

Meeting
September 17, 2007

Board Meeting Minutes

Eastmont Metropolitan Park District (EMPD) Parks & Recreation Department

Attendance

EMPD BOARD MEMBERS PRESENT:

Mike Vail, Position 1, Vice Chairman
Jim Jahr, Jr., Position 2
Bill Williams, Position 5, Secretary
Fred Walk, Position 3

STAFF PRESENT:

Joan Broomell, Office Manager
Trina Sanders, Recreation Supervisor
David Schwab, Director
Joel Bender, Maintenance Supervisor
Stephanie Franzen, Office Assistant

GUESTS PRESENT:

Eric Nelson, YMCA
Robert Knowles, Project Manager
Ray Heit
Richard Vickers, Friends of Eastmont Parks

Meeting – September 17, 2007

The September 17, 2007 EMPD Board Meeting was called to order at 6:30 p.m. by Mike Vail, Vice Chairman

- 1) **Introductions.** Board members, staff and guests introduced themselves.
 - 2) **Board Positions:** The Board discussed assigning new board positions.
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Motion. Jim Jahr moved to approve Fred Walk as the new Board Chairman, Bill Williams as the new Board Vice Chairman and Jim Jahr as the new Board Secretary. Bill Williams seconded the motion and it passed unanimously.

- 3) **Minutes of Meeting August 20, 2007.** A motion was made to accept the Minutes as written.

Motion. Jim Jahr moved to approve the Minutes as written from August 20, 2007. Bill Williams seconded the motion and it passed unanimously.

- 4) **Consent Items.** Consent items were presented to the EMPD Board for approval of warrants issued in August 2007. There were no questions.

Motion. Bill Williams moved to approve the Consent items. Jim Jahr seconded and the motion passed unanimously.

- 5) **Board Signature Items.** The Verizon Advertising agreement and a Non-Profit Annual Report Registration was submitted to the board and signed by Commissioner Walk.

- 6) **Staff Reports.** Dave Schwab, Director, briefly reviewed his Staff Report.

Joel Bender, Maintenance Supervisor, briefly reviewed his maintenance activities.

Trina Sanders, Recreation Supervisor, provided an update for current programs/activities.

- 7) **Profit/Loss Statement and Financial Status Report.** Dave Schwab, Director, presented the Profit/Loss report as of August 31, 2007.

- 8) **Old Business:**

- a) **Bereavement Leave:** The Board discussed the EMPD's current definition for Bereavement leave. After a brief discussion the Board decided to use the definition adopted by the City of East Wenatchee.

Motion. Jim Jahr moved to amend the EMPD's current bereavement leave policy and adopt the City of East Wenatchee definition of immediate family. Mike Vail seconded the Motion and it passed unanimously.

- b) **2008 Preliminary Budget Discussion:** Director Schwab presented a draft preliminary budget for 2008. Once the budget is finalized it will be made available to the public for review and open public budget meetings will be held in October.

Motion. Bill Williams moved to approve the 2008 Preliminary Budget Draft 2. Mike Vail seconded the Motion and it passed unanimously.

- 9) **New Business**

- a) **Park, Recreation and Open Space Plan:** Robert Knowles presented the Contract with Alliance Consulting Group Open Space Plan. There was some discussion to set a completion date which Mr. Knowles will research and report back to the board.

Director Schwab will suggest Alliance Consulting contact the County and find out what is needed from the EMPD to complete their report.

Motion. Mike Vail moved to approve the contract subject to the signature of Lisa Parks as well as a signature from Chairman Fred Walk. Bill Williams seconded the Motion and it passed unanimously.

- b) **Storm Water Grant Update:** Director Schwab provided an update on the \$75,000 Storm Water Grant. A final document will be presented at the October Park Board meeting.
- c) **Storm Water Grant Professional Services:** Robert Knowles presented a proposal received from the DOH Associates to prepare documents to solicit bids for the expansion of the existing shops to house a wash bay with an oil water separator and hazardous materials storage closets.
- Motion.** Bill Williams moved to approve the proposal. Mike Vail seconded the Motion and it passed unanimously.
- d) **Payment to Robert Knowles:** Director Schwab presented 3 invoices for payment for services rendered by Robert Knowles.
- Motion.** Bill Williams moved to accept the invoices for services rendered to Robert Knowles, Jim Jahr seconded the Motion and it passed unanimously
- e) **Vacant Board Positions:** Director Schwab provided 2 letters of intent to fill the vacant board position. The Board decided to go into Executive Session after the Board meeting to further discuss this item.
- f) **East Wenatchee Urban Growth Meeting:** Director Schwab emailed the Board an outline of discussion that came from the East Wenatchee Urban Growth meeting that he attended on September 11, 2007.
- g) **Impact Fees:** Fred Walk, Chairman, stated that he and Director Schwab have discussed establishing a procedure where developers would be assessed impact fees against their development to provide recreation opportunities in or adjacent to their development sites. The process was discussed, but no action was taken.
- h) **Director's Performance Appraisal:** Chairman Walk asked the Board if they would be interested in conducting an annual performance appraisal on the Parks Director. Director Schwab will provide copies of his job description. Mr. Walk will develop a draft performance appraisal and email it to the Board members for approval.
- i) **Tennis Grant Option:** A pre-assessment application was submitted to see if the EMPD would qualify to apply for tennis grants. The EMPD did meet the qualifications and now must apply for a membership to the United States Tennis Association.
- j) **Bond Funding Option:** Director Schwab had a discussion on collecting bond proceeds for the EMPD. Director Schwab will speak with Robert Knowles to see what the time line is for project completion.
- k) **EMPD Board Meeting Location:** The Board discussed finding an alternate facility to hold the monthly EMPD Board meetings; EMPD staff will try to find an alternate location.
- l) **Donor Discussion:** The donor is no longer interested as she does not feel a water park is appropriate.
- m) **Neighborhood Meetings Draft Amendment:** Director Schwab will be attending a meeting in Waterville Tuesday morning to discuss an addition to a current ordinance for the City and County Urban Growth Boundary. He will discuss the outcome at the October board meeting.

n) **Friends of Eastmont Parks:** Mr. Vickers provided an update regarding the distribution of bond information to the public. The next Friends of Eastmont Parks Meeting will be held at Clovis School on September 27th. Eric Nelson is working on alternative ways to distribute the bond information flyer to the public. The ballots will be mailed October 17th.

o) **CTED Grant:** Director Schwab stated that he received a request from Alliance Consultants to have the EMPD Board write a letter of support for a CTED Planning Grant.

Motion: Bill Williams moved to accept the letter of support as written for the GMA Planning Grant, Jim Jahr seconded the Motion and it passed unanimously

p) **Commissioner Duties:** Director Schwab provided an outline of the Commissioner's duties. He asked the Commissioners to review the document and submit any changes or corrections.

q) **Community Foundation of North Central Washington:** Director Schwab stated he applied for a \$6800 grant to replace restroom doors. The EMPD received \$3500 from the Community Fund.

Fred Walk, Chairman, made a motion to adjourn the regularly scheduled Park Board Meeting and go into Executive Session.

Motion. Bill Williams moved to adjourn the meeting. Jim Jahr seconded the Motion; meeting was adjourned at 8:18 p.m.

The regular Park Board Meeting was adjourned at 8:18 p.m. and the Executive Session began immediately after to discuss vacant park board applications. The Executive Session adjourned at 8:30 p.m.

Respectfully Submitted:

Approved:

Stephanie Franzen

Fred Walk, Chairman