



Shelton Metropolitan Park District Agenda

Civic Center

September 18, 2018 5:50 p.m.

- A. Call to Order
- B. General Public Comment
- C. Consent Agenda
 - 1. Voucher numbered 26 in the amount of \$73,667.11
 - 2. Minutes from the meeting of June 19, 2018
- D. Action Agenda
 - 1. SMPD Resolution 25-0918 Changing Meeting Times – Presented by Community Development Director Mark Ziegler
- E. Announcement of Next Meeting – December 18, 2018 at 5:50 p.m.
- F. Adjourn

Shelton Metropolitan
Park District

VOUCHER APPROVAL

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein vouchers numbered 26 through number 26 in the amount of \$73,667.11 that the claims are just, due and unpaid obligations against the Shelton Metropolitan Parks District, and that I am authorized to authenticate and certify said claims.

Signed this 5th of September, 2018.


Interim Director of Financial Services

We, the undersigned members of the Board of Shelton Metropolitan Parks District, Washington, do hereby certify that the vouchers contained herein are approved for payment.

Signed this _____ of _____, 2018.

Kevin Dorcy, President

Kathy McDowell, Clerk

Gary Cronce

Eric Onisko

Deidre Peterson

Bob Rogers

Joe Schmit

**Shelton Metropolitan
Park District**

Check Register



Shelton, WA

Packet: APPKT00962 - September 18, 2018 - SMPD 3rd Quarter
2018

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
990000	CITY OF SHELTON	09/18/2018	Regular	0.00	73,667.11	26

Bank Code APBNK - Warrants Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	1	1	0.00	73,667.11
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	1	1	0.00	73,667.11

Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash	9/2018	73,667.11
			<u>73,667.11</u>



Shelton, WA

Shelton Metropolitan Park District

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990000	CITY OF SHELTON	09/18/2018	Regular	0.00	73,667.11	26
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
<u>QTR2/2018</u>	Invoice	07/16/2018	2ND QUARTER 2018 SERVICES	0.00	73,667.11	
<u>675-000-000-57120-5100</u>			Services-City Chg		6,927.36	
<u>675-000-000-57680-5100</u>			Services-City Chg		66,739.75	

Bank Code APBNK -Warrants Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	1	1	0.00	73,667.11
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	1	1	0.00	73,667.11

Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash	9/2018	73,667.11
			<u>73,667.11</u>



**SHELTON METROPOLITAN PARKS DISTRICT
MEETING MINUTES
June 19, 2018 6:50 p.m.
Shelton Civic Center**

COUNCILMEMBERS AND PERSONNEL PRESENT

Presiding:

President Kevin Dorcy
Clerk Kathy McDowell
Councilmember Erick Onisko
Councilmember Gary Cronce
Mayor Bob Rogers
Deputy Mayor Deidre Peterson
Councilmember Joe Schmit

Staff:

Interim Asst. City Manager Bob Jean
City Clerk Pro Tem Donna Nault
Community Development Director Mark Ziegler

CALL TO ORDER

The meeting was called to order by President Kevin Dorcy at 6:50 p.m.

GENERAL PUBLIC COMMENT

There were no public comments.

CONSENT AGENDA

Voucher number 25 in the amount of \$54,043.23
Minutes from the meeting of March 20, 2018

There was a motion to approve the consent agenda. Passed.

BUSINESS AGENDA

There were no items on the business agenda.

ACTION AGENDA

There were no items on the action agenda.

ADMINISTRATION REPORTS

Community Development Director Mark Ziegler gave a brief overview of the establishment of the Shelton Metropolitan Parks District to the new councilmembers. He also shared about the benefits of adding a Recreation Coordinator to the Parks District. This position was filled in May.

ANNOUNCEMENT OF NEXT MEETING

The next SMPD meeting will be on Tuesday, September 18, 2018 at 6:50 p.m.

ADJOURN

As there was no further business, President Kevin Dorcy adjourned the meeting at 6:57 p.m.

President

City Clerk



**CITY OF SHELTON
COUNCIL BRIEFING REQUEST
(Agenda Item D1)**

Brief Date: September 18, 2018
Action Date: September 18, 2018
**1st and Final reading of
Resolution**

Department: Parks and Recreation
Presented By: **Mark Ziegler**

APPROVED FOR COUNCIL PACKET:

Action Requested:

ROUTE TO:

REVIEWED:

PROGRAM/PROJECT TITLE:

Resolution SMPD 25-0918

**amending meeting times of
the park board**

ATTACHMENTS:

Resolution No. SMPD 25-0918

Dept. Head _____

Finance Director _____

Attorney _____

City Clerk _____

City Manager _____

Ordinance

Resolution

Motion

Other

DESCRIPTION OF THE PROGRAM/PROJECT AND BACKGROUND INFORMATION:

Resolution No. SMPD 25-0918 replaces Resolution No. SMPD 24-0118 in its entirety and amends the meeting time of the park board. The new meeting time will coincide with the new City Council meeting schedule. Meeting are proposed to be held on the third Tuesday of March, June, September, and December at 5:50pm immediately preceding the City Council meetings.

ANALYSIS/OPTIONS/ALTERNATIVES:

BUDGET/FISCAL INFORMATION:

N/A

PUBLIC INFORMATION REQUIREMENTS:

N/A

STAFF RECOMMENDATION/MOTION:

Staff requests a 1st and Final reading of Resolution No. SMPD 25-0918 and, *"I move to adopt Resolution No. SMPD 25-0918, a resolution of the Shelton Metropolitan Park District amending section 9 of Resolution No. SMPD 24-0118, relating to time of the SMPD meetings"*.

RESOLUTION NO. SMPD 25-0918

A RESOLUTION OF THE SHELTON METROPOLITAN PARK DISTRICT PROVIDING FOR THE ORGANIZATION OF THE DISTRICT AND OTHER MATTERS PROPERLY RELATED THERETO.

WHEREAS, the City Commission of the City of Shelton, Washington, by Resolution No.994-0210 asked the voters to approve a ballot measure creating the Shelton Metropolitan Park District, whose boundaries would be contiguous with the boundaries of the City of Shelton; to authorizing a property tax levy of up to 75 cents (\$.75) per thousand dollars of assessed valuation; and providing for the City Commission to serve as the *ex officio* Board of Metropolitan Park District Commissioners (“Board”); and,

WHEREAS, on May 12, 2010, the voters of Shelton approved the ballot measure; and,

WHEREAS, the City Commission, acting in its capacity as the *ex officio* Board, desires to provide for organizational details of the Shelton Metropolitan Parks District (“District”) and its relationship to the City of Shelton.

Now, therefore IT IS HEREBY RESOLVED by the City Council, acting in its capacity as the *ex-officio* Board, as follows:

1. OFFICERS. The officers of the Park Board shall be a president and clerk of the Board elected from the City Council of the City of Shelton as required by RCW 35.61.120.
2. OFFICERS – ELECTION. At the first public meeting of the Park District each year, the Board shall elect from its members a president and clerk of the Board by majority vote of the quorum of the Board in attendance at the meeting. In the event of a vacancy, the Board shall elect a successor to serve the balance of the term of the vacant position.
3. OFFICERS - TERM. Individual City Councilmembers shall serve as *ex officio* Parks Board Councilmembers until the end of their term as City Councilmember. Newly elected City Councilmembers shall automatically become *ex officio* Parks Board Councilmembers.
4. OFFICERS - PRESIDENT. The President shall preside at all meetings of the Board. In the event of the President’s absence or inability to preside, the Clerk of the Board shall assume the duties of presiding over the meetings of the Board and such other duties prescribed by the Board.
5. ORDINANCES AND RESOLUTIONS. Ordinances and resolutions of the Park Board shall be signed by the President and attested by the City Clerk of the City of Shelton.

6. COMPENSATION. RCW 35.61.150 authorizes the Park Board to pay compensation to each of its Councilmembers. The Councilmembers, by this Resolution, decline to receive such compensation.
7. TREASURER. The Park Board hereby designates the Director of Finance of the City of Shelton to serve as the District treasurer, subject to approval by the County Treasurer.
8. FUND. Pursuant to RCW 35.61.210 the Park Board hereby creates a fund to finance operations of the Park District, to be called the “Shelton Metropolitan Park District Fund,” and directs that all tax levies and other funds payable to the Park District shall be deposited to such fund.
9. MEETINGS. *The Park Board shall hold regular meetings on the third Tuesday of March, June, September, and December at 5:50 p.m. at the City of Shelton Civic Center. If the Tuesday is a holiday, the meeting will be determined by motion of the Park Board. Special Meetings shall be scheduled and noticed as required by statutes relating the annual budget process. All meetings shall be conducted in accordance with the Open Public Meetings Act, Chapter 42.30 RCW. Except as noted herein, decision making of the Park Board shall be carried out in accordance with the City of Shelton’s City Government Coordination Manual. The Board may by Resolution increase or decrease the frequency of meetings as needed.*
10. OFFICES. The offices of the Park District shall be at the Shelton Civic Center, 525 West Cota St., Shelton, WA 98584.
11. POWERS, PURPOSE, AND RESPONSIBILITIES.
 - a. The Park Board intends to exercise all powers, functions, rights, and privileges now or hereafter given or granted to a Metropolitan Park District.
 - b. The Park Board authorizes the negotiation of an interlocal agreement with the City of Shelton for the operation and management of parks and recreation activities funded by the Park District.
12. INTERPRETATION. This Resolution is not intended to limit the powers granted to the District; and, therefore, should be liberally construed to carry out the intent of any grant of power to the Park District and its exercises provided for herein.
13. POWERS AND DUTIES OF THE BOARD. The Park Board intends to exercise all powers, functions, rights and/or purposes conveyed and delegated to a metropolitan park district pursuant to Chapter 35.61 RCW and other laws of the state of Washington

14. MINUTES OF MEETINGS. The minutes of the proceedings of the Park Board shall be recorded and maintained by the City of Shelton Clerk. The minutes shall consist primarily of record of the action taken. Prior to the adoption of the minutes, copies of the proposed minutes shall be forwarded to all Park Board members prior to the next regular meeting for their reference and or correction.
15. COMMITTEES. The existing Parks and Recreation Advisory Committee, established by City of Shelton Ordinance 1743-0109, shall continue to have the authority, powers and duties assigned under that Ordinance.
16. STAFFING. The Shelton City Manager is hereby appointed to be the chief executive officer of the Parks District. The Shelton City Manager shall oversee the administrative affairs of Parks District and appoint a Parks and Recreation Director to manage Parks District operations in accordance with SMC 2.1817.
17. SERVICE OF PROCESS. The Shelton City Clerk or Shelton City Manager shall receive on behalf of the Park Board all pleadings commencing an action against the Park District. Service on the Shelton City Clerk or Shelton City Manager shall constitute service on the Park District.
18. INDEMNIFICATION.
 - a. General. The Park District, pursuant to RCW 36.16.138 and Chapter 48.62 RCW, as hereafter amended, shall indemnify any person who was or is an elected or appointed councilmember, officer (including committee members), or employee of the Park District that has been threatened or has been made a party to an action, claim, or other proceeding by a third party.
 - b. Scope. The Park District shall pay the reasonable and necessary expenses that are actually incurred and connected with the defense, settlement, or monetary judgments, including costs, disbursements, and reasonable attorneys' fees arising out of any action, claim, or other proceeding, within the standard of conduct contained in Paragraph c. herein and for which notice has been given pursuant to Paragraph d. The Park Board shall be the sole judge of the reasonableness of expenses to be borne by the Park District. Indemnification shall not extend to any claim, action, or other proceeding against the Park District, either for indemnification or for other causes.

- c. Standard of Conduct. Indemnification shall be limited to any action, claim, or other proceeding threatened, pending, or instituted against any person who was, or is, at the time of the alleged conduct an elected or appointed councilmember, officer, or employee, and arising out of such person's performance, purported performance, or failure to perform in good faith the duties for, or employment with, the Park District.
- d. Determination of Conduct. Unless ordered or adjudged by a Court of competent jurisdiction, indemnification may be authorized only as follows:
- (1) To the extent that the person has been successful on the merits, or otherwise in defense, such person shall be indemnified.
 - (2) With respect to any other determination of conduct, a majority vote of all the directors not interested in or party to the action, claim, or other proceeding. In the event a majority vote cannot be obtained because of disqualification of commissioners, then the alternate or alternates of those disqualified shall be permitted to vote.
 - (3) Indemnification shall not be authorized for any claim or action founded upon a statute, law, rule, or regulation punishable by fine, imprisonment, or both or for any claim or action against the Park District.
 - (4) Notice to every councilmember, officer, or employee who seeks or believes he or she may claim indemnification must give notice, in writing, to the President of his or her interest to seek indemnification before incurring any costs, disbursements, or attorneys' fees for which indemnification is sought, and provide a copy of any and all claims, pleadings, reports, or other written statements regarding the allegations.
 - (5) Expenses prior to determination. Expenses actually incurred in defending any action, claim, or other proceeding may be paid as incurred, and prior to final determination of conduct, if the action, claim, or other proceeding makes no assertion that the person names acted outside the scope of his or her employment or authority and that the Park District makes no claim that the persons acts or failure to act were outside the scope of the person's employment or authority.

e. Interpretation. This article of the bylaws is intended to exercise the authority contained in RCW 36.16.138 and Chapter 48.62 RCW, and that it be construed in light of such statutes and laws as hereafter amended and interpretative case law. Failure of the Park District to obtain insurance for any claim, action, or other proceeding against the Park District shall not be construed to limit this indemnification.

19. AMENDMENTS. This Resolution, as adopted by the Park Board, may be revised or amended at any regular or special meeting of the Park Board.

ADOPTED by the City Council of the City of Shelton, acting in its ex officio capacity as the Board of Metropolitan Park District Councilmembers, at a Special Meeting of Shelton Metropolitan Park District meeting held on the 18th day of September, 2018.

DATED 18th day of September, 2018.

City of Shelton

District

Mayor Bob Rogers

President

Deputy Mayor Deidre Peterson

Clerk

Councilmember Cronce

ATTEST:

Councilmember Dorcy

City Clerk

Councilmember McDowell

Councilmember Onisko

Councilmember Schmit