

**MONTHLY MEETING OF THE BOARD OF COMMISSIONERS
OF FALL CITY METROPOLITAN PARK DISTRICT
OF KING COUNTY, WASHINGTON
HELD DECEMBER 13, 2011**

The Regular Meeting of the Board of Commissioners of Fall City Metropolitan Park District (FCMPD) of King County, Washington, was held December 13, 2011, at the Fall City Library located at 33415 SE 42nd, Fall City, Washington, at 7:00 p.m.

Commissioners Moderow, Schneider, Harris, Wilkins and Pettersson were present. Teresa Appleseth, Terri Divers, Matt Travis, and Terri Campbell were present.

1. Call to Order

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

Upon motion duly made and seconded, the Board of Commissioners unanimously approved the November 8, 2011, Regular and Special Meeting Minutes.

3. Financial Report and Vouchers (review, approve, and sign)

- a. October King County Financial Report reconciled to FCMPD Financial Report
- b. November King County Financial Report reconciled to FCMPD Financial Report
- c. King County Financial Report distribution
 - i. Starting 2012 electronic distribution to a single email address
 - ii. FCMPD policy for distributing the Financial Report to Commissioners
 - 1. Commissioner Moderow will update the policy manual to incorporate receipt of King County Financial statements into Terri Campbell's FCMPD email and an Outlook Rule to automatically forward the report to all 5 Commissioners.
- d. ABT – Accountable Business Transformation Program
 - i. Vouchers will be submitted electronically in 2012
- e. December Vouchers
 - i. Reviewed and approved

Upon motion duly made and seconded, the Board of Commissioners unanimously approved and authorized payment of Maintenance Fund Vouchers No 113 through 116 in the amount of \$766.15.

4. Correspondence

- a. Approval of the draft letter written by Commissioner Harris related to FCMPD and the King County Comp Plan
 - i. Teresa Appleseth recommended FCMPD be specific and inform King County on exactly what to incorporate in the King County Comp Plan.

- ii. Commissioner Harris will take into consideration the comments of all Commissioners and revise the letter and mail to King County.

Upon motion duly made and seconded, the Board of Commissioners unanimously approved Commissioner Harris' letter to King County referencing the King County Comp Plan with revisions.

5. New Business

- a. King County Commissioner #3 election results for 2012
 - i. Commissioner-Elect, Matt Travis, will be replacing Commissioner Debra Pettersson.
 - ii. Commissioner Travis was sworn in as Commissioner #3 and will take office on January 1, 2012.
- b. Resolution 18
 - i. Approval of FCMPD 2012 President/Commissioner and Clerk/Commissioner

Upon motion duly made and seconded, the Board of Commissioners unanimously approved Resolution No. 18 to nominate Commissioner Wilkins as Chairman/President and Commissioner Schneider as Commissioner/Clerk for 2012.

- c. King County Signature Memo
 - i. King County Commissioner signature verification form for 2012
 - 1. Authorized signatures for FCMPD, for which King County, as Treasurer, issues warrants, will be signed in the January 2012 FCMPD Regular Meeting when all 2012 commissioned Commissioners are present.
 - 2. FCMPD intends to elect to have Quorum approval of at least (3) three signatures on all Voucher Payment Certification documents when they are submitted.

6. On-Going Business

- a. FCMPD Comp Plan
 - i. Continued input and scheduled completion
- b. FCMPD Grant Program – Commissioner Harris
 - i. FCMPD confirms the \$10,000 Grant to the Fall City Elementary School for children's play equipment will be in 2012.
 - ii. Commissioner Harris will follow up with the Fall City Elementary School Principal so that FCMPD receives a usage letter for the children's play equipment.
- c. FCMPD lease-to-own server
 - i. The Server will be paid in full 2/1/2012, however approximately \$50 in co-location fees will continue. This will be a savings of \$67.54 per month.
- d. Hancock Property, Fall City
 - i. Continued discussion related to usage fees for non-motorized passage

7. Adjourn

The meeting was adjourned at 8:17pm

President and Commissioner

Commissioner

Commissioner

Commissioner

Commissioner

ATTEST:

Clerk and Commissioner