

**METROPOLITAN PARK DISTRICT  
OF TACOMA**



**AGENDA**

**JUNE 10, 2019**

**6:00 P.M.**

**METRO PARKS HEADQUARTERS  
4702 S. 19<sup>TH</sup> ST. TACOMA WA 98405**

**MEETINGS ARE RECORDED AND MAY BE HEARD AT THE  
PARK DISTRICT OFFICES UPON REQUEST**

**COMMISSIONERS**

**AARON POINTER, PRESIDENT  
TIM REID, CLERK  
ANDREA SMITH  
ERIK HANBERG  
JESSIE BAINES, JR.**

5:30 P.M. **STUDY SESSION**      PARKS APPRECIATION DAY EAGLE SCOUT PROJECT

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

**ROLL CALL**

**FLAG SALUTE**

**SPECIAL PRESENTATIONS**

**PRESIDENT'S REPORT**

**STANDING COMMITTEE & COMMISSION REPORTS**

**EXECUTIVE DIRECTOR'S REPORT**

**REGULAR MEETING**

**CITIZEN COMMENTS**

**MINUTES**

(5-8)      MINUTES OF THE MAY 28, 2019 REGULAR BOARD MEETING



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

**CONSENT AGENDA**

- (9-10) **RESOLUTION NO. C37-19**: APPROVAL OF WARRANTS CLAIM FUND FOR MAY 2019  
(Contact: Erwin Vidallon, Chief Financial Officer)

**REGULAR AGENDA**

**PURCHASING RESOLUTIONS**

*(Requiring one reading for adoption)*

- (11-16) **RESOLUTION NO. P38-19**: AUTHORIZING PURCHASE OF GOODS AND SERVICE FOR METRO PARKS TACOMA
1. WASHINGTON STATE DEPARTMENT OF ENTERPRISE SERVICES FOR (1) CARGO VAN IN AN AMOUNT NOT TO EXCEED \$30,000  
(Contact: Marina Becker, Director of Parks & Recreation)
  2. WESTERN EQUIPMENT FOR (1) GROUNDMASTER LAWN MOWER IN AN AMOUNT NOT TO EXCEED \$76,000  
(Contact: Marina Becker, Director of Parks & Recreation)
  3. WESTERN EQUIPMENT FOR (2) GREENMASTER TRIFLEX HYBRID MOWERS IN AN AMOUNT NOT TO EXCEED \$100,000  
(Contact: Marina Becker, Director of Parks & Recreation)
  4. VANTAGE VEHICLE INTERNATIONAL FOR (3) UTILITY TRUCKS IN THE AMOUNT OF \$53,130.00  
(Contact: Alan Varsik, Director of Zoological & Environmental Education)
  5. COLUMBIA FORD FOR 2019 FOR F450 4WD TRUCK IN THE AMOUNT OF \$82,420.00  
(Contact: Alan Varsik, Director of Zoological & Environmental Education)

**PUBLIC WORKS PURCHASING RESOLUTIONS**

*(Requiring one reading for adoption)*

**SINGLE READING RESOLUTIONS**

*(Requiring one reading for adoption)*

**SECOND READING RESOLUTIONS**

*(Requiring two readings for adoption)*

**FIRST READINGS:**

*(Requiring two readings for adoption)*

**UNFINISHED BUSINESS**

**NEW BUSINESS**

**BOARD COMMENTS****ADJOURNMENT****UPCOMING BOARD MEETINGS**

June 12, 2019	Capital Improvement Committee	5:00 PM	Park Headquarters
June 17, 2019	Committee of the Whole	5:30 PM	Park Headquarters
June 24, 2019	Regular Park Board Meeting	6:00 PM	Park Headquarters
June 26, 2019	Capital Improvement Committee	5:00 PM	Park Headquarters

\* Committee Meetings are subject to change - please check the Metro Parks Website, [www.metroparkstacoma.org](http://www.metroparkstacoma.org) for the most up to date meeting schedules.





**MINUTES OF REGULAR MEETING  
BOARD OF PARK COMMISSIONERS  
MAY 28, 2019**

**PRESENT:** Aaron Pointer, President  
Tim Reid, Clerk  
Andrea Smith  
Erik Hanberg  
Jessie Baines

**IN THE CHAIR:** Aaron Pointer

**PLACE:** MPT Headquarters

**FLAG SALUTE:** Commissioner Smith

**STUDY SESSION: TACOMA PUBLIC SCHOOLS COMMUNITY UPDATE**

Rosalind Medina CFO for Tacoma Public Schools was introduced. Ms. Medina began the presentation by commenting on the recent legislative highlights impacting Tacoma Public Schools. She stated that the voter approved levy will now be allowed which will result in \$14M more in revenue but those dollars won't begin to come in until 2020. Ms. Media also stated that there will also be a one-time hold harmless payment to offset losses associated with the levy estimated at \$5.7M. In addition there has been a change in special education funds related to the formula for funding which will now result in approximately \$2M in revenue. It was stated that the legislature also add some professional development days for teachers and paraeducators. Ms. Medina show several revenue graphs showing the history of Tacoma School levies and one time state funds.

The Board was also informed that there were several other legislative actions that took place that will affect the TPS budget related to salary inflation, benefits and class size requirements. Ms. Medina then commented on how the school district plans to balance the budget including cuts already made for 2018-19, reduction of services, programs & staff. It was also stated that the school district will utilize fund balance while still maintaining reserve funds at the 5% of the total revenues. At this point no programming associated with Metro Parks will be effected.

**REGULAR MEETING**

The regular meeting of the Metropolitan Park District Board of Park Commissioners was called to order by Commissioner Pointer at 6:00p.m.

**SPECIAL PRESENTATIONS CAPRA ACCREDITATION UPDATE**

Joe Brady reminded the Board that the CAPRA visitation team will be in town next week to conduct the District site visit for reaccreditation. A schedule of meetings and events for the visit was shared with the Board. Accreditation results are given at the national Conference in September (Baltimore).

**PRESIDENTS REPORT**

President Pointer commented that he and Commissioner Reid attended the Safe Streets meeting last week as issues at and around Blueberry Park were discussed. Representatives from the city, police and parks were there to speak to the efforts to address safety concerns in the area.

**STANDING COMMITTEE AND COUNCIL REPORTS**

Business & Responsive Agency Advisory Council

Commissioner Baines commented that Sandra Eliason attended the last meeting and gave the committee an update on the District's sponsorship and fund development efforts.

**EXECUTIVE DIRECTOR'S REPORT**

Executive Director, Shon Sylvia commented on the following:

- The following new employees were introduced: Matthew Riggs, Lea Alskog, and Adriane Lewis.
- This Saturday, June 1, is the Judge Jack Tanner Park dedication ceremony. The ceremony is scheduled for 10am-11am and will take place in the Les Davis parking lot, with formal remarks given by Commissioner Pointer, Bill Sterud from the Tribal Council Chairman for the Puyallup Tribe, John Bell from the Tribal Legal Councilor and Mayor Victoria Woodards. Members of Judge Jack Tanner's family will also be in attendance.
- A video showcasing the partnership between SAMI/Elements of Education/ and Metro Parks was showed. The video was produced in partnership with Elements of Educations. The video highlights the partnership with TPS by featuring Early Explorers Preschool, also known as the Early Learning Center, located in the Environmental Learning Center at the Zoo. The goal of this program is to expose Tacoma's earliest learners, TPS preschoolers, to the PDZA and Pt. Defiance Park. SAMI students take a class where they learn what it takes to become an early childhood educator.
- Staff is making final preparations to open the Point Defiance Visitors Center for the season. The Visitors Center will be open Fridays – Sundays, 10am-5pm, Memorial Day through Labor Weekend.

**CITIZEN COMMENTS** None

**MINUTES OF THE MAY 13, 2019 REGULAR BOARD MEETING**

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

**CONSENT AGENDA**

**RESOLUTION NO. C35-19:** APPROVAL OF WARRANTS CLAIM FUND FOR APRIL 2019

**RESOLUTION NO. C36-19:** APPOINTING MEMBER TO THE BUSINESS & RESPONSIVE AGENCY ADVISORY COUNCIL

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

New Advisory Council appointees were thanked for their volunteer time.

**PURCHASING RESOLUTIONS** None

**PUBLIC WORKS PURCHASING RESOLUTIONS** None

**SINGLE READING RESOLUTIONS** None

**SECOND READINGS RESOLUTIONS** None

**FIRST READING RESOLUTIONS** None

**UNFINISHED BUSINESS** None

**NEW BUSINESS** None

**BOARD COMMENTS**

Commissioner Hanberg noted that he received an email from a concerned citizen about restrooms being closed due to vandalism at Lincoln Park. Staff commented that there has been damage due to vandalism in that park and they will follow up with the Board on the status of when restrooms will reopen.

**EXECUTIVE SESSION**

The Board recessed into executive session for 45 minutes to discuss pending litigation.

**ADJOURN:**

Being no further business, the meeting was adjourned at 7:15 p.m.

**APPROVED:**

\_\_\_\_\_  
President

\_\_\_\_\_  
Clerk

Submitted by: Jennifer Bowman, Board Secretary





**METROPOLITAN PARK DISTRICT OF TACOMA**

**RESOLUTION NO. C37-19**

**APPROVAL OF WARRANTS CLAIM FUND FOR MAY 2019**

WHEREAS, the Board of Park Commissioners approved, appropriated and adopted the 2019-2020 Biennial Budget in Resolution No. RR92-18, dated December 10, 2018 to meet public expenses, bond retirement, interest and operational expenses for the biennium ending December 31, 2020; 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 \_\_\_\_\_, 2019.

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, 2019 AND ENDING MAY 31, 2019.

WARRANTS CLAIM FUND

ACCOUNTS PAYABLE CLAIMS FUND:

Warrant Serial Numbers <u>327666</u> to <u>328105</u>	AMOUNT:	<u>\$7,214,968.37</u>
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PAYROLL CLAIMS FUND:

Warrant Serial Numbers <u>049844</u> to <u>050167</u>	AMOUNT:	<u>\$120,387.03</u>
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(Most employees receive payment through direct deposit advices, which are paid to the bank through the Accounts Payable Claims Fund.)

TOTAL	<u>\$7,335,355.40</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: Marina Becker, Director of Parks and Recreation Department  
Alan Varsik, Director of Zoological & Environmental Education

SUBJECT: Purchasing Resolution

DATE: June 5, 2019

**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:

<b><u>Item Number</u></b>	<b><u>Proposed Vendor</u></b>	<b><u>Proposed Purchase</u></b>	<b><u>Price</u></b>
1.	Washington State Department of Enterprise Services	(1)- Vehicle, Cargo Van	Not to exceed \$30,000.00
2.	Western Equipment Priced under WA State Contract	(1) - Groundmaster Lawn Mower	Not to exceed \$76,000.00
3.	Western Equipment National IPA Contract	(2)-Greenmaster Triflex Hybrid Mower	Not to exceed \$100,00.00
4.	Vantage Vehicle International	Utility Truck (3)	\$53,130.00
5.	Columbia Ford	2019 Ford F450 4WD Truck	\$82,420.00

**Item No. 1**

- **VENDOR** Washington State Department of Enterprise Services
- **GOODS OR SERVICE** Vehicle, Cargo Van
- **PRICE** Not to exceed \$30,000.00
- **SOURCE OF FUNDING** Vehicle & Equipment Internal Service Fund
- **CONTACT** Marina Becker (253) 305-1024

**Item No. 2**

- **VENDOR** Western Equipment  
(Priced under WA State Contract)
- **GOODS OR SERVICE** (1) Groundmaster Lawn Mower
- **PRICE** Not to exceed \$76,000.00
- **SOURCE OF FUNDING** Vehicle & Equipment Internal Service Fund
- **CONTACT** Marina Becker (253) 305-1024

**Item No. 3**

- **VENDOR** Western Equipment  
National IPA Contract
- **GOODS OR SERVICE** 2-Greenmaster Triflex Hybrid Mower
- **PRICE** Not to exceed \$100,00.00
- **SOURCE OF FUNDING** Vehicle & Equipment Internal Service Fund
- **CONTACT** Marina Becker (253) 305-1024

**BACKGROUND:** This purchase of new equipment will add, replace and improve ageing equipment as identified in the 6 year Vehicle & Equipment Plan and funded through the Vehicle & Equipment Internal Service Fund which is managed according to the Fleet Management Plan developed in 2013. The cargo van is a scheduled addition to our current list of vehicles and the replacement of 3 lawn mowers will support maintenance and operational needs throughout the Parks and Recreation Department. The van will be purchased through Washington State Department of Enterprise Service, the Groundmaster Lawn Mower will be purchased under the Washington State contract #10212 and the 2-Greenmaster Triflex Hybrid Lawnmowers will be purchased through the Intergovernmental Purchasing Alliance, known as the National IPA, buying program. Approval of this resolution will allow staff to order vehicles and equipment necessary for operations.

**FISCAL IMPACT:** It is anticipated that up to \$206,000 from the Vehicle & Equipment Internal Service Fund will be utilized for these purchases.

**ADDITIONAL INFORMATION:** For additional information, please contact Marina Becker at (253) 305-1024

**Item No. 4**

- **VENDOR** Vantage Vehicle International
- **GOODS OR SERVICE** Utility Truck (3)
- **PRICE** \$53,130.00
- **SOURCE OF FUNDING** PDZA Operating Budget
- **CONTACT** Alan Varsik, (253) 404-3634

**BACKGROUND:** Point Defiance Zoo & Aquarium operations staff require the use of a small utility vehicle that can easily maneuver the paths and trails within the Zoo footprint. The Vantage Primo has, in the past, proven to be of exceptional quality providing a super compact vehicle with fold down bedsides, large bed size and the required load capacity to get any size job done.

In early May, staff posted a bid using the vendor roster for Micro Trucks, sent it to 2 vendors and listed it on the website, we only received one response, from Vantage International. (see bid tab). Staff is requesting approval to purchase three (3) vehicles at a cost of \$17,710 each, excluding WSST.

**FISCAL IMPACT:** Budgeted in departmental budgets.

**ADDITIONAL INFORMATION:** for additional information contact Alan Varsik at 253-404-3634.

**Item No. 5**

- **VENDOR** Columbia Ford
- **GOODS OR SERVICE** 2019 Ford F450 4WD Truck
- **PRICE** \$82,420.00
- **SOURCE OF FUNDING** NWT Operating Budget
- **CONTACT** Alan Varsik, (253) 404-3634

**BACKGROUND:** The new truck will have several interchangeable beds with a flatbed, dump box, drop box and a bed frame. It only takes one person a few minutes to change beds. Departmental staff located the vehicle on the State of Washington vehicle procurement site, Contract # 05916. This vehicle will replace the 1993 pickup which will be added to the surplus list.

**FISCAL IMPACT:** Budgeted in departmental budgets.

**ADDITIONAL INFORMATION:** for additional information contact Alan Varsik at 253-404-3634.

**METROPOLITAN PARK DISTRICT OF TACOMA**

**PURCHASING RESOLUTION NO. P38-19**

**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 \_\_\_\_\_, 2019.

ATTEST:

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Clerk

**Exhibit A**  
**to**  
**Purchasing Resolution No. P38-19**

Item No. 1

- **VENDOR** Washington State Department of Enterprise Service
- **GOODS OR SERVICES** 1-Vehicle, Cargo Van
- **PRICE** Not to exceed \$30,000 (WSST included)
- **SOURCE OF FUNDING** Vehicle & Equipment Replacement Funds
- **CONTACT** Marina Becker- (253)305-1024

Item No. 2

- **VENDOR** Western Equipment
- **GOODS OR SERVICES** Groundmaster Lawn Mower
- **PRICE** Not to exceed \$76,000(WSST included)
- **SOURCE OF FUNDING** Vehicle & Equipment Replacement Funds
- **CONTACT** Marina Becker- (253)305-1024

Item No. 3

- **VENDOR** Western Equipment
- **GOODS OR SERVICES** 2-Greenmaster Triflex Hybrid Mower
- **PRICE** Not to exceed \$100,000(WSST included)
- **SOURCE OF FUNDING** Vehicle & Equipment Replacement Funds
- **CONTACT** Marina Becker- (253)305-1024

Item No. 4

- **VENDOR** Vantage Vehicle International
- **GOODS OR SERVICE** Utility Truck (3)
- **PRICE** \$53,130.00 (excluding WSST)
- **SOURCE OF FUNDING** PDZA Operating Budget
- **CONTACT** Alan Varsik, (253) 404-3634

Item No. 5

- **VENDOR** Columbia Ford
- **GOODS OR SERVICE** 2019 Ford F450 4WD Truck
- **PRICE** \$82,420.00 (excluding WSST)
- **SOURCE OF FUNDING** NWT Operating Budget
- **CONTACT** Alan Varsik, (253) 404-3634