



**MINUTES OF COMMITTEE OF THE WHOLE
BOARD OF PARK COMMISSIONERS
JUNE 3, 2024**

PRESENT: Andrea Smith
Aaron Pointer
Rosie Ayala
Matthe Mauer

REMOTE: Tim Reid

IN THE CHAIR: Andrea Smith

PLACE: MPT Headquarters 4702 S. 19th St.

The meeting was called to order by President Smith at 5:30pm.

APPROVAL OF THE MINUTES

May 20, 2024 COW Minutes.

It was moved and seconded that the minutes be approved as presented; seconded and passed on a vote of 5-0.

DISTRICT POLICY UPDATE

Ms. Russell reminded the Board of the policy review process and the 2024 batch 1 schedule noting dates of review between May and June that occurred with the Park Board and the District's advisory councils.

Staff then reviewed the proposed policy changes and updates as follows:

000.001 Policy & Procedures of the Board of Park Commissioners

- Authorize a new name recommendation, pursuant to the MPT Brand Update Project

100.003 Purchasing Policy

- Expands General Provisions & Provides More Explicit General Requirements
 - Adds 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—Small Works Roster, formal bidding; alternative contracting methods; & proposes higher Board adoption authority: \$350k

- Architectural, Engineering and Surveying Services—proposes higher Board adoption authority: \$350k
- Addresses Contracting with other Governmental Agencies/Interlocal Agreements
- Exemptions to the Competitive Process

Commissioner Mauer inquired about emergency purchases and including a dollar threshold. Staff noted that after doing some research most agencies do not include a threshold. Staff did note that state law does require follow up to the Board on the purchase amount within 2 weeks.

200.002 Small Works Roster

- As of July 1, 2024 State Law no longer requires a stand-alone policy
- Include policy within Policy # 100.003 Purchasing Policy, and eliminate 200.002 and include updated procedures appropriately;
 - Track Disadvantaged Business Enterprise status for small, minority, women or veteran owned businesses
 - Option to direct contract with Small Business if we have procedures in place to adhere to the RCW requirements for that option

There was brief conversation amongst Board and staff about the small works roster process that has been used at Meto Parks.

200.016 Public Participation

- Recognize that Public Participation begins with meaningful and authentic community engagement and culminates with use of the system developed in partnership to serve our diverse community.
- Establish processes for diverse input to be collected, shared, and incorporated into decision-making to help advance the District’s commitment to reform as an anti-racist agency.

NEW Concussion and Sudden Cardiac Arrest

- Three issues prompted this proposed addition to District policies
 - Commitment to participant health and safety
 - Alignment with Tacoma Public Schools Policy
 - CAPRA Standards
- This policy mirrors the governing RCW and school district policy; any additional options would need to meet those same criteria
- This change improves equity with District partners at TPS by matching the RCW prescribed policy
- The primary recommendations to date have been to mirror the RCW and TPS policies where possible

Board members commented they are supportive of the revised/new and repealed policies brought forward and requested these get brought forward for first reading at future Board meeting.

OTHER

ADJOURNMENT

Being no further business, Commissioner Smith adjourned the meeting at 6:25 p.m.

APPROVED:

President

Clerk

Submitted by:
Jennifer Bowman, Secretary