AGENDA

JUNE 11, 2018
6:00 P.M.  MPT HEADQUARTERS
4702 S. 19TH STREET
TACOMA, WA 98405

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

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

5:30 P.M.  STUDY SESSION  ATHLETICS PROGRAMMING – MARINA BECKER

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

(5-10)  MINUTES OF THE MAY 14, 2018 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

(11-12) **RESOLUTION NO. C52-18:** APPROVAL OF WARRANTS CLAIM FUND FOR MAY 2018
(Contact: Erwin Vidallon, Chief Financial Officer)

(13-16) **RESOLUTION NO. C53-18:** APPOINTING MEMBER TO THE BUSINESS & RESPONSIVE AGENCY ADVISORY COUNCIL
(Contact: Erwin Vidallon, Chief Financial Officer)

REGULAR AGENDA

PURCHASING RESOLUTIONS
(Requiring one reading for adoption)

(17-20) **RESOLUTION NO. P54-18:** AUTHORIZING PURCHASE OF GOODS AND SERVICES FOR METRO PARKS TACOMA
1. MCRBARTS SALES FOR VARIOUS SEAFOOD (ANIMAL FOOD) IN THE AMOUNT OF $95,551.87 (INCLUDING WSST)
(Contact: Alan Varsik, Director of Zoological & Environmental Education)

PUBLIC WORKS PURCHASING RESOLUTIONS
(Requiring one reading for adoption)

(21-24) **RESOLUTION NO. PW55-18:** ESA - ARCHEOLOGICAL SERVICES CONTRACT #2016115J AMENDMENT #1
(Contact: Debbie Terwilleger, Director of Planning & Development)

(25-28) **RESOLUTION NO. PW56-18:** BUSINESS PROCESS REVIEW AND ASSET MANAGEMENT IMPLEMENTATION STRATEGY - CONTRACT AWARD TO AMCL
(Contact: Debbie Terwilleger, Director of Planning & Development)

SINGLE READING RESOLUTIONS
(Requiring one reading for adoption)

(29-30) **RESOLUTION NO. R57-18:** SWAN CREEK- PIERCE COUNTY PEDESTRIAN BRIDGE PARTNERSHIP MOU AND CAPITAL ALLOCATION
(Contact: Debbie Terwilleger, Director of Planning & Development)

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

<table>
<thead>
<tr>
<th>Date</th>
<th>Meeting Name</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 13, 2018</td>
<td>Capital Improvement Committee</td>
<td>5:00 PM</td>
<td>Park Headquarters</td>
</tr>
<tr>
<td>June 18, 2018</td>
<td>Committee of the Whole</td>
<td>5:30 PM</td>
<td>Park Headquarters</td>
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<tr>
<td>June 25, 2018</td>
<td>Regular Board Meeting</td>
<td>6:00 PM</td>
<td>Park Headquarters</td>
</tr>
<tr>
<td>June 27, 2018</td>
<td>Capital Improvement Committee</td>
<td>5:00 PM</td>
<td>Park Headquarters</td>
</tr>
</tbody>
</table>

* Committee Meetings are subject to change - please check the Metro Parks Website, www.metroparksstacom.org for the most up to date meeting schedules.
MINUTES OF REGULAR MEETING
BOARD OF PARK COMMISSIONERS
May 14, 2018

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

IN THE CHAIR: Andrea Smith

PLACE: 4702 South 19th Street

FLAG SALUTE: Commissioner Baines

STUDY SESSION
UWT MSBA DATA WAREHOUSE AND BUSINESS ANALYTICS PROJECT
Paul Weed and Amy Johnson commented on a joint project undertaken by the District and a team of graduate students at the University of Washington Tacoma. The project objectives for the students were defined as a recommendation of a data warehouse platform, framework of how data will flow from data sources through data warehouse to visualization tool, and forecasting future patterns & leveraging current data. The students explained how data is fed into a data warehouse and used in informing decisions. The students disused several of the vendors they researched and the criteria used such as speed, cost, and time to value. Vendors researched included AWS, Azure, Oracle, Google Snowflake and IBM. Through demos, interviews and continued research the students narrowed the vendors to JCA Answers, Azure and AWS. The team then highlighted pros and cons of each noting cost, technical support, user expertise needed, compatibility, data integration, speed & performance.

Students then commented that the second part of the project was to analyze District data in the areas of membership, rentals and registration. After studying the data the students found that there was an increase in account usage within the areas of membership and registration. The data also showed that the increasing rate of the variety of courses being offered by the District. The students were then able to make a direct correlation between participation, rentals and revenue.

The Board and students engaged in brief dialogue about current systems already being used at the Zoo and new systems being considered. Board members also voiced some concern about privacy issues about data stored in the warehouse.

Board members thanked the students for their presentation.

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

SPECIAL PRESENTATIONS None
RESIDENTS REPORT
President Smith commented on the useful session she attended at the WRPA conference last week. She also commented that she attended the Titlow Park Planning public meeting, noting that there were about 30 citizens in attendance.

STANDING COMMITTEE AND COUNCIL REPORTS
Joint Municipal Action Committee
Commissioner Baines commented that at the last JMAC meeting held on May 1 the agenda included an update on the land study being conducted by Forterra.

Commissioner Pointer commented positively on the keynote speaker at the WRPA conference.

EXECUTIVE DIRECTOR’S REPORT
Executive Director, Shon Sylvia commented on the following:

- Marina Becker recognized Michael Bradley on the occasion of his retirement from the District in the Recreation Department after 26 years.
- Marina Becker recognized Vito Iacobazzi on the occasion of his retirement from the District in the Parks Department after 35 years.
- Alan Varsik introduced two new employees: Malia Somerville and Sara Dunleavy.
- This coming Saturday the District is hosting the Cinderella Ball at the Tacoma Yacht Club.
- Saturday Fort Nisqually hosts the annual Queen Victoria’s Birthday event from 11am-5pm.
- Staff is preparing to open the Point Defiance Visitors Center beginning Friday, May 25 in time for Memorial Day Weekend. Park Ambassadors have been hired and trained and new merchandise items are being received daily.
- Roundabout construction remains on schedule. The contractor is confident roads will be re-opened and full use of the roundabout will be available to traffic beginning Friday, May 25.
- Meadow Park Golf Course has added another innovative activity to its program lineup. Glow Golf at night will be offered on the Williams Nine on Friday nights this summer beginning June 8. Tee times will begin at 10:00 pm.

Board members thanked and recognized Mr. Bradley and Mr. Iacobazzi for their years of commitment to the community as MPT employees.

CITIZEN COMMENTS
Suzanne Martin commented that the Board was not specific in the RFP for Portland Avenue. She noted that eastside residents have been meeting to address community needs in an objective and data driven way. Ms. Martin commented on the demographics and troublesome economic conditions in that area and have been labeled an opportunity zone by the City of Tacoma.

Stephanie Breedlove commented about her concern about the homeless activity at Puget Gulch. She noted the need for fence repair and a cleaning of the area.

Wolf Patton commented that the RFP process for the Portland Avenue Community Center should have involved more citizen input up front.
Luetta Patton commented that Portland Avenue Community Center is a valuable asset in the community. Mrs. Patton further commented that she has looked over the First Creek Action Plan.

MINUTES OF THE APRIL 23, 2018 REGULAR BOARD MEETING

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

CONSENT AGENDA

RESOLUTION NO. C42-18: APPROVAL OF WARRANTS CLAIM FUND FOR APRIL 2018

RESOLUTION NO. C43-18: REVISING MAY 2018 MEETING SCHEDULE FOR THE BOARD OF PARK COMMISSIONERS

RESOLUTION NO. C44-18: APPOINING MEMBER TO THE ACTIVE LIVING AND COMMUNITY WELLNESS ADVISORY COUNCIL

RESOLUTION NO. C45-18: WAPATO PARK DOCK REPLACEMENT FINAL ACCEPTANCE OF NEPTUNE MARINE CONTRACT 2017105J/BID J2017-05

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

Commissioner Reid thanked the newest member of the Active Living and Community Wellness Advisory Council.

President Smith noted the Board Meeting on the 28th is canceled but there will be a COW meeting on May 29th.

Staff commented that the Wapato docks are now open; a community celebration is planned for June 16th.

PURCHASING RESOLUTIONS

RESOLUTION NO. P46-18: APPROVAL OF GOODS AND SERVICE FOR METRO PARKS TACOMA

1. PIONEER HUMAN SERVICES FOR VENDED MEALS FOR THE 2018 USDA SIMPLIFIED SUMMER FOOD PROGRAM AND 2018-19 CHILD AND ADULT CARE FOOD PROGRAM IN AN AMOUNT NOT TO EXCEED $125,000.00

Commissioner Hanberg moved adoption of the resolution; seconded by Commissioner Pointer.

Marina Becker commented that this resolution authorizes meals for the six summer playground sites, one community center and one day camp site within the District. Estimated total meals served this summer is 20,000-25,000. Staff commented that the District works with Tacoma Public Schools in selecting meal sites in the summer in an effort to serve the most children possible.
Being no additional comments, the question was called and the resolution passed on a vote of 5-0.

**PUBLIC WORKS PURCHASING RESOLUTIONS**

**RESOLUTION NO. PW47-18: POINT DEFANCE PARK WATERFRONT PHASE 1  
GUJ Y. ATKINSON CONSTRUCTION, LLC CONTRACT CHANGE ORDER NO. 18  
FOR TRAIL, BRIDGE, AND PENINSULA**

Commissioner Hanberg moved adoption of the resolution; seconded by Commissioner Pointer.

Debbie Terwilliger commented that work under this change order includes the Tacoma Yacht Club Dock, soil remediation, surveying and fencing.

This resolution was reviewed by the CIC on April 25, 2018.

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

**RESOLUTION NO PW48-18: SCI INFRASTRUCTURE CHANGE ORDER 1**

Commissioner Hanberg moved adoption of the resolution; seconded by Commissioner Pointer.

Debbie Terwilliger commented that this resolution was reviewed by the CIC on April 25, 2018. This resolution authorizes additional material excavation at the Roundabout Project at Point Defiance.

Commissioner Pointer inquired if the State DOT was contributing to this project at all. Staff indicated the DOT is not funding any of the project.

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

**SINGLE READING RESOLUTIONS**  None

**RESOLUTION NO. R49-18: GRANT PROPOSAL AUTHORIZATION FOR FOSS CENTRAL PARK DEVELOPMENT (WWRP), PIPELINE TRAIL CONNECTIONS (WWRP), SERA COMPLEX, SYNTHETIC TURF CONVERSIONS (YAF), FIRST CREEK SPORTS LIGHTING (YAF)**

Commissioner Hanberg moved adoption of the resolution; seconded by Commissioner Pointer.

Debbie Terwilliger commented that the Recreation & Conservation Office has announced that they are accepting grant applications now for the 2018 funding cycle. Staff has prepared applications for Foss Central Park, SERA Complex, Pipeline Trail Connections, and First Creek Sports Lighting that are consistent with the criteria as established by the 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.
Being no additional comments, the question was called and the resolution passed on a vote of 5-0.

**RESOLUTION NO. R50-18:** AUTHORIZING RESOLUTION FOR 2018 WASHINGTON STATE HISTORICAL SOCIETY HERITAGE CAPITAL GRANT- W.W. SEYMOUR BOTANICAL CONSERVATORY RESTORATION

Commissioner Hanberg moved adoption of the resolution; seconded by Commissioner Pointer.

Debbie Terwilleger commented that The Washington State Historical Society (WSHS) has announced that they are accepting Heritage Capital Project (HCP) grant applications now for the 2018 funding cycle. Staff has prepared an application for W.W. Seymour Botanical Conservatory that is consistent with the criteria as established by the WSHS and supports the District’s Capital Improvement Program (CIP). As part of the application process WSHS requires that the submitting agency pass an Authorizing Resolution as a commitment to the funding request.

Commissioner Hanberg asked how this funding would fit into the timing of other projects planned for the conservatory. Staff commented that this phase at the Conservatory will allow for the most necessary improvements that need to be made. Staff continues to work on a funding plan for Phase 2.

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

**RESOLUTION NO. R51-18: **AUTHORIZING SURPLUS AND DISPOSAL OF PERSONAL PROPERTY

Commissioner Hanberg moved adoption of the resolution; seconded by Commissioner Pointer.

Marina Becker indicted that this resolution authorizes surplus and disposal of property no longer in service or required for future operations from the Department of Parks and Recreation.

Commissioner Baines asked about the movement toward an all-electric fleet at Meadow Park Golf Course. Staff indicated that they are moving in that direction.

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

**SECOND READINGS RESOLUTIONS**  None

**FIRST READING RESOLUTIONS**  None

**UNFINISHED BUSINESS**  None

**NEW BUSINESS**  None

**BOARD COMMENTS**
Commissioner Baines apologized to the Board for his recent absences at Board meetings.
Commissioner Hanberg commented that he recently noticed the lack of public beach on Fox Island.

**ADJOURN:**
Being no further business, the meeting was adjourned at 7:10 p.m.

**APPROVED:**

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President

Clerk

Submitted by: Jennifer Bowman, Board Secretary
METROPOLITAN PARK DISTRICT OF TACOMA

RESOLUTION NO. C52-18

APPROVAL OF WARRANTS CLAIM FUND FOR MAY 2018

WHEREAS, the Board of Park Commissioners approved, appropriated and adopted the 2017-2018 Biennial Budget in Resolution No. RR115-16, dated December 12, 2016 to meet public expenses, bond retirement, interest and operational expenses for the biennium ending December 31, 2018; 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 __________________, 2017.

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, 2018 AND ENDING MAY 31, 2018.

WARRANTS CLAIM FUND

ACCOUNTS PAYABLE CLAIMS FUND:

Warrant Serial Numbers 323110 to 323481, AMOUNT: $8,431,996.60

PAYROLL CLAIMS FUND:

Warrant Serial Numbers 046507 to 046744, AMOUNT: $83,700.65

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

TOTAL $8,515,697.25

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: Jessie Baines, Jr., Park Board Commissioner

FROM: Donald Golden, BRAAAC Advisory Council Chair

SUBJECT: Appointing New Member to the Business & Responsive Agency Advisory Council

DATE: May 31, 2018

EXECUTIVE SUMMARY: The application for membership of the Business & Responsive Agency Advisory Council have been reviewed by the board liaison, staff and the council. It is the recommendation of the entire council that the Board of Park Commissioners appoint the candidates for a three-year term to conclude in 2021. A copy of the candidate’s application is attached.

BACKGROUND: The Board of Park Commissioners adopted RR20-14 to redefine citizen advisory councils roles to be better align with the District’s four mission-driven areas. The District maintains these Councils in order to have citizen engagement in Park District functions and to foster a broad range of citizen input and expertise in strategic decision-making and policy-development. Citizen advisory councils are important vehicles for the implantation of the District’s participation policy and are aligned with best practices in the industry.

The Business & Responsive Agency Advisory Council has reviewed the application submitted by Doug Andreassen and interviewed and candidate. We have determined that the candidates:

Doug Andreassen, has shown:

1. Has knowledge, interest and skills related to the Advisory Council Charter.
2. Has interest related to parks, programs, and facilities operated by Metro Parks Tacoma.
3. Would make a good addition to the existing composition of the Council.
4. Is willing and able to commit to the Charter, goals of the Council.

After this appointment is made, the total number of council will be eleven members.

FISCAL IMPACT: None.

ADDITIONAL INFORMATION: For additional information, contact Erwin Vidallon, Chief Financial Officer at (253) 305-1081.
Advisory Council Application Form

Changes since 3/8/18 2:25 AM

1 row added

1 row added or updated (shown in yellow)

Row 1

Name: Doug Andreassen

I wish to serve on the following Advisory Council:
Business & Responsive Agency Advisory Council

Phone Number: 2063003701

Email: dougandreassen@gmail.com

Employer: Self-Employed, Publishing Company, Equity Fund Investor and Family Investments

Occupation (If retired please indicate former job): Business Owner

Home Address: 3421 49th Ave NE, Tacoma, Washington 98422

Work Address: 14240 Interurban Ave South Suite 190

Education (Name; Year Graduated/Degree): Stadium High School, Green River Community College

Describe your interests and qualifications: I was born in Tacoma, attended public schools, and have worked in the community for well over 50 years. In addition to being a...
business owner, I am an advocate for our city, county, and the State of Washington. I have served on many boards throughout my career and have been an active member of the youth sports community. As past President of Washington Youth Soccer, a volunteer-driven organization that was responsible for 130,000 youth playing the game of soccer in Washington State, I instituted constitutional change to create a vibrant organization for youth from all walks of life. I have had a lifelong interest in our Parks organization, dating back to working on the founding of NW Trek as well as "Renew the Zoo" bond issues coupled with Port of Tacoma bond campaigns. My history with the parks also covers years of working with past Metro Park Board Commissioner, Mr. George Nalley. I continue to participate, with my family in park activities that bring attention to the usability of our facilities by every community, with a particular passion for the underserved communities. I carry a perspective of understanding sound business decisions with the balance of understanding our unique park district and what it offers to our citizens.

Professional/Community Activities, including MPT:
Current: Serve on the Tacoma South Sound Sports Commission Chair of US Soccer Diversity Task Force President of Washington Legends of Soccer Committee Prior: Past President of Tacoma Pierce County Youth Soccer Organization Past President of Fircrest Soccer Club Past President of Washington Youth Soccer Past Board Member of US Youth Soccer Past Board Member, Washington State Concussion advocacy board

References (Name/Address/Phone)
Brad Cheney 3110 Ruston Way Suite A Tacoma, WA 98402 253 572 2442 Jeff Woodworth 3110 Ruston Way, Suite D Tacoma, WA 98402 253 752 6405

Attached Resume? 

Date 03/08/18

Changes made by web-form@smartsheet.com

You are receiving this email because you are subscribed to a notification "New Applicant" (ID# 3517473896064900) on sheet Advisory Council Application Form

Your notifications include changes made by you. Exclude your changes from all notifications

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METROPOLITAN PARK DISTRICT OF TACOMA

RESOLUTION NO. C53-18

APPOINTING MEMBER TO THE
BUSINESS & RESPONSIVE AGENCY ADVISORY COUNCIL

WHEREAS, Metro Park Tacoma seeks to provide quality programs and services to all its customers and residents; and

WHEREAS, Metro Parks Tacoma wishes to utilize the input and expertise of a broad base of community members for guidance in the development of its programs and services; and

WHEREAS, the Board of Park Commissioners has established four Citizen Advisory Councils for the purpose of aiding the Board of Park Commissioners by assessing and recommending policy and program decisions that influence mission-led interest areas; and

WHEREAS, there are current vacancies on the advisory council;

WHEREAS, the application were reviewed by the chair of the council, staff and board liaison and the appointment is recommended by the entire membership in order to sustain functional councils; now, therefore, be it

RESOLVED by the Board of Park Commissioners of the Metropolitan Park District of Tacoma to appoint the following citizen to serve on the Business & Responsive Agency Advisory Council.

Doug Andreasson, Term Expires on June 30, 2021

The foregoing resolution was adopted by the Board of Commissioners of the Metropolitan Park District of Tacoma at a meeting held on ________________ 2018.

ATTEST:

President

Secretary

Clerk
MEMORANDUM

TO: Board of Park Commissioners
THROUGH: Shon Sylvia, Executive Director
FROM: Alan Varsik, Director of Zoological & Environmental Education
SUBJECT: Purchasing Resolution
DATE: June 6, 2018

EXECUTIVE SUMMARY: The attached Purchasing Resolution seeks Board approval to enable 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 proposed for purchase and/or acquisition:

ITEM NO. 1

- VENDOR McRoberts Sales
- GOODS OR SERVICE Various Seafood (animal food)
- PRICE $95,551.87 including WSST
- SOURCE OF FUNDING PDZA Zoological Budget
- CONTACT Alan Varsik, (253) 404-3634

McRoberts sales was awarded part of the annual seafood bid this year for blue fish, clam tongue, blue crab, pollock, and squid. The original purchase was in the amount of $44,296.26, which did not require Park Board approval. On April 16, 2018 a change order was done for an additional purchase of $3,346.16, bringing the total purchases from McRoberts Sales to $47,642.42.

Since that time, the decision was made to extend the breeding loan of the male Pacific walrus, Dozer, which will require the additional purchase of clams, herring and squid. That purchase would be in the amount of $47,909.45 which would take our total purchases from McRoberts Sales for 2018 over the $50,000.01 purchasing threshold requiring Board Park approval.

FISCAL IMPACT: Funds will come from department operating budgets.

ADDITIONAL INFORMATION: for additional information, please contact Alan Varsik at 253-404-3634.
METROPOLITAN PARK DISTRICT OF TACOMA

PURCHASING RESOLUTION NO. P54-18

AUTHORIZING PURCHASE OF GOODS AND SERVICES FOR METRO PARKS TACOMA

WHEREAS, the Board of Park Commissioners have established policies governing the purchase of goods and services for Metro Parks Tacoma through the adoption of Resolution No. RR21-15, Authorizing Amendment of the Purchasing Policy for the Metropolitan Park 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 Park Commissioners of the Metropolitan Park District of Tacoma at a meeting held on __________, 2018.

ATTEST:

[Signature]
President

[Signature]
Secretary

[Signature]
Clerk
Exhibit A to
Purchasing Resolution No. P54-18

ITEM NO. 1

- VENDOR: McRoberts Sales
- GOODS OR SERVICE: Various Seafood (animal food)
- PRICE: $95,551.87 including WSST
- SOURCE OF FUNDING: PDZA Zoological Budget
- CONTACT: Alan Varsik, (253) 404-3634
MEMORANDUM

TO: Board of Park Commissioners

THROUGH: Shon Sylvia, Executive Director

FROM: Debbie Terwilleger, Director of Planning & Development

SUBJECT: Archeological Services Contract #2015115J Amendment #1 to ESA

DATE: June 6, 2018

EXECUTIVE SUMMARY: This resolution authorizes contract Amendment #1 to the professional services with ESA for Archeological Services for a number of capital projects funded by the 2014 UTGO Park Bond Program. Total contract expenditures after this amendment are not to exceed $300,000.00.

CAPITAL IMPROVEMENT COMMITTEE RECOMMENDATION: This resolution was reviewed and approved to move to full board with a recommendation to approve.

BACKGROUND: As part of the development process for many of our capital projects, it is necessary to have professional archaeological investigations conducted in order to assist in the design process and to ensure compliance with City, State and Federal regulations. In order to more efficiently provide this information, and because this service is relatively standard in nature, this professional service agreement is being supplemented with additional funding to cover the projects anticipated through 2018 and the end of the contract.

An official RFQ was advertised on June 2, 2016 and due on June 17, 2016. Eight (8) firms responded; a staff panel reviewed the Statements of Qualifications (SOQs) and ESA was selected to provide the archeological services through 12/31/2018. At the time, the estimated contract need was $100,000. As the capital plan has progressed, the need for archeological services has increased with existing projects and is projected to exceed the $100,000 contract amount. To date, approximately $83,000 has been utilized. This action increases the contract by $200,000 for a total of $300,000. (The contract will be competitively re-bid for 2019 – 2020 projects later this year or in early 2019. Any unused ESA contract authority will be reallocated to the new contract at that point.)

ESA will continue to provide archaeological services on an on-call basis through 12/31/2018, as indicated in the original RFQ. The scope of their professional services generally consists of the following:

Professional Archaeological Services to assist Metro Parks in compliance with Section 106 of the NHPA, Executive Order 05-05, and SEPA. Metro Parks receives funding from both federal and state agencies and also must obtain federal, state, and local government permits.
- Provide professional archaeological services that meet Federal Secretary of Interior Standards and Washington State RCW 27.53 and 27.44 requirements.
- Provide professional archaeological survey, identification, documentation, and site form completion into WISAARD.
- Providing project-monitoring services for all levels of sensitivity as needed.
- Active observation on site during construction.
- Develop reporting as needed to satisfy requirements of Department of Archaeology and Historic Preservation (DAHP), National Park Service (NPS), City of Tacoma and others as necessary.

**FISCAL IMPACT:** This is a Contract Amendment #1 with an assigned value in the amount not to exceed $200,000.00 brings the total contract to a value in the amount not to exceed $300,000. A Work Order system is used to define a scope of services for each project site and project funds are paid from each of the corresponding park budgets as identified in the 2014 UTGO Capital Improvement Bond.

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<tr>
<th>Item</th>
<th>Action</th>
<th>Date</th>
<th>Contract Amount</th>
<th>Note</th>
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<tr>
<td>1</td>
<td>Original Contract Supplement – BP</td>
<td>09/01/2016</td>
<td>$100,000.00</td>
<td>Approval by Jack Wilson</td>
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<td>2</td>
<td>Lighthouse Park Supplement – Titlow Lodge</td>
<td>11/2/2017</td>
<td>-$17,156.00</td>
<td>$82,844.00 Approved by Marty Stump</td>
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<td>Seawater Supply Supplement – Pt. D Loop Trail</td>
<td>11/21/2017</td>
<td>-$7,944.00</td>
<td>$71,686.00 Approved by Alan Varsik</td>
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<td>4</td>
<td>Seawater Supply Supplement – Pt. D Loop Trail</td>
<td>3/15/2017</td>
<td>-$3,214.00</td>
<td>$79,630.00 Approved by Melissa McGinnis</td>
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<td>5</td>
<td>Seawater Supply Supplement – Pt. D Loop Trail</td>
<td>5/14/2018</td>
<td>-$54,763.00</td>
<td>$16,923.00 Approved by Erwin Vidallo</td>
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**ADDITIONAL INFORMATION:** For additional information, please contact Planning & Development Director Debbie Terwilliger at 253-305-1086.
METROPOLITAN PARK DISTRICT OF TACOMA

RESOLUTION NO. PW55-18

ESA - ARCHEOLOGICAL SERVICES CONTRACT#2016115J AMENDMENT #1

WHEREAS, the Board of Park Commissioners of the Metropolitan Park District of Tacoma desires to move forward with implementation of the 2014 UTGO Bond Projects; and

WHEREAS, Metro Parks requires Archeological services for many of the 2014 UTGO Bond projects and

WHEREAS, ESA was selected in June, 2016 from a review of Eight (8) Statements of Qualifications (SOQs) obtained from consultants in response to Metro Parks’ public solicitation; and was awarded a contract not to exceed $100,000.00; and,

WHEREAS, funds for the services will be provided from the Metro Parks Tacoma 2014 UTGO Capital Improvement Bond funds on an individual project basis through directed work orders under this contract;

Now, therefore, be it

RESOLVED by the Board of Park Commissioners of the Metropolitan Park District of Tacoma authorizing contract amendment #1 for Archeological Services to ESA in the amount not to exceed $300,000.00 (including Tax).

The forgoing resolution was adopted by the Board of Park Commissioners of the Metropolitan Park District of Tacoma at a regular meeting held on _______ 2018.

___________________________
President

ATTEST:

___________________________  
Secretary

___________________________  
Clerk
MEMORANDUM

TO: Board of Park Commissioners
THROUGH: Shon Sylvia, Executive Director
FROM: Debbie Terwilleger
SUBJECT: Contract Award to AMCL for Business Process Review and Enterprise Asset Management Implementations (EAM) Strategy
DATE: June 5, 2018

EXECUTIVE SUMMARY: This resolution authorizes the contract award to AMCL for business process review and enterprise asset management implementation strategy an amount not to exceed $199,971.00.

CAPITAL IMPROVEMENT COMMITTEE RECOMMENDATION: The Capital Improvement Committee reviewed this resolution at their meeting on May 16, 2018 and recommended forwarding this item on to the full Board for approval.

BACKGROUND: Staff has identified a need to replace existing ad hoc work order systems and other infrastructure related documents/processes in an effort to bring many of the independent asset management elements within Metro Parks Tacoma into alignment. Prior to selecting an asset management software vendor, the District will hire a Business Process Review (BPR) consultant with the goal of understanding current business process and defining an Asset Management Implementation strategy to maximize MPT’s investment of an asset management software and program.

The BPR consultant will be brought on to provide a comprehensive business system and workflow analysis associated with effectively executing asset management and implementing a system which deploys industry standard/best practices. The analysis will ensure any inefficient asset management related processes within MPT are identified prior to implementation. The analysis will also call out existing mission critical functions unique to MPT and a mature asset management program to ensure said functions are accounted for as part of the overall project implementation.

On January 19, 2018, a Request for Proposal (Bid J2018-02) was publicly advertised in the Daily Journal of Commerce, Tacoma Daily Index, OMWBE Website and on Metro Park’s website. MPT received six (6) complete proposals, and four finalists were invited to interview. Based on the interviews and submittals scoring, we selected AMCL.

AMCL is recognized as one of the world’s leading asset management professional services firms, with a global reputation for leadership in asset management thinking and on the ground
delivery. AMCL was founded in 1997 and has been providing services to clients in North America since 2012.

The scope of services for AMCL will include, but not be limited to, developing asset/maintenance management roadmaps and software implementation strategies, stakeholder engagement and management; evaluating organizational maturity and preparedness; gap analysis and guiding in preparation and selection of EAM software solution.

**FISCAL IMPACT:** The funds for the Business Process Review and Enterprise Asset Management Implementation Strategy will be accounted for in the 2014 UTGO Capital Improvement Bond and Operations. For project implementation purposes the following is a breakdown of the funding sources and project budgets.

**Funding:**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>2014 UTGO System Efficiencies, Technology Upgrades</td>
<td>$250,000.00</td>
</tr>
<tr>
<td>Metro Parks Tacoma Operating Funds</td>
<td>$200,000.00</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>$450,000.00</strong></td>
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**Budget:**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Planning &amp; Design</td>
<td>$200,000.00</td>
</tr>
<tr>
<td>Equipment</td>
<td>$200,000.00</td>
</tr>
<tr>
<td>Misc.</td>
<td>$50,000.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$450,000.00</strong></td>
</tr>
</tbody>
</table>

**Additional Information:** For additional information, please contact Debbie Terwilleger, Director of Planning Design & Development at 253. 305.1086.
METROPOLITAN PARK DISTRICT OF TACOMA

RESOLUTION NO. PW56-18

BUSINESS PROCESS REVIEW AND ASSET MANAGEMENT IMPLEMENTATION STRATEGY - CONTRACT AWARD TO AMCL

WHEREAS, the Board of Park Commissioners of the Metropolitan Park District of Tacoma desires to move forward with business process review and asset management implementation; and

WHEREAS, funds for the project consist of Metro Parks 2014 UTGO system efficiencies, Technology upgrades and Metro Parks operations; and

WHEREAS, Six (6) Proposals (RFP#J2018-02) were received with Six (6) being considered responsive; and

WHEREAS, the proposals addressed the requirements of the project and the experience of the firms; and

WHEREAS, a Selection Committee reviewed and scored AMCL as the most qualified firm; now, therefore, be

RESOLVED, by the Board of Park Commissioners of the Metropolitan Park District of Tacoma to award a contract for the Business Process Review and Asset Management Implementation Strategy to be awarded to AMCL in an amount not to exceed $199,971.00.

The foregoing resolution was adopted by the Board of Commissioners of the Metropolitan Park District of Tacoma at a regular meeting held on ___________ , 2018.

ATTEST:  

President

Secretary  

Clerk
MEMORANDUM

TO: Board of Park Commissioners

THROUGH: Shon Sylvia, Executive Director

FROM: Debbie Terwilleger, Director of Planning & Development

SUBJECT: Swan Creek-Pierce County Pedestrian Bridge Partnership MOU and Capital Allocation—Acceptance and Appropriation

DATE: June 6, 2018

EXECUTIVE SUMMARY: This resolution authorizes the appropriation of $101,000 of the 2014 UTGO Bond for the completion of a pedestrian bridge in Swan Creek. This resolution would also authorize the Executive Director to enter into a Memorandum of Understanding with the Pierce County for the construction of the pedestrian bridge.

CAPITAL IMPROVEMENT COMMITTEE RECOMMENDATION: The Capital Improvement Committee reviewed this resolution at their meeting on May 16, 2018 and recommended forwarding this item on to the full Board for approval.

BACKGROUND: This project will providing partnership funding to replace a foot bridge at the portal of Pioneer Way Park/Pierce County, which is a major link into Swan Creek Park. At this time it is deteriorating and in need of removal. In the 2011 Master Plan for Swan Creek, it was identified for replacement. Pierce County has taken the lead for the purpose of coordinated design, permitting, construction and replacement of the pedestrian bridge that crosses the creek in Swan Creek Park. This agreement provides authorization, establishes responsibilities, and defines financial contributions related to the Bridge Project.

FISCAL IMPACT: This project demonstrates cost effective collaboration with MPT partners for the benefit of Tacoma residents. Metro Park Tacoma’s capacity to serve the community is clearly enhanced through partnerships and contributions and support. Funding allocation is derived from the 2014 UGTO Open Space, Trails & Natural Areas, Trails & Pedestrian System Partnerships of $101,000 for the completion of the bridge.

<table>
<thead>
<tr>
<th>Amount</th>
<th>Description</th>
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<tbody>
<tr>
<td>$345,000</td>
<td>Pierce County</td>
</tr>
<tr>
<td>$100,000</td>
<td>MPT Open Space/Partnership</td>
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<tr>
<td>$1,000</td>
<td>MPT Art Fund</td>
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<td>$446,000</td>
<td>Total</td>
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ADDITIONAL INFORMATION: For additional information, please contact Planning & Development Director Debbie Terwilleger at 253-305-1086.
METROPOLITAN PARK DISTRICT OF TACOMA

RESOLUTION NO. R57-16

SWAN CREEK- PIERCE COUNTY PEDESTRIAN BRIDGE PARTNERSHIP MOU
AND CAPITAL ALLOCATION

WHEREAS, the Board of Park Commissioners of the Metropolitan Park District of Tacoma
wishes to enter into an Memorandum of Understanding regarding the completion of construction of
a new pedestrian bridge with Pierce County for the recreational experience for residence in Swan
Creek Park; and

WHEREAS, the completion of the new bridge will increase safety with the park and over
the creek; and

WHEREAS; the Board of Park Commissioners wishes to allocate funds in order to
participate in the partnership; and

Now, therefore, be it

RESOLVED by the Board of Park Commissioners of the Metropolitan Park District of
Tacoma that: authorization to be given to the Executive Director to sign a Memorandum of
Understanding with the Pierce County and appropriate bond funds.

The forgoing resolution was adopted by the Board of Park Commissioners of the
Metropolitan Park District of Tacoma at a regular meeting held on ____________ 2018.

____________________________
President

ATTEST:

____________________________
Secretary

____________________________
Clerk