

MINUTES OF REGULAR MEETING OF THE BOARD OF  
COMMISSIONERS OF FALL CITY METROPOLITAN PARK DISTRICT  
OF KING COUNTY, WASHINGTON  
HELD APRIL 21, 2009

The regular meeting of the Board of Commissioners of Fall City Metropolitan Park District of King County, Washington, was held April 21, 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 Del Moore, Nancy Moore, Joelle Keizer, Sue Gorton, Don Rogers, Sharon Rogers, Paul Velotta, Lori Watts, Laurie Terantula, Amy Adair, 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.

2. **Minutes and Resolutions.** Minutes of the regular meeting held March 17, 2009 and the special meeting held April 7, 2009 were read and approved. Resolution Nos. 1 through 4 adopted at the March 17, 2009 meeting were reviewed and signed.

3. **Financial Report and Vouchers.** The Financial Report was reviewed. Various vouchers drawn on the Maintenance Fund was reviewed.

**Upon motion duly made and seconded, the Board of Commissioners unanimously approved and authorized payment of Maintenance Fund Voucher No. 1 in the amount of \$56.00.**

A. **Authorized Warrant Signature Form.** A form for authorized signatures of District/Agency for which King County, as Treasurer, issues warrants was presented.

**After discussion, upon motion duly made and seconded, Commissioner Harris was authorized as Administrative Lead and the Commissioners signed the document in the form presented as Commissioners and the President then executed the document on behalf of the District.**

B. **Budget to Date.** The budget to date was reviewed.

4. **Correspondence**

A. **Fall City Water District – Storage of Public Records.** A letter from the Fall City Water District was reviewed approving temporary office storage for one box of public records of the Fall City Metropolitan Park District and reserving the right to revoke this approval at any time. Furthermore if the Water District office receives a Fall City Metropolitan Park District public records request, the Water District will turn it over to the Fall City Metropolitan Park District Commissioner that heads its administrative committee for a response. The Water District does not assume any

responsibilities for the records except to temporarily store them in a reasonable manner.

**5. Committee Reports**

**A. Administrative Committee: Commissioner Harris**

(Agenda, Minutes, Bookkeeping, Record keeping, Insurance (D&O), Legal Services, Electronic Communications Research - Web Hosting, E-mail)

**1. KC Investment Pool**

The King County Investment Pool Agreement was reviewed.

Commissioner Harris stated that the interfund borrowing policy requires participation in the King County Investment Pool.

Terri Divers stated that the District is required by State law to invest its funds. She stated that the District could invest its fund balance on a month-to-month basis, which provides yields similar to a savings account, or invest in the King County Investment Pool, which has a current yield of 2.51%. She stated that in 2007 the King County Investment Pool yield was approximately 6% and in 2008 due to risky investments by the pool, approximately 3.5% of invested funds were lost. She stated that an Executive Finance Committee was formed last year and hopefully the issue has been corrected. She stated that the District could terminate the pool agreement on an anniversary date chosen by the District and she recommended January 1<sup>st</sup>, after annual budget is set each year, as the date.

Sue Gorton asked when it was appropriate to comment.

Commissioner Moderow stated that the first part of the agenda is administration issues and that at the end of agenda business forms the floor is open for public comment. She stated that public comments are welcome at any time an issue is being discussed.

Sue Gorton stated that she prefers the District to acquire no risk investments.

After discussion, upon motion duly made and seconded, Resolution No. 5 was unanimously adopted as follows:

**Resolution No. 5**

**A RESOLUTION approving King County Investment Pool Agreement.**

**2. Interfund Borrowing Policy**

The King County Interfund Borrowing Policy was reviewed.

Commissioner Harris stated that the interfund borrowing policy requires that the District create a budget, loan request amount, and a loan timeframe. He stated that the King County Interfund Borrowing Policy is similar to a line of credit and interest is due on the amount owing at any given time during the loan timeframe. He recommended that no specific action be taken at this time until the budget issues are studied further.

**3. Insurance**

Commissioner Harris stated that he has begun gathering insurance quotes. He stated that he is firming up a quote from the Association of Cities Insurance Pool of which the City of Carnation and Si View Metropolitan Park District belong. He stated that Finn Hill Metropolitan Park District uses a private broker for insurance and the he

will receive quotes from that broker and other private insurance companies. He stated that there are advantages to belonging to an insurance pool that is park related and which serves our neighbors. However, the costs need to be evaluated due to the absence of capital facilities at this time and only liability and D&O insurance is needed.

Commissioner Moderow stated that she could assist Commissioner Harris with gathering insurance quotes.

Commissioner Harris recommended that no specific action be taken at this time.

#### 4. Electronic Communications Research

Commissioner Harris reviewed possible remote servers that could host the District website, e-mail, and electronic documents. He review monthly costs and stated that more information and quotes are needed. He stated that he would also be investigating options for requesting transfer of the Friends of Fall City Parks web site, [www.fallcityparks.org](http://www.fallcityparks.org), since it is a simple domain name for people to remember and is already linked to many other websites and organizations.

Commissioner Schneider asked Terri Divers if she had any thoughts.

Terri Divers stated that a remote server that could host the District website, e-mail, and electronic documents seems expensive. She stated that a web page is needed to furnish information to the public. However, she recommends the District keep it simple as to record keeping and just keep hard copy records and a logbook of minutes and resolutions in a binder.

Commissioner Schneider stated that will not solve the problem of Commissioners working on District documents on their private computers.

Terri Divers stated that at some point the District should think about getting a bookkeeper/administrator to perform District duties.

Commissioner Harris recommended that no specific action be taken at this time.

#### B. Vision, Mission, and Goals Committee: Commissioner Pettersson

Commissioner Pettersson presented a first draft vision statement as follows:

##### First Draft Vision Statement

Provide citizens of Fall City, our regional neighbors, and visitors a vibrant park system serving the needs and interests of our diverse community.

Commissioner Pettersson stated that public comments are welcome. She stated that it might need to be published in the Fall City Neighbors and the Fall City Yahoo Group for public comment.

Commissioner Schneider stated that the mission statement and goals would be completed after a vision statement is approved.

#### C. Park Lands Committee: Commissioner Moderow

(Park Land Transfer Research)

Commissioner Schneider stated that he called a special meeting that was held on April 7, 2009 at 7:00 PM at the Fall City King County Library located at 33415 42<sup>nd</sup> Place SE, Fall City, Washington to discuss what to talk about with King County Parks

at a first meeting, discuss short and long term goals and to share a draft “thank you” letter to Jack Kelley.

**Upon motion duly made and seconded, the Board of Commissioners unanimously ratified and authorized the special meeting that was held on Tuesday, April 7, 2009, at 7:00 p.m. at the Fall City King County Library located at 33415 42<sup>nd</sup> Place SE, Fall City, Washington for the purpose of discussing what to talk about with King County Parks at a first meeting, short and long term goals and sharing a draft “thank you” letter to Jack Kelley.**

Commissioner Moderow stated that the Board of Commissioners determined that a special meeting with King County Department of Natural Resources and Parks Representatives was needed for the purpose of introductions; near term discussion topics including Fall City Park, Snoqualmie Valley Trail access at SE 39<sup>th</sup> Place and partnerships; longer range discussion topics including parks, trails, and open space; other King County Department of Natural Resources and Parks agenda items; and a site visit to Fall City Park and Snoqualmie Valley Trail access at SE 39<sup>th</sup> Place if time permitted.

**After discussion, upon motion duly made and seconded, the Board of Commissioners unanimously authorized that a special meeting to be held on Tuesday, May 5, 2009, at 4:00 p.m. at the Duthie Hill Park Offices located at 27101 SE Issaquah-Fall City Road, Issaquah, Washington for the purpose of introductions; near term discussion topics including Fall City Park, Snoqualmie Valley Trail access at SE 39<sup>th</sup> Place, and partnerships; longer range discussion topics on parks, trails, and open space; other King County Department of Natural Resources and Parks agenda items; and a site visits to Fall City Park and Snoqualmie Valley Trail access at SE 39<sup>th</sup> Place (time permitting).**

**6. Representative Report: Commissioner Wilkins**

(Friends of Fall City Parks, Park & Recreation Regional Task Force (Snoqualmie Valley), KC Communication Liaison)

Commissioner Wilkins stated that he was unable to attend the Park & Recreation Regional Task Force meeting (Snoqualmie Valley) and Commissioner Harris attended in his absence. He stated that Friends of Fall City Parks did not hold a meeting this month.

Commissioner Harris gave a brief update on the representative reports given at the Park & Recreation Regional Task Force (Snoqualmie Valley) meeting. He stated that he would inquire if the District was a full partner.

**7. Old Business - None**

**8. New Business**

A. Fall City Days. Commissioner Wilkins stated that the District might want to have a booth and float for Fall City Days. He stated that there is no cost for booth space and that he would reserve one booth space for the District. He stated that there is time for discussion on a booth and or float for Fall City Days at the next regular meeting and no action is needed at this time.

B. 2010 Park Appreciation Day. Commissioner Harris stated that many park districts and cities hold a park appreciation day in April near the observance of Arbor Day and Earth Day and he would like the District to consider taking part in a Park Appreciation Day beginning in 2010.

C. Logo. Commissioner Wilkins stated that he has a person working on draft Fall City Metropolitan Park District logo options. He stated that this is being done at no charge to the District.

**9. Business From The Floor**

Sue Gorton gave her congratulations on the election and stated that she is pleased to see such a responsible Board. She stated that it would be nice to see a Park District bulletin board in town.

Del Moore stated that he appreciates the Board allowing public participation in meetings. He stated that he will pass on information of a local purveyor that provides website development services. He stated that he would like to see the District reach out to other groups such as the bike riders and partnership on programs.

Laurie Terantula stated that she belongs to a 501(c)(3) horse group and she would like to see a District partnership program on a trail system.

Nancy Moore stated that the District could get an insurance quote from private broker Hauglie Insurance here in town. She stated that the Park District should have both a booth and float on Fall City Days. She stated that the Park District might want to consider office space in downtown Fall City. She then thanked the Board for all their hard work.

**10. Adjourn.**

The next regular meeting of the Board of Commissioners of Fall City Metropolitan Park District of King County, Washington, will be held Tuesday, May 19, 2009, at the Fall City King County Library located at 33415 42nd Place SE, Fall City, Washington, at 7:00 p.m.

Upon motion duly made and seconded, the meeting was adjourned at 8:45 p.m.

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President and Commissioner

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Commissioner

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Commissioner

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Commissioner

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Commissioner

ATTEST:

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Clerk and Commissioner