

# COMMISSION AGENDA

Item No: 7B

Meeting: 02/18/2021

**DATE:** February 5, 2021

**TO:** Port Commission

**FROM:** Eric Johnson, Executive Director  
Sponsor: Commissioner Deanna Keller  
Presenter: Evette Mason, Port of Tacoma Government Affairs Manager

**SUBJECT:** INTERLOCAL AGREEMENT BETWEEN METROPOLITAN PARK DISTRICT OF TACOMA AND THE PORT OF TACOMA FOR MUTUAL COOPERATION AND SUPPORT REGARDING THE DEVELOPMENT OF INNOVATIVE COMMUNITY COLLABORATION STRATEGIES TO RECOVER FROM THE COVID-19 PANDEMIC

## **A. ACTION REQUESTED**

Authorization for the Executive Director or his designee to enter into an Interlocal Agreement (ILA) with the Metropolitan Park District of Tacoma (Metro Parks) pursuant to the Interlocal Cooperation Act (Chapter 39.34 RCW). This Agreement is for the Port's share to jointly fund the development of collaborative innovation strategies addressing recovery from the COVID-19 pandemic for the benefit of the Port of Tacoma and Metro Parks constituents. Total financial commitment by the Port of Tacoma shall not exceed \$6,000.

## **B. BACKGROUND**

The Joint Municipal Action Committee (JMAC) was established in the mid-1970's and includes the City of Tacoma, Metro Parks and the Tacoma School District. Pierce County became a member in 2005 and the Port of Tacoma joined in 2011. The Puyallup Tribe of Indians joined in 2018. Elected officials from each organization attend the monthly meeting.

The purpose of JMAC is to identify common interests among the entities.

In late 2019, the members agreed that to best leverage their agency's strengths and initiatives, outside expertise would help them:

- 1) Facilitate discussions on how to use the COVID-19 pandemic as a catalyst to identify and prioritize collaborative opportunities;
- 2) Develop a "common language" and expectations between policy-makers and staff to enable JMAC to work more effectively and efficiently; and
- 3) Develop a process that illustrates how multiple public jurisdictions can better serve the same community by better integrating projects and initiatives for greater collective

impact and increased sustainability.

The elected representatives from Metro Parks, the City of Tacoma, Pierce County, Tacoma School District and the Port of Tacoma agreed to ask their leadership and/or governing bodies for up to \$6,000 for consultant costs. Total contract costs are estimated to be \$30,000. In addition, Metro Parks agreed to prepare a Request for Proposals (RFP), facilitated a selection committee in choosing a consultant and manage the consultant contract.

Pursuant to Chapter 39.34 RCW (the Interlocal Cooperation Act), two or more public entities may contract with one another to perform government services which each is authorized to perform. The contract must be authorized by the governing body of each organization and must set forth its purposes, powers, rights, objectives and responsibilities of the contracting governments.

**C. SCOPE OF THE ILA**

The scope of the ILA includes four projects in two phases:

- 1) Charter documents for a JMAC governance structure – Phase 1;
- 2) Identifying and discussing JMAC pilot projects - Phase 1;
- 3) Asset mapping of the five governments to better understand overlapping initiatives, as well as community needs – Phase 2; and
- 4) Community immersion event with stakeholders – Phase 2.

**D. DURATION OF AGREEMENT**

This agreement is effective upon the last date of execution of both parties and will continue through the completion of the project. Pandemic restrictions may impact community outreach events and the contract end

**E. FINANCIAL SUMMARY FOR ILA ELEMENTS**

Metro Parks will, upon the completion of the work estimated to be June 30, 2021, submit a request to the Port of Tacoma for a lump sum payment of \$6,000 for our proportional reimbursement of costs. Metro Parks agrees to apply the funds exclusively to expenses incurred with the project.

Funding for the ILA would come from the operating budget, Consulting Services from the Executive Budget. Funding was not included in the 2021 budget.

Item	Budget Estimate	Expenditure to Date	Anticipated Future Expenditures
Metro Parks ILA	\$0	\$0	\$6,000

**F. ECONOMIC INVESTMENT / JOB CREATION**

The community outreach and analysis process alone does not create employment opportunities; however, the Port's investment in this collaborative effort may help us and our local partner agencies leverage and consolidate our collective strengths and services for mutual economic advantage and initiatives.

**G. ENVIRONMENTAL IMPACTS / REVIEW**

The consultant's work does not have direct environmental impacts; however, final recommendations from the consultant may include environmental initiatives.

**H. ALTERNATIVES CONSIDERED**

JMAC members requested a fair and transparent consultant selection process. Thanks to the Metropolitan Park District for preparing and administering the RFP. They received one proposal that was reviewed and considered by a JMAC sub-committee.

**I. NEXT STEPS**

The Metropolitan Park District will finalize the contract with the consultant once funding agreements are in place. Phase 1/Project 1 may then begin.

**INTERLOCAL AGREEMENT  
BY AND BETWEEN  
THE METROPOLITAN PARK DISTRICT OF TACOMA AND THE PORT OF TACOMA  
FOR  
MUTUAL COOPERATION AND SUPPORT REGARDING THE DEVELOPMENT OF INNOVATIVE  
COMMUNITY COLLABORATION STRATEGIES TO RECOVER FROM THE COVID-19 PANDEMIC**

THIS INTERLOCAL AGREEMENT (“Agreement”) is entered into this \_\_\_\_ day of \_\_\_\_\_ 2021 (for reference purposes only) by and between the Metropolitan Park District of Tacoma, a municipal corporation (hereafter, "Metro Parks"), and the Port of Tacoma, a Port District formed under RCW Chapter 53.04 (hereafter, the "Port"), (sometimes referred to herein singularly as a “Party” of collectively as the “Parties” pursuant to the Interlocal Cooperation Act (Chapter 39.34 RCW) and based upon the following terms and conditions:

RECITALS

WHEREAS, pursuant to Chapter 39.34 RCW (the Interlocal Cooperation Act), two or more public entities may contract with one another to perform government services which each is by law authorized to perform; provided, that such contract must be authorized by the governing body of each Party to the contract and must set forth its purposes, powers, rights, objectives, and responsibilities of the contracting Parties; and

WHEREAS, the Parties find it mutually beneficial and in the public interest to jointly contribute financial resources to support the development of community-based collaborative and innovative strategies supporting recovery from the COVID-19 pandemic; and

WHEREAS, the parties actively participate in the Joint Municipal Action Committee (hereafter, “JMAC”)- a coalition of Tacoma-Pierce County public agencies that includes the Parties, Pierce County, the City of Tacoma and the Tacoma School District – who desires to collectively re-imagine our community’s new normal in light of the COVID-19 pandemic, and

WHEREAS, the parties desire to enter into an agreement to make more efficient use of the powers granted to them; to cooperate and collaborate with each other as local governmental units, municipalities and organizations for mutual advantage; and, thereby to provide services, facilities and planning in a manner and in accordance with various geographic, economic and demographic factors influencing the needs and recovery of the greater Tacoma community, and

WHEREAS, the Port is engaged in a strategic planning process and has identified five foundational goals, including advancing the Port’s commitment to greater Pierce County by promoting partnerships and engaging with the community in a transparent and accessible way, and

WHEREAS, the Port desires to further its purpose of regional economic development and vitality and believes that these goals can be more effectively advanced as a result of community-based collaboration strategies including refinements to the JMAC governance structure, and

WHEREAS, the parties intend by this Agreement to adopt certain form documents that will be utilized by the Parties to facilitate the transaction of services and Work as described above and those documents shall incorporate by reference the provisions of this Agreement;

NOW, THEREFORE, in consideration of the mutual promises contained herein, the parties agree as follows:

## **AGREEMENT**

SECTION 1. Incorporation of Recitals. The above stated recitals are true and correct to the best of the Ports' and Metro Parks' knowledge and are incorporated by this reference as though fully set forth herein.

SECTION 2. Purpose. The purpose of this Agreement is to provide for the joint funding by the Parties and other JMAC participants in the retention of one or more consultants to perform the following:

- (1) facilitate discussions on how to use the COVID-19 pandemic as a catalyst to identify and prioritize opportunities for collaboration;
- (2) develop "common language" and expectations between policy-makers and staff to enable JMAC to work more effectively and efficiently; and
- (3) develop a process that demonstrates how multiple public jurisdictions can better serve the same community by better integrating projects and initiatives for greater collective impact and increased sustainability over time.

(Hereinafter the "Work").

SECTION 3. Deliverables. Metro Parks have issued a request for proposals (RFP) for the consultant(s) to perform the Work and will select the consultant(s). The consultant(s) deliverables are expected to include but are not limited to the following:

- Charter documents for a JMAC governance structure
- Process management and meeting facilitation
- Asset mapping of the five governments to better understand overlapping initiatives, as well as community needs

SECTION 4. Funding Obligations. The Parties acknowledge and agree that due to the nature of the Work and the necessity to consider input from all of the JMAC members, the deliverables may change and the cost to perform the Work may change. Metro Parks presently estimates the Work to cost Thirty Thousand Dollars (\$30,000) and the Port hereby agrees that its funding obligation under this Agreement is not to exceed Six Thousand Dollars (\$6,000) (hereinafter referred to as the "Funds") unless otherwise approved by the Parties as provided below. The Port will pay the Funds to Metro Parks, to be used exclusively to reimburse Metro Parks for the Work pursuant to Section 6.

SECTION 5. Timeline. Metro Parks anticipates the Work to commence in January 2021 and conclude by June 30, 2021.

SECTION 6. Request for Reimbursement. Metro Parks shall, upon completion of the Work, submit a request to the Port for a lump sum payment of Six Thousand Dollars (\$6,000) for the Port's proportional reimbursement of the cost for the Work. Metro Parks shall apply the Funds exclusively to expenses incurred for the Work.

SECTION 7. Integration and Amendment. There are no oral Agreements between the parties affecting the meaning, content, purpose, or effectiveness of this Agreement. The provisions of this Agreement may be amended, but only with the mutual written consent of the parties. All amendments and/or addendums shall be incorporated into this original Agreement, and shall not supersede, replace, or otherwise alter the original Agreement unless otherwise indicated. No additions to, or alterations of the terms of this Agreement shall be valid unless made in writing and formally approved and executed by the Port's Executive Director and Metro Parks' Executive Director. The Parties may, from time to time, need to enter into separate Memoranda of Understanding/ agreements further clarifying the deliverables from the consultant(s) and/or setting forth other related collaborations.

Amendments and/or addendums may be administratively approved by the Port's Executive Director and Metro Parks' Executive Director or designee, unless applicable laws require otherwise.

Section 8. No Separate Legal Entity. It is not the intention of the parties, nor shall this Agreement be interpreted, to create a separate legal entity for the performance of this Agreement. Metro Parks shall remain responsible for administering the Work, on behalf of the Port and the other members of JMAC. The Port shall have no obligation to any party providing labor, services, equipment or materials used in the Work except as expressly provided in this Agreement.

Section 9. Indemnification. Metro Parks agrees to indemnify and hold harmless the Port, its officials, officers, agents, employees, volunteers, and representatives, from, and shall defend at its sole expense, against any and all claims, demands, damages, suits at law or at equity, liabilities, losses, judgments, liens, expenses, and costs arising out of or occasioned by Metro Park's negligence or wrongful conduct in fulfillment of its obligations pursuant to this Agreement. In the event of recovery due to the aforementioned circumstances, Metro Parks shall pay any judgment or lien arising therefrom, including any and all costs as part thereof.

The Port agrees to indemnify and hold harmless Metro Parks, its officials, officers, agents, employees, volunteers, and representatives, from, and shall defend at its sole expense, against any and all claims, demands, damages, suits at law or at equity, liabilities, losses, judgments, liens, expenses, and costs arising out of or occasioned by the Port's negligence or wrongful conduct in fulfillment of its obligations pursuant to this Agreement. In the event of recovery due to the aforementioned circumstances, the Port shall pay any judgment or lien arising therefrom, including any and all costs as part thereof.

Section 10. Dispute Resolution. In the event of a dispute between the Port and Metro Parks arising out of or relating to this Agreement, the Port Executive Director and Metro Parks Executive Director or their designated representatives shall review such dispute and options for resolution. If the dispute cannot be resolved by the Port Executive Director and Metro Parks Executive Director, the dispute may be submitted to mediation or proceed to arbitration as provided below.

Section 11. Enforcement, Interpretation, Venue. The laws of the State of Washington shall govern the validity, performance, interpretation, and enforcement of this Agreement. In the event that a dispute cannot be resolved through the process specified in Section 10 above, the Parties agree to submit the matter to binding arbitration. Should either party institute arbitration for enforcement or interpretation of any provision contained herein, the venue of such arbitration shall be in Pierce County, Washington. The prevailing party in any arbitration arising out of this Agreement shall be entitled to reasonable attorney's fees, costs and expert witness fees. The Parties agree that each of them is adequately

represented by independent counsel, and that both Parties shared equally in the drafting of this Agreement. Therefore, this Agreement shall not be construed either for or against the Port or Metro Parks as drafter, but this Agreement shall be interpreted in accordance with the general tenor of the language in an effort to reach an equitable result.

Section 13. Invalid Provisions/Severability. If any provision of this Agreement shall be held invalid, the remainder of the Agreement shall not be affected thereby, if such remainder would then continue to serve the purposes and objectives of the Parties.

Section 14. Termination of Agreement. This Agreement may be terminated for any reason after written notice and upon mutual agreement of the Parties.

Section 15. Filing. Prior to its entry into force, this Agreement shall be filed with the Pierce County Auditor's Office or posted upon the Parties' websites as provided by RCW 39.34.040.

Section 16. Counterparts. This Agreement may be executed in counterparts, and all such counterparts once so executed together constitute one final agreement, as if one document had been signed by all Parties, and each such counterpart, upon execution and delivery, is a complete original, binding on the Parties. A faxed or email copy of an original signature has the same force and effect as the original signature.

Section 17. Notice. Any notice required under this Agreement must be to the Party at the address or email listed below and shall become effective three (3) days following the date of deposit with the United States Postal Service or email distribution.

Metropolitan Park District of Tacoma  
4702 S. 19<sup>th</sup> Street  
Tacoma, WA 98405  
Attn: Peter M. Mayer  
Email: [peterm@tacomaparks.com](mailto:peterm@tacomaparks.com)

Port of Tacoma  
PO Box 1837  
Tacoma, Washington 98401  
Attn: Evette Mason  
Email: [emason@portoftacoma.com](mailto:emason@portoftacoma.com)

The Parties may change the contact person by providing notice as specified above to the other Party.

This Agreement shall become effective on the date of the last authorizing signature affixed hereto.

**PORT OF TACOMA**

\_\_\_\_\_  
By: Eric Johnson (Date)  
Port of Tacoma Executive Director

APPROVED AS TO FORM:

\_\_\_\_\_  
Heather Burgess (Date)  
Port General Counsel

**METROPOLITAN PARK DISTRICT OF TACOMA**

\_\_\_\_\_  
By Shon Sylvia (Date)  
Executive Director

\_\_\_\_\_  
Erwin Vidallon (Date)  
Chief Financial Officer

draft

APPROVED AS TO FORM:

\_\_\_\_\_  
Mark R. Roberts (Date)  
Metro Parks General Counsel

\_\_\_\_\_  
James McDonald (Date)  
Metro Parks Risk Manager



Item No.: 7B  
Date of Meeting: Feb. 18, 2021

# Interlocal Agreement between the Metropolitan Park District of Tacoma and the Port of Tacoma for the Development of Innovative Community Collaboration Strategies through the Joint Municipal Action Committee

February 18, 2021

Sponsor: Commissioner Deanna Keller

Presenter: Evette Mason  
Government Affairs Manager



# Requested Action



**Authorization for the Executive Director or his designee to enter into an Interlocal Agreement (ILA) with the Metropolitan Park District of Tacoma (Metro Parks) pursuant to the Interlocal Cooperation Act (Chapter 39.34 RCW). This Agreement is for the Port's share to jointly fund the development of collaborative innovation strategies addressing recovery from the COVID-19 pandemic for the benefit of the Port of Tacoma and Metro Parks constituents. Total financial commitment by the Port of Tacoma shall not exceed \$6,000.**

# Background



- **Joint Municipal Action Committee (JMAC) created in the mid-1970's.**
- **Composed of elected leaders, membership includes the City of Tacoma, Metro Parks, Tacoma School District, Pierce County, Port of Tacoma, Puyallup Tribe of Indians.**
- **Port's current representative is Commissioner Deanna Keller.**

## Background (cont.)



- 1) Facilitate discussions on how to use the COVID-19 pandemic as a catalyst to identify and prioritize collaborative opportunities;**
- 2) Develop a “common language” and formalize a governance structure for JMAC;**
- 3) Develop a process that illustrates how multiple public jurisdictions can better serve the same community by better integrating projects and initiatives.**

# Scope and Timeline



## Desired Scope of Work

2 Phases / 4 Projects



Jan

June

### Phase 1

#### Project A

JMAC Interviews & Workshop

STRUCTURING GOVERNANCE

#### Project B

Strengthening Community Health & Safety

PURSuing PILOT PROJECTS

### Phase 2

#### Project C

Asset Map & Ecosystem Assessment

UNDERSTANDING OVERLAPS & GAPS

#### Project D

Immersion Event

RESPONSE & IMPROVEMENT INITIATIVES

# High Level Scope & Critical Path



## RFS High Level Scope & Critical Path



# Financial Summary



**Source: Funding for the ILA would come from the Executive Department’s operating budget, Consulting Services. Funding was not included in the 2021 budget.**

<b>Item</b>	<b>Budget Estimate</b>	<b>Expenditure to Date</b>	<b>Anticipated Future Expenditures</b>
Metro Parks ILA	\$0	\$0	\$6,000

# Economic/Environmental Impacts



**The consultant's work does not have direct economic or environmental impacts; however final recommendations from the consultant may include economic development projects/programs and environmental initiatives.**

# Requested Action



**Authorization for the Executive Director or his designee to enter into an Interlocal Agreement (ILA) with the Metropolitan Park District of Tacoma (Metro Parks) pursuant to the Interlocal Cooperation Act (Chapter 39.34 RCW). This Agreement is for the Port's share to jointly fund the development of collaborative innovation strategies addressing recovery from the COVID-19 pandemic for the benefit of the Port of Tacoma and Metro Parks constituents. Total financial commitment by the Port of Tacoma shall not exceed \$6,000.**