

Meeting
February 19, 2007

Board Meeting Minutes

Eastmont Metropolitan Park District (EMPD)

Parks & Recreation Department

Attendance

EMPD BOARD MEMBERS PRESENT:

Dennis Gibson, Position 4, Chairman
Bill Williams, Position 5, Secretary
Fred Walk, Position 3

EMPD BOARD MEMBERS ABSENT:

Mike Vaill, Position 1, Vice Chairman
Jim Jahr, Jr., Position 2

STAFF PRESENT:

Julie Abbott
Joan Broomell
Trina Sanders
David Schwab

GUESTS PRESENT:

Tom Bassett, Forte Engineering
Robert Knowles, Project Manager
Eric Nelson, YMCA Director
Rob Salter, Citizen

Meeting – February 19, 2007

The February 19, 2007 EMPD Board Meeting was called to order at 6:30 p.m. by Dennis Gibson, Board Chair.

- 1) **Introduction of Guests**. Introductions were not necessary.

- 2) **Motions for 2007 Board Officers.** In the absence of Board Members Jim Jahr and Mike Vail, it was decided to hold this discussion until the next scheduled Board Meeting, March 19, 2007.

Director Schwab requested that two items, Criminal History Checks and outside sales in park be added to the Agenda.

- 3) **Minutes of January 19, 2007.** Chairman Gibson asked if everyone had reviewed the Minutes from the January 19, 2007 meeting. All responded yes. There were no questions or corrections. Chairman Gibson asked for a motion to approve the Minutes as written.

Motion. Bill Williams moved to approve the Minutes as written from January 19, 2007. Fred Walk seconded and the motion was passed unanimously.

- 4) **Consent.** Consent items were presented to the EMPD Board for approval of warrants issued in January 2007. There were no questions. Chairman Gibson entertained a motion to approve the Consent Items as presented.

Motion. Bill Williams moved to approve the Consent Items for January, 2007. Fred Walk seconded and the motion was passed unanimously.

- 5) **Signature Items.** Chairman Gibson signed the minutes of January 19, 2007.

- 6) **Staff Reports.** Dave Schwab, Director, reviewed his Staff Report and Meetings attended. Questions followed regarding the feasibility of a Farmer's Market at Eastmont Park, this was tabled until further information is available.

Trina Sanders, Recreation Supervisor reviewed her report, stating 50 teams are registered for the Eastmont Winter Classic, and that Co-Rec Volleyball will have 5 or 6 teams.

Joel Bender, Maintenance Supervisor, reviewed his report, a brief discussion followed.

- 7) **Profit/Loss and Financial Status Report.** Dave Schwab, Director presented these reports for December 2006 and January 2007. A discussion followed regarding increases in Labor due to the January windstorms and increases in benefit costs.

8) **Old Business**

- a) **Fourth St. Update.** Tom Bassett of Forte Engineering stated that he will bring the construction budget and finalized plan for the Fourth Street project to the March 19, 2007 Board Meeting. EMPD's attorney, Brian Huber will also attend this meeting.

- b) **Schedule for Water Park Feasibility Study.** Mr. Bassett, in conjunction with TSE will have a preliminary plan for the Water Park Feasibility Study available for the March 19th, 2007 Board Meeting. He expects a final plan to be available on approximately April 16, 2007.

9) **New Business:**

- a) **2007 Project Manager Selection.** Robert Knowles was selected for the 2007 Project Manager position. The Project Manager contract was brought to the board for signature.

Motion. Fred Walk moved to approve Robert Knowles as Project manager, Bill Williams seconded and the motion was passed unanimously.

- b) **2007 Architect/Engineer Services Selection.** Director Schwab, Robert Knowles and Joel Bender will review the Statement of Qualifications sent by firms Tuesday, February 20, 2007. After this review, Director Schwab asked for signature authority for this contract.

Motion. Bill Williams motioned to approve Director Schwab's signature authority for Architectural Engineering services. Fred Walk seconded and the motion was passed unanimously.

- c) **Signature Authority for Director.** Director Schwab asked that during his upcoming vacation Joel Bender, Maintenance Supervisor, be granted his Signature Authority.

Motion. Bill Williams motioned that Joel Bender be granted Signature Authority during Director Schwab's absence. Fred Walk seconded and the motion was passed unanimously.

- d) **Payment for Robert Knowles.** Director Schwab presented two invoices to the Board for approval from Robert Knowles.

Motion. Fred Walk moved to approve these payments, Bill Williams seconded and the motion was passed unanimously.

- e) **Audit Report for 2005.** The 2005 Audit Report was presented by Director Schwab. A brief discussion followed.

- f) **Approve Park Rules and Regulation Changes.** A discussion followed during which suggestions for Park Rules and Regulations were made, including changing the boundaries from the "City of E. Wenatchee" to "Eastmont School District", and having consistency throughout the document in the use of park and/or property.

Motion. Fred Walk moved to approve the Park Rules and Regulation with changes, Bill Williams seconded and the motion was passed unanimously.

- g) **Review Maintenance Projects.** A brief discussion followed during which it was suggested that priorities be given to the listed projects. Joel Bender, Maintenance Supervisor, will present this at the next EMPD Park Board Meeting.

- h) **Personnel Manual Changes.** Director Schwab presented the Personnel Policy manual with suggested changes to the Board. A brief discussion followed. Chairman Gibson entertained a motion to approve the documents with the suggested changes by Director Schwab.

Motion. Fred Walk made the motion to approve the document with changes. Bill Williams seconded and the motion was passed unanimously.

- i) **Winter Classic Contract.** The Winter Classic Contract for girls' scorekeeping and cleanup was discussed then signed by Chairman Gibson.

- j) **Parks, Recreation and Open Space Plan.** Director Schwab is updating the plan that was previously written in 2001. The plan is necessary if the EMPD would like to apply for grants through the IAC, and will serve to assist with Public Opinion Surveys in the near future.

k) **Supplemental Insurance.** Aflac Supplemental insurance is available to EMPD personnel at the employee's expense through payroll deduction. Director Schwab is asking if the Board will approve this.

Motion. Bill Williams moved to approve the Aflac Supplemental Insurance, Fred Walk seconded and the motion was passed unanimously.

l) **Storm Damage Report.** Director Schwab reported on the Storm damage from the January Windstorms. A discussion followed.

m) **Criminal History Checks.** Director Schwab presented Draft #5 policy for Criminal History Checks. A discussion followed involving payment of fingerprinting fee responsibility.

n) **Leonard Evans Outside Sales.** Leonard Evans has asked that an event be held at Eastmont Community Park displaying and selling vehicles. A discussion followed. This topic will be tabled until all board members are present.

Chairman Gibson asked if there was any further business, there was not. Chairman Gibson entertained a motion to adjourn this meeting at 7:45 p.m.

Motion. Fred Walk moved to adjourn the meeting, Bill Williams seconded and the meeting was adjourned at 8:45 p.m.

Respectfully Submitted:

Approved:

Julie Abbott

Dennis Gibson, Chair