

MINUTES OF REGULAR MEETING OF THE BOARD OF
COMMISSIONERS OF FALL CITY METROPOLITAN PARK DISTRICT
OF KING COUNTY, WASHINGTON
HELD MARCH 17, 2009

The first meeting of the Board of Commissioners of Fall City Metropolitan Park District of King County, Washington, was held March 17, 2009, at the Fall City King County Library, 33415 42nd Place SE, Fall City, Washington, at 7:00 p.m. Commissioners Harris, Moderow, Pettersson, Schneider, and Wilkins were present.

Also present were Dick Jonson, Johann Sasynuik, John Rouches, Charles Kellogg, Councilmember Lambert, Dwight Miller, Betty Connor, Chris Connor, Del Moore, John Chaney, Sophie Harris, Carolyn Harris, Joelle Keizer, Travis Stombaugh, and Terri Divers.

1. **Call to Order.** Commissioner Schneider acted as Chairman of the meeting and business was conducted as follows. He stated that Terri Divers has volunteered to take minutes of this meeting.

Commissioner Schneider reported that a meeting notice was posted at the Fall City Water District and the U.S. Post Office on Monday March 16, 2009 at 5:00 p.m. and a notice was published in the March addition of the Fall City Neighbors.

A. **Oath of Office.** The oath of officers and Certification of Election for Commissioners Harris, Moderow, Pettersson, Schneider, and Wilkins were read aloud and signed.

B. **Declaring the organization of the Board of Commissioners of Fall City Metropolitan Park District of King County, Washington and Board Meeting Time and Place.** A proposed draft resolution reviewing the history of the District's formation and declaring its organization was reviewed.

Upon motion duly made and seconded, Resolution No. 1 was unanimously adopted as follows:

Resolution No. 1

A RESOLUTION declaring and formation of the Fall City Metropolitan Park District of King County, Washington and fixing the time and place for regular meetings.

C. **Commissioner Officers Election.** Officer positions were discussed. Commissioner Schneider was unanimously nominated as President and Commissioner Harris was unanimously nominated for Clerk of the Board of Commissioners for the calendar year 2009.

Upon motion duly made and seconded, these persons were elected to such positions and Resolution No. 2 was unanimously adopted as follows:

Resolution No. 2

A RESOLUTION approving the election of Dave Schneider as President and Kirk Harris as Clerk of the Board of Commissioners for the calendar year 2009.

D. District Address (PO Box). Terri Divers stated that the annual cost for a small Post Office box is \$38, a medium size Post Office box is \$54, that no large Post Office boxes are available, and that the post office charges \$1 per key. She stated that medium size Post Office Box 1180 is currently available. She stated that the box would not likely be available unless it was reserved the next day and that the Post Office requires advance payment of the rent and the cost of keys. She offered to advance the costs subject to reimbursement.

After discussion, upon motion duly made and seconded, the Board of Commissioners unanimously authorized the District's mailing address to be PO Box 1180, Fall City, WA 98024; and instructed Terri Divers to purchase medium size Post Office Box 1180 on the District's behalf and authorized reimbursement of the upfront costs charged by the Post Office.

E. Open Public Meetings Act Discussion. The Board of Commissioners reviewed the rules of RCW 42.30 Open Public Meetings Act.

2. Financial.

A. King County Maintenance Fund. A proposed draft resolution establishing a maintenance fund account with King County was reviewed.

Upon motion duly made and seconded, Resolution No. 3 was unanimously adopted as follows:

Resolution No. 3

A RESOLUTION requesting King County Comptroller to create and establish a Maintenance Fund for funds of Fall City Metropolitan Park District of King County, Washington.

B. King County Construction Fund. A proposed draft resolution establishing a construction fund account with King County was reviewed.

Upon motion duly made and seconded, Resolution No. 4 was unanimously adopted as follows:

Resolution No. 4

A RESOLUTION requesting King County Comptroller to create and establish a Construction Fund for funds of Fall City Metropolitan Park District of King County, Washington.

3. Correspondence.

A. Jack Kelley Letter – Donation. A letter from Jack Kelley was reviewed enclosing a donation of \$1,500 to the District from the sale of his book *Jack's History of Fall City*. He wrote that he understands the District will not have funds available

from property taxes until 2010 and therefore he intends for the money be used towards any expense that is important enough to warrant payment during the 2009 calendar year, i.e. liability insurance, post office box, computer and printer, clerical supplies, telephone expenses, etc. **The donation was accepted.**

B. Fall City Parks Campaign Action Team Memo – Donation. A memorandum from the Fall City Campaign Action Team was reviewed donating the Fall City Park District “vote yes” yard signs and their final cash balance in the amount of \$39.47.

Dwight Miller stated that it is not legal for the District to use the “vote yes” yard signs in any future campaign and therefore the District cannot accept the signs.

Upon motion duly made and seconded, the Board of Commissioners unanimously agreed not to accept the Fall City Park District “vote yes” yard signs. The donation was accepted.

C. Attorney Richard Jonson P.S. Letter. A letter and an accompanying record of labor charges from attorney Richard (Dick) Jonson were reviewed. Attorney Jonson stated that his law firm provided legal assistance as part of the District formation and with respect to the proposed transfer by King County of the Fall City Community Park to the Snoqualmie Tribe. He stated that he will not issue a formal invoice until the district obtains sufficient funds to make payment on the invoice. He requested that the Board adopt a resolution at a regularly scheduled meeting that approves payment of the invoice in the amount of \$9,056.05 when funds are available. He stated that he is also interested in providing legal services to the District. He stated that he has substantial experience in representing municipal special purpose districts and with real estate management and transactions. He stated that he has represented the Fall City Water District for many years and is familiar with the Fall City area.

Commissioner Schneider recommended that no specific action be taken at this time and that the issues associated with the attorney’s fee for legal assistance and the selection of legal representation be studied further.

4. New Business.

A. Committee Assignments. The President identified the following committees and representative assignments that require attention:

1. Administrative Committee:
(Agendas, Minutes, Bookkeeping, Record Keeping, Insurance Quotes – for Liability, Director’s and Officer’s (D&O) Policies, Legal Services Research, Electronic Communications Research - Web Hosting, E-mail)
2. Vision, Mission, and Goals Committee:
3. Park Lands Committee:
(Park Land Transfer Research)

B. Representative Assignments:

1. Friends of Fall City Parks:
2. Parks and Recreation Regional Task Force (Snoqualmie Valley):
3. King County Communication Liaison:

After discussion, upon motion duly made and seconded, the Board of Commissioners unanimously appointed the following committee leads:

- **Administrative Committee: Commissioner Harris**
- **Vision, Mission, and Goals Committee: Commissioner Pettersson**
- **Park Lands Committee: Commissioner Moderow**

After discussion, upon motion duly made and seconded, the Board of Commissioners unanimously appointed Commissioner Wilkins as the representative to Friends of Fall City Parks, Parks and Recreation Regional Task Force, and King County Communication Liaison.

Administrative Committee: Commissioner Harris stated that as lead of the administrative committee he would like to ask questions of Attorney Jonson and Travis Stombaugh, the Executive Director for Si View Metropolitan Park District. He asked what should be done with respect to a 2009 budget.

Attorney Jonson stated that a budget for this year should be prepared. He stated that commissioner compensation is by resolution passed by the commissioners. Therefore without a resolution there is no compensation. He recommended that the District begin planning for facilities, equipment, and employees.

Travis Stombaugh stated that borrowing money from King County with a pay back period of two years might be available. He stated that a 6-year comprehensive plan is a good idea but not required. He also stated that a comprehensive plan is typically needed for grant applications.

Commissioner Moderow stated that a web site and insurance is needed.

Perry Wilkins asked Attorney Jonson what the first steps should be.

Attorney Jonson stated budget preparation and acquisition of liability and D&O insurance policies should occur first.

Commissioner Harris asked if it was legal to pay attorney fees for something that was done prior to the District formation.

Attorney Jonson responded affirmatively, because the work was necessary to form the District.

Terri Divers stated that money for office supplies (paper, notebooks, file folders, etc.) is needed for District business.

After discussion, upon motion duly made and seconded, the Board of Commissioners unanimously approved a \$300 budget for the PO Box, office supplies, and website domain name; directed Commissioner Wilkins to secure a website domain name on the District's behalf and authorized reimbursement of the upfront costs charged by the website domain name.

5. Public Comment. (2 minute time limit)

Charles Kellogg asked about when the District would get money via taxes.

Attorney Jonson stated that the tax levy rates would not apply until the 2010 tax year.

John Chaney asked about the possibility of a loan from King County to fund District operations before a tax levy was applied.

Travis Stombaugh stated that borrowing money from King County for this year might be an option.

Johann Sasynuik stated that an inventory of King County of assets (park properties) within the District should be taken. He stated that the District should reach out to all groups for opportunities to work together for matching funds on grant applications, as land and water stewards, and for adding native plant species.

Dwight Miller stated that a 6-year comprehensive plan should be done as it would be the 'roadmap' for the District's future.

Travis Stombaugh stated that many grant applications require a 6-year plan.

Councilmember Lambert gave her congratulations and thanked the Commissioners for allowing her to participate during the Oath of Office. She made her office available to the District for assistance. She stated that a 5-year and 10-year plan should be considered due to the role of the 1% maximum increase limitation on property tax levies. She stated that the new Ferry District and the new Flood District have just gone through the similar organizational beginning stages and suggested that they could be of help. She stated that these new County districts are resources available to investigate insurance options. She stated that if the District was interested in a donated van, they should contact her chief of staff Jeff McMorris. She stated that King County needs input from local representation on what should be done with regional and local parks. She stated that King County does not manage local parks as well as they do regional parks, but that the County Code states that they must provide basic services to unincorporated areas, which includes parks.

Commissioner Wilkins asked Councilmember Lambert if Fall City Community Park could be classified as or could become a regional park.

Councilmember Lambert responded that it would not qualify as a regional park although there are many special elements of FCCP and discussed some of the issues associated with the possible acquisition of the park.

Johann Sasynuik stated that the Fall City subarea plan is up for revision and the District should have a voice in this process.

Commissioner Pettersson asked Councilmember Lambert if King County typically transfers park lands with funding.

Councilmember Lambert stated it is different with each park transfer. She stated that the District should initiate discussions about Fall City Community Park with Bob Burns, Deputy Director and Kevin Brown, Parks Director of King County Parks and Recreation Division.

John Chaney stated that an option might be for the District to consider an ambassadorship of Fall City Community Park. Let King County keep ownership, liability insurance and provide basic necessities of the park and have the District provide enhancements. He stated that the State Auditor's office has an obligation to answer questions for free. He stated that the District will be required to do State audits and that the cost will be billed to the District.

Terri Divers asked if Travis Stombaugh could explain the procedures for banking levy capacity.

Travis Stombaugh explained that the District has the ability to bank levy capacity each year and then access banked levy capacity that was not used during previous years.

Del Moore asked about the requirement to serve on a committee.

Commissioner Schneider stated that members of the general public were welcome to join the committees and in fact encouraged to participate. He stated that committees would bring back recommendations to the Board.

Dwight Miller stated that it would be a good idea to develop a 20-year comprehensive plan. He stated that the District should look at regional parks and how they can be tied together with the District.

Johann Sasynuik stated that the District should inquire with King County regarding issues associated with the Snoqualmie Valley and Raging River trails.

Commissioner Pettersson asked if the District should send a letter to Councilmember Lambert's office about issues with the regional trails.

Commissioner Wilkins asked if the District should talk with Jeff McMorris about regional trail access.

Councilmember Lambert responded affirmatively to both questions and that Bob Burns, Deputy Director and Kevin Brown, Parks Director of King County Parks and Recreation should also be contacted.

Commissioner Schneider asked how the Commissioners might hold a retreat to discuss District issues.

Attorney Jonson stated that you hold an open public meeting for the retreat in which the public can attend.

Commissioner Harris stated that a District computer and e-mail address would be needed. He stated that District e-mails on personal computers are subject to public records requirements.

Attorney Jonson stated this is correct. If a personal computer is used for District business or District e-mails are sent to a personal e-mail address they are subject to public records disclosure. He stated that e-mail discussing District business that is exchanged among three or more commissioners are considered a meeting and subject to the Open Public Meetings Act.

Sophie Harris discussed an option to consider would be to use a remote server that could host the District website, e-mail, and electronic documents.

Travis Stombaugh recommended that the District keep it simple and for hard copy records, keep a logbook of minutes and resolutions in a binder.

Terri Divers stated that the Fall City Metropolitan Park District may wish to request temporary use of the Fall City Water District office to keep a box of public records for the District. She stated that if the Fall City Water District office received a Park District public record request, the request would be turned over to the Park District Commissioner that leads the administrative committee.

After discussion, upon motion duly made and seconded, the Board of Commissioners unanimously agreed to request use of the Fall City Water District office to temporarily keep a box of public records.

6. Next Meeting.

The next meeting of the Board of Commissioners of Fall City Metropolitan Park District of King County, Washington, will be held Tuesday, April 21, 2009, at the Fall City King County Library, 33415 42nd Place SE, Fall City, Washington, at 7:00 p.m.

Upon motion duly made and seconded, the meeting was adjourned at 8:51 p.m.

President and Commissioner

Commissioner

Commissioner

Commissioner

Commissioner

ATTEST:

Clerk and Commissioner