an independent MPT roster. Whichever roster that is selected shall be consistent with and comply with the applicable sections of RCW 35.61.135 and RCW 39.04.151 through 39.04.154. The procedures for the development, implementation and utilization of the small works roster will be specified in the Procurement Procedures for Public Works and Architectural, Engineering and Land Surveying Services.

5.4.3 Formal Bidding Contracts. If the estimated cost of performing a public work exceeds the small works roster contracting threshold, then MPT shall conduct formal bidding as provided in RCW 35.61.135(1).

5.4.4 Alternative Public Works Contracting: As an alternative, MPT may utilize alternative public works contracting methods to include, but not limited to, Design-Build, General Contractor/Construction Manager and Job Order Contracting in accordance with chapter 39.10 RCW.

5.4.5 Contracting with Other Government Agencies: See Section VII below.

5.4.6 Bonds and Retainage. Prior to beginning work on a Public Works project, MPT shall require the person or persons with whom such contract is made to make, execute, and deliver to MPT the bonds required under chapter 39.08 RCW or by law, unless an alternative is provided by applicable law.

Section VI: Architectural, Engineering and Surveying Services:

6.1 Procurement Type – Architectural, Engineering and Surveying Services: This Section 6 applies to the procurement of Architectural, Engineering and Surveying Services (collectively “A&E Services”). “A&E Services”, as used in this Section, means professional services rendered by any person, other than as an MPT employee, contracting to perform activities within the scope of the general definition of professional practice in chapters 18.08 (architects), 18.43 (engineers and land surveyors), or 18.96 RCW (landscape architects).

6.2 Procurement Authority. The Park Board hereby authorizes the Executive Director to approve all contracts for A&E Services with a cost to MPT of \$350,000 or less or that provide a "not to exceed" amount that is \$350,000 or less. All contracts for A&E Services with a cost to MPT of more than \$350,000 or that provide a "not to exceed" amount that is more than \$350,000 shall be approved by the Park Board.

6.3 Procurement Method: MPT shall procure A&E Services using qualifications-based procurement procedures pursuant to chapter 39.80 RCW or using an A&E Services roster.

6.4 Contracting with Other Government Agencies: See Section VII below.

Section VII: Contracting with Other Government Agencies / Interlocal Agreements: MPT may contract with another federal, state, or local public agency through an interagency agreement pursuant to the Interlocal Cooperation Act, chapter 39.34 RCW, to make the most efficient use of its powers on a basis of mutual advantage and thereby to provide services and facilities in a manner and pursuant to forms of governmental organization that will accord best with geographic, economic, population and other factors influencing the needs and development of the community. The Interlocal Cooperation Act does not require competitive solicitation. All interlocal agreements shall be approved exclusively by the Park Board.

Section VIII: Exceptions to the Competitive Process:

8.1 Exemptions: Pursuant to RCW 35.61.135(5), MPT may waive the competitive bidding requirements of this policy pursuant to RCW 39.04.280 if an exemption contained within RCW 39.04.280 applies to the purchase or public work.

8.2 Exemption Authority. The Park Board hereby authorizes the Executive Director to approve all exemptions. In approving an exemption, the Executive Director shall specify the factual basis for the exception in writing which shall be recorded and open to public inspection.

8.3 Emergencies. An "emergency" means unforeseen circumstances beyond MPT's control that either: (a) Present a real, immediate threat to the proper performance of essential functions; or (b) will likely result in material loss or damage to property, bodily injury, or loss of life if immediate action is not taken. The Executive Director may declare an emergency situation exists, waive competitive bidding requirements, and award all necessary contracts on behalf of MPT to address the emergency situation. If the Executive Director awards a contract without competitive bidding due to an emergency, the Executive Director shall make a written finding of the existence of an emergency and seek Park Board confirmation of the contract award no later than two weeks after the award is made.

Section VI: Procurement Records: MPT shall maintain records sufficient to detail the significant history of procurement.

Section VII: Adoption of Procurement Procedures: The Executive Director, in coordination with MPT's General Counsel, is hereby authorized to create, approve and maintain procedures designed to carry out the intent of this policy.

PURCHASING POLICY

Policy No.: 100.003	Resolution No.: RR21-15	Date Approved: 3/23/15	Supersedes the following Resolutions & Policies: 89-85, 85-86, 43-92 section 10 paragraphs 1 & 2, R5-97 section 11.d, 11.e and 11.f., R79-00, R52-02, RR27-04; RR34-05; RR43-10
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POLICY: (Approved by the Board of Park Commissioners.)

Purpose:

~~The Metropolitan Park District of Tacoma (Metro Parks Tacoma) is accountable to its citizens for its use of public dollars. In order to ensure that the financial resources of the Metro Parks Tacoma are being used to obtain the maximum benefit for the citizens served by the District, the Board of Park Commissioners hereby establishes as policy that Metro Parks Tacoma shall comply with all applicable federal and state procurement laws and regulations.~~

Policy Requirements:

~~Section I. The District shall solicit quotes or bids at dollar levels determined by statute and/or Metro Parks' purchasing procedures in order to obtain materials, supplies, equipment, and/or services at the lowest possible cost.~~

~~Section II. To expedite the purchasing process the Board of Park Commissioners hereby delegates the Executive Director the following limited purchasing approval authority:~~

- ~~A. Non-public work purchases: \$50,000 or less.~~
- ~~B. Professional service contracts that are part of a public work project: \$100,000 or less.~~
- ~~C. Public work purchases: \$200,000 or less.~~
- ~~D. Public work contract amendments due to change orders:~~

Contract Amount	Percent of Contract or Construction Contingency, whichever is less	Change Authority will be no less than
\$0 to \$500,000	15%	\$40,000
\$500,001 to \$2,000,000	10%	\$75,000
\$2,000,001 to \$5,000,000	7.5%	\$200,000
\$5,000,000 to \$10,000,000	5%	\$375,000
\$10,000,001 or greater	2.5%	\$500,000

~~E. The Executive Director is authorized to delegate a portion of his or her limited purchasing authority to increase the effectiveness and efficiency of the purchasing process. The Board of Park Commissioners shall approve all purchases in excess of the limited purchasing authority granted to the Executive Director.~~

~~Section III. Recognizing that emergency situations may arise which require immediate action to prevent the loss of life, property, or service, the Executive Director is further authorized to expend up to \$100,000 without seeking or obtaining bids or quotes to address each emergency situation as defined in state law.~~

~~Section IV. The Board of Park Commissioners has previously adopted policy 200.017 "Stewardship and Sustainability." In keeping with that policy, consideration will be given to suppliers offering to provide materials, supplies, or equipment considered to be "green" when making purchasing decisions, whenever it is practically and financially appropriate. Guidelines for applying this policy are set forth in the State of Washington Environmentally Preferable Purchasing Guide.~~

~~Section V. The Executive Director is hereby authorized to create, maintain and approve procedures designed to carry out the intent of this policy.~~

AUTHORIZING THE USE OF A SMALL WORKS ROSTER PROCESS POLICY

Policy No.: 200.002	Resolution No.: RR20-14	Date Approved: 3/10/14	Supersedes the following Resolutions & Policies: R50-02; RR48-09
Date procedures adopted by the Executive Director:		Procedure revision date:	Procedures approved by the Executive Director:

POLICY: (Approved by the Board of Park Commissioners.)

Purpose: ~~The Washington State Legislature in Chapter 138, Laws of 2000 and in Chapter 284, Laws of 2001, amended RCW 39.04.155 and other laws regarding contracting for public works by municipalities, allowing certain contracts to be awarded by a small works roster process.~~

~~The Washington Legislature has authorized the inclusion of the Metropolitan Park District of Tacoma as an authorized governmental entity to utilize and implement a small works roster processes pursuant to RCW 35.61.135.~~

~~In order to be able to implement a small works roster processes, the Metropolitan Park District of Tacoma is required by law to adopt a resolution establishing specific procedures.~~

~~The following small works roster procedures are established for use by the Metropolitan Park District of Tacoma relating to public works projects pursuant to RCW 35.61.135 and Chapter 39.04 RCW.~~

Policy Requirements:

Section I. Cost. ~~The Metropolitan Park District of Tacoma need not comply with formal sealed bidding procedures for the construction, building, renovation, remodeling, alteration, repair, or improvement of real property where the estimated cost does not exceed Three Hundred Thousand Dollars (\$300,000.00), which includes the costs of labor, material, equipment and sales and/or use taxes as applicable. Instead, the Metropolitan Park District of Tacoma may use the small works roster procedures for public works projects as set forth herein. The breaking of any project into units or accomplishing any projects by phases is prohibited if it is done for the purpose of avoiding the maximum dollar amount of a contract that may be let using the small works roster process~~

Section II. Number of Rosters. ~~The Metropolitan Park District of Tacoma may create a single general small works roster, and/or may create a small works roster for different specialties or categories of anticipated work.~~

Section III. Contractors on Small Works Roster(s). ~~The small works roster(s) shall consist of all responsible contractors who have requested to be on the roster(s), and where required by law are properly licensed or registered to perform such work in this state. Contractors desiring to be placed on a roster or rosters must keep current records of any applicable licenses, certifications, registrations, bonding, insurance, or other appropriate matters on~~

file with the Metropolitan Park District of Tacoma as a condition of being placed on a roster or rosters.

~~Section IV. — Publication. At least once a year, the Metropolitan Park District of Tacoma shall publish in a newspaper of general circulation within the jurisdiction a notice of the existence of the roster or rosters and solicit the names of contractors for such roster or rosters. Responsible contractors shall be added to an appropriate roster or rosters at any time that they submit a written request and necessary records. The Metropolitan Park District of Tacoma will require master contracts to be signed that become effective when a specific award is made using a small works roster. An interlocal contract or agreement between the Metropolitan Park District of Tacoma and other local governments establishing a small works roster or rosters to be used by the parties to the agreement or contract must clearly identify the lead entity that is responsible for implementing the small works roster provisions.~~

~~Section V. — Electronic Rosters. In addition to paper, internet and/or electronic rosters kept on file in the appropriate department, the Metropolitan Park District of Tacoma may also use that state wide electronic database developed and maintained jointly by the Daily Journal of Commerce and the Municipal Research and Services Center of Washington.~~

~~Section VI. — Telephone or Written Quotations. The Metropolitan Park District of Tacoma shall obtain telephone, written or electronic quotations for public works contracts from contractors on the appropriate small works roster to assure that a competitive price is established and to award contracts to the lowest responsible bidder, as defined in RCW 43.19.1911(9), as follows:~~

~~A contract awarded from a small works roster need not be advertised. Invitations for quotations shall include an estimate of the scope and nature of the work to be performed as well as materials and equipment to be furnished. Detailed plans and specifications should be prepared as necessary for the work to be performed; however, these detailed plans and specifications need not be included in the invitation. This paragraph does not eliminate other requirements for architectural or engineering approvals as to quality and compliance with building codes.~~

~~Quotations may be invited from all appropriate contractors on the appropriate small works roster. As an alternative, quotations may be invited from at least five (5) contractors on the appropriate small works roster who have indicated the capability of performing the kind of work being contracted, in a manner that will equitably distribute the opportunity among the contractors on the appropriate roster.~~

~~If the estimated cost of the work is from One Hundred Fifty Thousand Dollars (\$150,000.00) to Three Hundred Thousand Dollars (\$300,000.00), which includes the costs of labor, material, equipment and sales and/or use taxes as applicable, the Metropolitan Park District of Tacoma may choose to solicit bids from less than all the appropriate contractors on the appropriate small works roster but must also notify the remaining contractors on the appropriate small works roster that quotations on the work are being sought. The Metropolitan Park District of Tacoma has the sole option of determining whether this notice to the remaining contractors is made by:~~

- ~~A. publishing notice in a legal newspaper in general circulation in the area where the work is to be done;~~
- ~~B. mailing a notice to these contractors; or~~
- ~~C. sending a notice to these contractors by facsimile or other electronic means.~~

~~For purposes of this resolution, "equitably distribute" means that the Metropolitan Park District of Tacoma may not favor certain contractors on the appropriate small works~~

~~roster over other contractors on the appropriate small works roster who perform similar services. At the time bids are solicited, the Metropolitan Park District of Tacoma representative shall not inform a contractor of the terms or amount of any other contractor's bid for the same project;~~

~~A written record shall be made by the Metropolitan Park District of Tacoma representative of each contractor's bid on the project and of any conditions imposed on the bid. Immediately after an award is made, the bid quotations obtained shall be recorded, open to public inspection, and available by telephone inquiry.~~

~~Section VII. Limited Public Works Process. If a work, construction, alteration, repair, or improvement project is estimated to cost less than thirty five thousand dollars (\$35,000.00), which includes the costs of labor, material, equipment and sales and/or use taxes as applicable, the Metropolitan Park District of Tacoma may award such a contract using the limited public works process provided under RCW 39.04.155, subsection (3). For limited public works project, the Metropolitan Park District of Tacoma will solicit electronic or written quotations from a minimum of three contractors from the appropriate small works roster and shall award the contract to the lowest responsible bidder as defined under RCW 43.19.1911(9). After an award is made, the quotations shall be open to public inspection and available by electronic request.~~

~~For limited public works projects, the Metropolitan Park District of Tacoma may waive the payment and performance bond requirements of Chapter 39.08 RCW and the retainage requirements of Chapter 60.28 RCW, thereby assuming the liability for the contractor's nonpayment of laborers, mechanics, subcontractors, materialmen, suppliers, and taxes imposed under Title 82 RCW that may be due from the contractor for the limited public works project. However, the Metropolitan Park District of Tacoma shall have the right of recovery against the contractor for any payments made on the contractor's behalf.~~

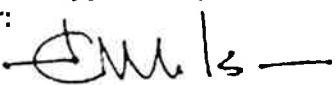
~~The Metropolitan Park District of Tacoma shall maintain a list of the contractors contacted and the contracts awarded during the previous twenty-four (24) months under the limited public works process, including the name of the contractor, the contractor's registration number, the amount of the contract, a brief description of the type of work performed, and the date the contract was awarded.~~

~~Section VIII. Determining Lowest Responsible Bidder. The Metropolitan Park District of Tacoma shall award the contract for the public works project to the lowest responsible bidder provided that, whenever there is a reason to believe that the lowest acceptable bid is not the best price obtainable, all bids may be rejected and the Metropolitan Park District of Tacoma may call for new bids. RCW 43.19.1911(9) states:~~

- ~~A. "In determining "lowest responsible bidder", in addition to price, the following elements shall be given consideration:~~
- ~~B. The ability, capacity, and skill of the bidder to perform the contract or provide the service required;~~
- ~~C. The character, integrity, reputation, judgment, experience, and efficiency of the bidder;~~
- ~~D. Whether the bidder can perform the contract within the time specified;~~
- ~~E. The quality of performance of previous contracts or services;~~
- ~~F. The previous and existing compliance by the bidder with laws relating to the contract or services;~~
- ~~G. Such other information as may be secured having a bearing on the decision to award the contract.~~

~~Section IX. Award. The Executive Director or his designee shall present all telephone quotations/bids and recommendation for award of the contract to the lowest responsible~~

PUBLIC ~~PARTICIPATION~~ ENGAGEMENT POLICY

Policy No.: 200.016	Resolution No.: RR15-15 RR15-15RR39-24	Date Approved: 03/09/15	Equity Note Review: <u>02/27/2024</u>	Supersedes the following Resolutions & Policies: RR23-06	RR23-06, RR15-15
Date procedures adopted by the Executive Director: 03/09/15		Procedure revision date:	Procedures approved by the Executive Director: 		

POLICY: (Adopted by the Board of Park Commissioners)

Purpose: The purpose of the Policy on Public ~~Participation~~ Engagement is to establish criteria and guidelines for soliciting and considering public input that will help ~~inform~~ make decisions on matters that require action by the Board of Park Commissioners and provide awareness of the resources resulting from those decisions. The Policy will also be ~~used to applied to~~ address changes that do not require Board action, ~~but~~ in the judgment of the Executive Director or his designee, substantially modify existing recreation program areas or a park or facility's use or appearance.

Metro Parks Tacoma welcomes and encourages public participation ~~in order to bring~~ engage a broad range of diverse community viewpoints and values into park district decision-making processes at the earliest possible stages.

The goals of the Policy on Public ~~Participation~~ Engagement are to:

- Establish a Districtwide standardized framework of best practices for community engagement.
- Ensure proactive and early community engagement to help prioritize initiatives and inform decision-making processes in a manner that supports the wellbeing of all in our community. Active and intentional engagement from all stakeholders is essential for building a strong, vibrant, and inclusive community.
- ~~Reaffirm Metro Parks Tacoma's commitment to early and meaningful community participation.~~
- Ensure that the concerns of interested and affected individuals and organizations are solicited at the appropriate time and the appropriate level ~~as part of to contribute to~~ Metro Parks' ~~decision-making~~ decision-making process.
- Strengthen mutual trust and openness between the ~~p~~ Park district ~~District~~ and the public.
- Promote equal and open access to the public ~~participation~~ engagement process for all interested and affected parties.
- Provide intentional and accessible opportunities that incorporate and bring voice to those who have been marginalized and underrepresented to ensure consideration in decision-making.
- Ensure that Metro Parks Tacoma is accountable to affected and interested parties and provides them with reasons for final decisions and how public input affected the decisions.
- Make more just, equitable, accessible, inclusive decisions by incorporating diverse perspectives.

Policy Requirements:

- Section I. Define principles, concepts, structure, and roles for public participation and community engagement, through: engagement plan; community engagement framework; diversity, equity, inclusion, and accessibility; language access; communication actions; and interaction with the community. The ~~participation engagement~~ plan should include processes and timeline for ~~major planning~~ updates to significant guiding documents, such as: the District's ~~Ssystem and Strategic strategic~~ Plan plans, park, master plans, and facility, capital master and program plans, capital improvement plan or and adoption of the biennial budget.
- Section II. Develop community engagement strategies designed to reduce barriers of access, that include:
- Marketing of system programs, facilities, and services through diverse channels to ensure equitable access to information to support participation in park, recreation, and zoological opportunities by all community members.
 - Language access and involvement of cultural groups to support participation in community engagement processes and understanding of outcomes of those processes.
- Section II. ~~II.~~ Provide ~~sufficient intentional~~ notification of proposals and projects through a variety of means to users, user groups, neighborhoods, neighborhood groups and other interested ~~people communities~~ dependent on the need to inform, consult, involve, collaborate with, or empower the public.
- Section II ~~IVII.~~ Establish a Districtwide repository for all outcomes and process evaluation of each project's public participation and community engagement processes to refine future actions and ensure public participation meets the policy objectives.
- Section V. Provide policy/decision makers the input received from the public participation process and available trends, demographic information, survey findings, financial impact, etc. so they can make informed decisions.
- Section ~~IV~~ VI. Communicate to the public the decisions made on projects supported by a public ~~participation engagement~~ process, engagement opportunities provided the process used, financial impact and how public input affected the decision-making process.
- Section VII. Provide adequate leadership and tools to implement the public ~~participation engagement~~ process in a manner that fosters robust community engagement involvement.
- Section VIII. Evaluate the outcomes and process of each project's public ~~participation engagement~~ process plan and refine future plans based on the results to ensure public ~~participation engagement~~ is meeting the goals of the policy.

Public participation and community engagement are closely related concepts, but there are some key differences between them as defined here:-

Definitions:

- **Public participation-Participation** is a broader term that refers to how the public is involved in decision-making processes, usually with government or organizations. This can include things like

voting, attending public hearings, giving feedback on proposals, and even protesting. These are short term, transactional interactions.

- **Community engagement** Engagement focuses on building relationships and trust within a community. It fosters dialogue between community members and decision-makers to address shared issues and concerns, resulting in more fully-informed collaborative outcomes.
- **Inclusion** provides for the physical and social engagement of all people. Successful inclusion happens when community members of all backgrounds, races, abilities, and socioeconomic statuses have choices based on their personal interests and the tools available to support their active participation and to create an environment of acceptance and belonging in Park District offerings.
- **Accessibility** refers to design, construction, development, and maintenance of facilities, information and communication technology, programs, and services that are provided to support all people - including people with disabilities, people from historically underserved communities, and people experiencing financial barriers – so they can fully and independently use them. Accessibility includes the provision of reasonable accommodations and modifications to ensure equal access to participation in activities for people with disabilities, the reduction or elimination of physical and attitudinal barriers to equitable opportunities, a commitment to ensuring that people with disabilities can independently access every outward-facing and internal activity or electronic space, and the pursuit of best practices such as universal design. Accessibility also includes the removal of barriers that have historically or are currently preventing otherwise successful engagement in life-enriching opportunities with the Park District, including the provision of financial aid for qualifying programs.

Focus:

- **Public participation** Participation is often focused on specific decisions or projects, and it may be more transactional. The goal is often to gather input from the public to inform finalization of a draft-decision.
- **Community engagement** Engagement is more long-term and relational. It seeks to empower communities to co-own issues and work collaboratively to find solutions. The goal is to build capacity and create lasting change.

Power dynamics:

- **Public participation** Participation can be seen to hold decision-makers accountable. However, it can also be perceived merely as a way for decision-makers to co-opt public opinion and maintain control.
- Public Engagement involves community in the decision-making which holds decision-makers accountable.

~~bidder to the Board of Park Commissioners. However, for public works projects under One Hundred Thousand Dollars (\$100,000.00), which includes the costs of labor, material, equipment and sales and/or use taxes as applicable, the Executive Director shall have the authority to award public works contracts without the Board of Park Commissioners approval. For public works projects over Ninety-nine Thousand Dollars and 99/100 (\$99,999.99), the Board of Park Commissioners shall award all public works contracts by resolution.~~

Section X. — Exceptions.

~~Ordinary Maintenance. Ordinary maintenance is not considered a "public work" as provided in RCW 39.04.010. Therefore, the small works roster does not apply to ordinary maintenance. "Ordinary Maintenance" may be defined as work not performed by contract and that is performed on a regularly scheduled basis (e.g., daily, weekly, monthly, seasonally, semiannually, but not less frequently than once per year), to service, check, or replace items that are not broken; or work not performed by contract that is not regularly scheduled but is required to maintain the asset so that repair does not become necessary. See WAC 296-127-010(7)(b)(iii).~~

~~Competitive bidding requirements may be waived by resolution of the Board of Park Commissioners pursuant to RCW 39.04.280 for:~~

- ~~A. Purchases that are clearly and legitimately limited to a single source of supply;~~
- ~~B. Purchases involving special facilities or market conditions;~~
- ~~C. Purchases in the event of an emergency;~~
- ~~D. Purchases of insurance or bonds; and~~
- ~~E. Public works in the event of an emergency.~~

~~If an emergency exists, the Executive Director may declare an emergency situation exists, waive competitive bidding requirements, and award all necessary contracts on behalf of the Metropolitan Park District of Tacoma to address the emergency situation. If a contract is awarded without competitive bidding due to an emergency, a written finding of the existence of an emergency must be made by resolution of the Board of Park Commissioners no later than two weeks following the award of the contract.~~

~~For purposes of this section "emergency" means unforeseen circumstances beyond the control of the Metropolitan Park District of Tacoma that either: (a) Present a real, immediate threat to the proper performance of essential functions; or (b) will likely result in material loss or damage to property, bodily injury, or loss of life if immediate action is not taken.~~

~~This small works roster process does not apply to contracts for professional architectural and engineering services which are regulated by Chapter 39.80 RCW.~~

CONCUSSION, HEAD INJURY AND SUDDEN CARDIAC ARREST POLICY

Policy No.: 200.026	Resolution No.: RR39-24	Date Approved:	Equity Review Date: January 3, 2024	Supersedes the following Resolutions & Policies:
Date procedures adopted by the Executive Director:		Procedure revision date:		Procedures approved by the Executive Director:

POLICY: (Approved by the Board of Park Commissioners.)

Purpose: The Board of Park Commissioners recognizes Metro Parks Tacoma (MPT) provides programming that includes competitive sports contests, games, events and exhibitions during which concussion and head injuries may occur as well as sudden cardiac death. This policy is to inform and educate program participants of those risks and dangers.

Policy Requirements:

- Section I. Concussion and head injuries are commonly reported injuries from participants in competitive sports contests, games, events and exhibitions. The risk of catastrophic injuries or death is significant when a concussion or head injury is not properly evaluated and managed. Metro Parks Tacoma (MPT) will utilize guidelines developed by the Washington Interscholastic Activities Association (WIAA), Tacoma Public Schools (TPS) and other pertinent information and forms to inform and educate coaches, advisors, athletes and their parent(s)/legal guardian(s) of the nature and risk of concussions or head injuries, including the dangers associated with continuing to participate after a concussion or head injury. To the extent applicable, MPT shall comply with the Lystedt Law, RCW 28A.600.190.
- Section II. Sudden cardiac death is the result of an unexpected failure of proper heart function that may occur during or immediately after exercise. It has been reported that cardiac arrest is the leading cause of death in young athletes and approximately one in two hundred fifty young athletes has a heart disorder that may increase his or her risk of sudden cardiac arrest. MPT will utilize guidelines developed by the Washington Interscholastic Activities Association (WIAA) Tacoma Public Schools (TPS) and other pertinent information and forms to inform and educate coaches, advisors, athletes and their parent(s)/legal guardian(s) of the nature and risk of sudden cardiac death. To the extent applicable, MPT shall comply with the Sudden Cardiac Arrest Awareness Act, RCW 28A.600.195.
- Section III. The Board of Park Commissioners authorizes the Executive Director to create the necessary procedures within three months to implement these policies.





MEMORANDUM

TO: Board of Park Commissioners

THROUGH: Shon Sylvia, Executive Director

FROM: Debbie Russell, Director of Planning & Development

SUBJECT: Surplus and Sale of Real Property at South End Recreation Area (SERA) to the City of Tacoma for Future Construction of Fire Station #7

DATE: June 4, 2024

EXECUTIVE SUMMARY: This resolution authorizes the surplus of 2.27 acres of park property to the City of Tacoma to facilitate the construction of a new Fire Station #7. This resolution would also authorize the Executive Director to enter into the necessary agreements with the City of Tacoma.

BACKGROUND: The Metropolitan Park District of Tacoma (“Metro Parks”) is the owner of South End Recreation Area (SERA), consisting of approximately 75 acres of real property and improvements located at 6002 S. Adams Street, Tacoma. This park property is currently home to the STAR Center, athletic fields, community park amenities, walking trails and undeveloped natural areas.

The portion of the SERA campus proposed for surplus and sale is currently undeveloped, has been significantly impacted by prior site grading and disturbance, and due to its isolation from other active areas of the park has historically been the subject of mis-use and dumping.

This location has been identified as a favorable location for a new City of Tacoma fire station. Moving Station #7 to this vacant corner of the SERA campus near 60th and Tyler would strategically place TFD in a better location to respond more effectively to the growing south end community, while also co-locating these vital emergency response resources on the campus which is a designated disaster/crisis response site.

The City of Tacoma is prepared to complete the design of fire station facilities at this location as a public safety and service-delivery improvement, and to seek and secure funding for construction. The City of Tacoma commissioned a study of current structural, site and location conditions of all fire stations as part of its comprehensive facilities needs assessment. Due to increasing call volume and the need for additional first response resources, TFD has outgrown the current Fire Station #7, located at 5448 South Warner Street. The station is recommended for relocation and reconstruction.

Metro Parks staff has collaborated with the City of Tacoma throughout the feasibility analysis and conceptual planning of these improvements to ensure that the project could be completed as

envisioned, and in a complementary manner without adverse impacts to the public's use and enjoyment of adjoining park and recreation facilities.

The purchase price for this property was determined by an in-house appraisal by the City of Tacoma, updated in June of 2023 and agreed to by MPT to be eight hundred and seventy thousand dollars (\$870,000).

The proceeds from this sale would be available for the acquisition of property for future park development in neighborhoods proximate to the SERA campus but lacking neighborhood park access according to MPT's current 10-minute walk level-of-service standard. MPT staff are currently evaluating alternatives for future land acquisition and/or facility improvements to address this current neighborhood park level-of-service deficiency.

A tree survey was completed by the City of Tacoma to map and inventory existing trees within the project area. The Metro Parks Urban Forester also conducted a site inspection and tree analysis to identify any specific items of concern regarding trees within and adjacent to the project area. The tree survey and assessment identify volunteer Cottonwood and Red Alder as the predominant species due to the impacted nature of the site. The MPT site inspection and tree analysis concludes: "This site has minimal tree removal impact on developing Fire Station #7 on this parcel. The majority of healthy trees including Douglas Fir and Madrone appear to be located outside the proposed disturbance area as currently identified. As facility design is advanced further the full extents of ground disturbance will be more tightly defined and supplemental tree impact evaluation may be beneficial and required for final plan approval under City of Tacoma site development permitting." As per the District's standard operating procedure, we will replace every tree removed with two others planted in areas already identified on the SERA Campus.

FISCAL IMPACT: In order to construct the fire station improvements, the City must acquire from Metro Parks a portion of SERA located in the northwestern corner of the Park along Tyler Street and consisting of 2.27 acres. The total purchase price for the Property (the "Purchase Price") is eight hundred and seventy thousand dollars (\$870,000.00).

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

METROPOLITAN PARK DISTRICT OF TACOMA

RESOLUTION NO. RR41-24

**SURPLUS AND SALE OF REAL PROPERTY AT SOUTH END RECREATION AREA
(SERA) TO THE CITY OF TACOMA
FOR FUTURE CONSTRUCTION OF FIRE STATION #7**

WHEREAS, the Metropolitan Park District of Tacoma (“Metro Parks”) is the owner of South End Recreation Area (SERA), consisting of approximately 75 acres of real property and improvements located in SW Tacoma in an area generally bound by South 66th Street on the south, South 58th Street (ROW) on the north, South Tyler Street on the west and South Adams Street on the east, and

WHEREAS, the City of Tacoma has identified through a strategic service area analysis and site search that the northwest corner of the existing SERA campus meets critical criteria for improved emergency service delivery within this sector, and

WHEREAS, staff from the City of Tacoma have conducted initial feasibility and conceptual site planning to confirm the fit of this property for the project as proposed, and

WHEREAS, in order to construct the Fire Station #7 Project, the City must acquire from Metro Parks the portion of the South End Recreation Area Campus located in the northwestern corner of the Park consisting of 2.27 acres as legally described on Exhibit “A” and depicted on Exhibit “B” (the “Proposed Fire Department Parcel”, and

WHEREAS, the purchase price of the Fire Station #7 Property was determined by an in-house appraisal by the City of Tacoma, updated in June of 2023 and agreed to by MPT to be eight hundred and seventy thousand dollars (\$870,000), and

WHEREAS, in order for the City to acquire the Fire Station #7 Property, it must seek Metro Parks’ consent to transfer the property, and

WHEREAS, it would be in the best interests of Metro Parks that the project be developed, which would be a benefit to residents of the community residing and active within the service radius of Fire Station #7, and

WHEREAS, Chapter 39.33 RCW (Intergovernmental Disposition of Property) permits local government units to transfer or exchange title to real property on such terms and conditions as may be mutually agreed upon; Now, therefore be it

RESOLVED by unanimous vote of the Board of Park Commissioners of the Metropolitan Park District of Tacoma that the Property designated as the future home of Fire Station #7 is declared surplus and shall be transferred to the City of Tacoma in accordance with Chapter 39.33 RCW in exchange for payment of \$870,000. It is

FURTHER RESOLVED by unanimous vote of the Board of Park Commissioners of the Metropolitan Park District of Tacoma that the Executive Director is hereby authorized to execute

such documents as necessary to effect the transfer of the Property for Fire Station #7 to the City of Tacoma.

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

Exhibit "A"
Property Description

EXHIBIT "A"

(PROPOSED FIRE DEPARTMENT PARCEL)

THAT PORTION OF THE NORTHWEST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 24, TOWNSHIP 20 NORTH, RANGE 2 EAST, W.M. WILLAMETTE MERIDIAN, PIERCE COUNTY, WASHINGTON; ALSO BEING A PORTION OF NEW PARCEL A, ACCORDING TO CITY OF TACOMA BOUNDARY LINE ADJUSTMENT 40000044294, AS RECORDED AT AUDITOR'S FILE NUMBER 200502035002, IN SAID COUNTY; SAID PORTION BEING DESCRIBED AS FOLLOWS:

COMMENCING AT A FOUND 3-INCH BRASS W PUNCH MARKED "TPW" LS 38486, CITY OF TACOMA MONUMENT NO. 991, FROM WHICH A FOUND 2-INCH BRASS WITH "X", CITY OF TACOMA MONUMENT NO. 992, BEARS SOUTH 03°22'44" WEST, 1,159.52 FEET; THENCE FROM SAID COMMENCING POINT ALONG THE WESTERLY EXTENSION OF THE NORTH LINE OF SAID NEW PARCEL A; 61.39 FEET MORE OR LESS TO A POINT ON THE EASTERLY RIGHT-OF-WAY MARGIN OF S TYLER STREET, ALSO BEING THE **POINT OF BEGINNING**;

THENCE FROM SAID BEGINNING POINT AND ALONG THE NORTH LINE OF SAID PARCEL A, SOUTH 88°22'17" EAST, 197.64 FEET;

THENCE LEAVING SAID NORTH LINE, SOUTH 04°50'00" EAST, 522.25 FEET;

THENCE SOUTH 85°10'00" WEST, 185.00 FEET MORE OR LESS TO A POINT ON THE EASTERLY RIGHT-OF-WAY MARGIN OF S TYLER STREET;

THENCE ALONG SAID MARGIN THE FOLLOWING THREE (3) COURSES:

- 1) NORTH 04°50'00" WEST, 502.95 FEET TO THE SOUTH LINE OF VACATED S 58TH STREET;
- 2) THENCE WEST ALONG SAID SOUTH LINE, NORTH 88°22'17" WEST, 4.44 FEET MORE OR LESS TO THE NORTHEASTERLY CORNER OF THE WESTERLY 42.78 FEET OF LOT 1 IN BLOCK 14 OF ELMWOOD ADDITION TO TACOMA, W.T. ACCORDING TO PLAT RECORDED IN BOOK 3 OF PLATS AT PAGE 42;
- 3) THENCE NORTHWESTERLY, NORTH 14°28'30" WEST, 41.63 FEET TO THE **POINT OF BEGINNING**.

CONTAINING 98,873 SQUARE FEET, OR 02.27 ACRES MORE OR LESS.



Exhibit "B"
General Map Depiction

