

MONTHLY MEETING OF THE BOARD OF
COMMISSIONERS OF FALL CITY METROPOLITAN PARK DISTRICT
OF KING COUNTY, WASHINGTON
HELD September 28, 2010

The regular meeting of the Board of Commissioners of Fall City Metropolitan Park District (FCMPD) of King County, Washington, was held September 28, 2010, at the Fall City Fire District No. 27 Station located at 4301 334th PL SE, Fall City, Washington, at 7:00 p.m. Commissioners Harris, Moderow, and Petterson were present. Commissioners Schneidler and Wilkins had an excused absence.

Also present were Teresa Appleseth, Jeff Appleseth, and Terri Campbell.

1. Call to Order

Commissioner Harris acted as Chairman of the meeting and business was conducted as follows. Terri Campbell will be taking the meeting minutes.

2. Minutes and Resolutions (review, approval and sign)

Minutes of the regular meeting held August 24, 2010 were read and approved. Minutes of the special meeting held September 14, 2010 were read and approved.

3. Financial Report and Vouchers

The King County Voucher request form totaling \$3,953.43, which included various vouchers drawn on the District's Maintenance Form, was reviewed.

Upon motion duly made and seconded, the Board of Commissioners unanimously approved and authorized payment of Maintenance Fund Voucher Nos. 30 through 41 in the amount of \$3,953.43

Terri Campbell prepared and submitted to the Commissioners a Master Financial Report that includes actual income and expenditure from January 2010 to present.

4. Business from the Floor

A. Guest speaker, Raechelle Turner, representing Hebert Research, gave a presentation on how her company conducts a survey. Hebert is the #1 Washington-based research company with experience in developing and facilitating surveys for public agencies, including park surveys. They recently completed a 40 question survey for the City of Sammamish and also have experience with several local municipalities. They have found that to conduct a statistically valid survey for government clients, telephone surveys receive a higher response rate and are also more efficient than mailed surveys.

B. Guest Speaker, Milenko Matanovic, of the Pomegranate Center, which is a 24-year old non-profit company based in Issaquah with 50 projects behind them. They specialize in bringing a community together to develop a project. They believe that the more people that are involved at all stages of the process, the more a community takes ownership of a project. They believe that there is a huge difference between a park and a gathering place. A gathering place is intentionally designed for all generations for the community at large. It is also typically based around partnerships with others through “in-kind” donations. For instance they recently developed a park/gathering place in Walla Walla where the community and their representatives camped on site over a period of nine days and built it in part with donated labor and materials. The “Amphitheatre at Pickering Place” in Issaquah and the City of Duvall “Main Street” are a few examples of their local projects. They mostly work with non-profit organizations, housing authorities, cities, and a few private developers inside and outside the US.

They believe that when beginning a project, a gathering of people and involvement from the community needs to occur first where everyone has a chance to speak. Ground rules are established from the start, which is different than from a public meeting. When you ask a question, the answer is stated and they work through it, not just based around someone stating a comment and no response, that’s not community involvement. Wisdom of the community is gained through this process. The community may have insights that differ from what a government or sponsoring organization has.

5. Correspondence

No report.

6. Committee Reports

A. Administrative Committee

- Document Storage Solutions – Angela at Hauglie Insurance offered a storage space for a soon-to-be purchased fireproof file for the Parks District. Fire District Chief Connor was also contacted to see if a fireproof file cabinet could be placed permanently into the public fire station. He would confer with their District Commissioners.
- Policies and Procedures Manual – Commissioner Harris has begun looking into what other similar districts have in place and will discuss these findings at the next meeting.
- Monthly Action List – Terri Campbell will share her Monthly Action List with the Commissioners and seek feedback at the next meeting.
- Electronic Files – Commissioner Harris has uploaded all of the files he has worked with onto the NetRiver server with his Administrator rights and will need to consult with NetRiver on how to provide access to Terri Campbell and the other commissioners.

- After January 1, 2011, the 2nd Tuesday of the month will be our Regular Monthly Meeting. The 4th Tuesday of the month will be set aside for Special Meetings as necessary.

Upon motion duly made and seconded, the Board of Commissioners unanimously approved to move Regular Monthly Meetings to the 2nd Tuesday of the month beginning January 2011. Special Meetings, when required, will move to the 4th Tuesday of the month beginning January 2011.

B. Vision, Mission, and Goals Committee

No report.

C. Park Lands Committee

- Park District Survey – The draft Request for Proposal (RFP) was presented by Commissioner Moderow to the Commissioners for approval. The suggested timeline for the survey is (actual dates may vary depending upon the review and advertisement submittal process):
 - Advertise on October 1
 - Repost on October 8
 - Bids postmarked October 15
 - Review – 1 week
 - Discuss at Monthly Meeting – October 26
 - Submit to legal counsel – October 27
 - Present in a Special Meeting – November 9
 - Award contract on November 23
 - Start survey on January 1, 2011
 - Survey results due March 1

Upon motion duly made and seconded, the Board of Commissioners unanimously approved and authorized Commissioner Moderow to revise the Survey RFP in accordance with the comments offered during the meeting, to submit it to the District’s general counsel for review and revise as appropriate, to coordinate the public advertisement with a local publication, and to be reimbursed for any appropriate expenses incurred for the advertisement.

- Fall City Park maintenance schedule

No report.

7. Communications Liaison Representative Report

A. Snoqualmie River/Fall City recreation meeting

- Commissioner Harris advised that representatives from the FCCA, Department of Fish and Wildlife (WDFW), Partnership for Rural King County (PRKC), Councilmember Lambert’s office, King County Department of Natural Resources and Parks (Parks & Recreation and Solid Waste Division), Sheriff’s Office, and the principal property owners along the Snoqualmie River near

downtown Fall City (Bernard Development Company) are planning to meet within the month to discuss issues associated with trash receptacle options, river clean-up, parking enforcement, public safety, and crowd control.

B. Snoqualmie Tribe

- No report.

C. King County

- No report.

8. Old Business

A. Expense Budgeting for FY 2011 – Process/Timeline

- Commissioner Harris and Terri Campbell will coordinate with King County to determine when the 2011 expense budget is required by the County from the District and when the District should expect to receive the updated assessed valuation report from the County.

B. State RCO Grant Application for Wells Site Acquisition – Recap

- No change in status to the scoring provided by RCO. Information posted to the website.

9. New Business

A. State Auditor's Office – Accountability Audit

- Commissioner Harris noted that on Friday, October 2, 2010, he and Commissioners Moderow are scheduled at their request to meet with the State Auditor's Office as part of their audit process. Additional information to follow.

B. FCES/CKMS

- Commissioner Harris brought up the issue of the FCES PTSA request to have the District sponsor a 1/6th page ad for \$75 for the Student (telephone) Directory in order to promote awareness of the Park District. It was discussed that the ad should include our website address and monthly meeting times and location. If approved, Commissioner Harris agreed to coordinate this advertisement with the FCES PTSA.

Upon motion duly made and seconded, the Board of Commissioners unanimously approved and authorized a \$75 payment to place an ad which will be included in the FCES and CKMS directories.

10. Adjourn

After discussion, upon motion duly made and seconded, the meeting was adjourned at 9:27pm.

President and Commissioner

Commissioner

Commissioner

Commissioner

Commissioner

ATTEST:

Clerk and Commissioner