

MINUTES OF SPECIAL MEETING OF THE BOARD OF  
COMMISSIONERS OF FALL CITY METROPOLITAN PARK DISTRICT  
OF KING COUNTY, WASHINGTON  
HELD NOVEMBER 9, 2010

A special meeting of the Board of Commissioners of Fall City Metropolitan Park District (FCMPD) of King County, Washington, was held November 9, 2010, at the Fall City Fire District No. 27 Station located at 4301 334<sup>th</sup> PI SE, Fall City, Washington, at 7:00 p.m. Commissioners Moderow, Pettersson, Harris, and Schneider. Commissioner Wilkins was absent.

Also present were Terri Campbell, Terri Divers, Teresa Appleseth, Allen Minner, Nancy Moore, and Del Moore.

**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. Discuss and Decide Issues and Correspondence: Park District Survey**

Commissioner Moderow stated we received three RFP responses from qualified survey companies. A comparison spreadsheet was distributed for public review and Commissioner Harris suggested the five Commissioners should receive copies of each RFP for individual review and comment.

- Synovate – Their proposal was extremely detailed and thorough. They have offices globally, and the office in Vancouver, British Columbia, Canada, provided the RFP pricing. They appear very well qualified, computer assisted technology, and state they have the highest standard of data accuracy. Total fee is \$38,000.
- Gilmore Research Group– They are located in Seattle, Washington. They did not offer as many or as broad of services as Synovate, however well rounded. They included contacting cellular phones as part of their scope of work. They have partnered with Norton-Arnold for customer outreach and communications. They conformed to the RFP, yet provided additional services. They pre-contact people in a letter and invite them to participate on-line at a specific time. Their customers include the City of Redmond, City of Bellevue, King County Housing and other miscellaneous County and State agencies, however only one was a park survey. Total fee is \$29,934
- Hebert Research, Inc – Located in Bellevue, Washington, Hebert is the smallest of the three bidders with 95 employees. They did not provide as much detailed information as the other two; however they did address our requirements. Relevant project experience with the City of Redmond, City of Bellevue, King County Parks and all the way to the State level. Total fee is \$12,443

**3. Discuss and Decide Issues and Correspondence: River Float Task Force (formerly titled Snoqualmie River Recreation Committee)**

Commissioner Moderow provided an update from the meeting on November 8, 2010. FMCPD will be the temporary facilitator until the committee gets up and running and gathers more volunteers to run the meetings.

- Recommendation to hold the meetings at the Fall City Library to control costs.
- Look into the possibility of having an easement on Tom Bernard's property near the bridge to place a larger dumpster provided by others. The current dumpster was currently on State right-of-way.
- Terri Campbell to look into reserving the Fall City Library for a date in January 2011. Meeting has been confirmed for the Fall City Library on January 10, 2011.
- It has been suggested that the FCMPD have Policies and Procedures in place before making the river project a part of the FCMPD. At this time, the FCMPD has only committed to being a temporary Facilitator until a task force can be organized and another organization can spearhead this task.

**5. Discuss and Decide Issues and Correspondence: 2011 Expense Budgeting**

Commissioner Harris provided a proposed 2011 Budget of \$110,000.

- A budget line has been kept in the budget for 2011 to pay the Commissioners should they decide to make a motion to pay for meeting attendance. No motion has been suggested nor made.
- Del Moore suggested a summer activity, i.e. Bike Ride to Breakfast. Programs can be started at little or no cost using the FCMPD name. This could be a fundraiser for the District.
- Grants could be developed for community enhancements to which the FCMPD could fund.
- What does something need to be to have the FCMPD support and liability? We are hoping the parks survey provides guidance as to what the community wants out of the parks department. Our insurance risk manager could be invited to a meeting to discuss potential FCMPD events to advise the Commissioners on liability exposures hosting an event.
- Formal hearing for our budget is scheduled for November 23, 2010. The last day to submit is December 3, 2010.
- Keep \$18,000 in legal to assist with developing policies and procedures.
- Terri Divers advised that it's very important when you have reserve funds to specify it clearly. She suggests putting \$55,000 in reserve plus

\$15,000 (which equals \$70,000). Call it a “one-half year operating fund” and separate it out at the bottom so it matches what we are doing during the year. This is important because we only receive income two lines a year yet outlay is monthly. Line 74 is affected by this comment.

- Teresa Appleseth commented on revisiting the CIP Program, to facilitate the grant process. She suggests the Commissioners revisit the CIP (Capital Improvement Plan which includes the Comp Plan) document and update it after the budget and survey are completed. She suggested the CIP be put into a draft status.
- Commissioner Pettersson requested we have an Agenda item for the next Regular Meeting and review the CIP the 2<sup>nd</sup> quarter of 2011.
- How long do we have to raise taxes? We have requested this information from General Council. Terri Divers stated there is a statute out there that you can have 1% of the last 3 years, however we have not been around for 3 years. King County projects the assessed value of all the combined properties in the District will be lower this year than last year.

**7. Adjourn**

After discussion, upon motion duly made and seconded, the meeting was adjourned at 8:55pm.

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President and Commissioner

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Commissioner

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Commissioner

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ATTEST:

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Clerk and Commissioner