

Regular Meeting

6:30 PM, January 15, 2020

North Annex Building

219 East Park Street

North Bend, WA 98045



DISTRICT MISSION: to work in partnership with the Community to preserve historic Si View Park and provide opportunities to enhance the quality of life through the facilitation of recreation programs and parks in the Snoqualmie Valley.

DRAFT

AGENDA ITEMS

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF AGENDA
4. PUBLIC COMMENT
5. CONSENT AGENDA
 - A. **Minutes:** January 2nd regular meeting minutes
 - B. **December 16-31, 2019 Payroll:** \$43,265.31 payroll (Direct Deposit); \$12,516.06 payroll taxes; \$9,035.40 PERS retirement; \$121.93 life insurance; \$185.02 LTD; \$1,155.00 ICMA 457; \$144.74 Aflac (pre-tax); \$18.01 Aflac (post-tax), \$370.80 HRA-VEBA
 - C. **Blanket Voucher #570**
6. NEW BUSINESS
 - A. **Authorize Executive Director to Execute Agreement for Financial Consulting Services from BERK Consulting in an Amount not to Exceed \$56,033**
7. OLD BUSINESS - none
8. COMMITTEE AND STAFF REPORTS
 - A. **Recreation Team Report** – Rudd
 - B. **Operations Report** – Dembeck
 - C. **Directors Report** – Stombaugh
9. MEETING ANNOUNCEMENTS AND REMINDERS

Snoqualmie Valley Government Association - Raisio & Joselyn
Regular Meeting

January 22, 2020 at 6:30 PM
February 5, 2020 at 6:30 PM
10. EXECUTIVE SESSION – **Real Estate** – pursuant to RCW 42.30.110
11. AGENDA ITEMS FOR NEXT MEETING
12. ADJOURN

AGENDA ITEM 5A – January 2, 2019 – REGULAR MEETING - ACTION MINUTES

6:32 pm – CALLED MEETING TO ORDER

ROLL CALL

Commissioners Attending: Fredenburg, Joselyn, Kelly & Raisio

Commissioner Elect: Klahn

Staff Attending: Travis Stombaugh Executive Director, David Dembeck Operations Manager, Scott Loos Finance & HR Manager and Melissa Pasley Administrative Support Specialist

APPROVAL OF AGENDA

Kelly **MOTIONED**

Fredenburg **SECONDED**

APPROVED AS PRESENTED 4-0

PUBLIC COMMENT none

PRESENTATION – SWEARING IN ELECTED OFFICIALS

Commissioner Kelly swore in Joselyn.

Commissioner Joselyn swore in Fredenburg and Klahn.

CONSENT AGENDA

APPROVED AS PRESENTED 5-0

Regular Meeting Minutes of December 4, 2019

November 16-30, 2019 Payroll: \$46,785.41 payroll (Direct Deposit); \$13,536.08 payroll taxes; \$9,169.03 PERS retirement; \$120.93 life insurance; \$185.02 LTD; \$1,155.00 ICMA 457; \$144.74 Aflac (pre-tax); \$18.01 Aflac (post-tax), \$412.00 HRA-VEBA

November 16-30, 2019 Payroll: \$46,469.41 payroll (Direct Deposit); \$13,401.85 payroll taxes; \$9,206.21 PERS retirement; \$122.76 life insurance; \$184.94 LTD; \$1,155.00 ICMA 457; \$144.74 Aflac (pre-tax); \$18.01 Aflac (post-tax), \$3,972.49 HRA-VEBA

Blanket Voucher #567, #568 & #569 and Direct Deposit \$4,580.22

Raisio **MOTIONED**

Kelly **SECONDED**

NEW BUSINESS

Consider Appointing a 2020 Calendar Year New President, Clerk of the Board and Committee Assignments

Kelly **MOTIONED** to **APPOINT** Raisio as President and Fredenburg as Clerk of the Commission. Joselyn **SECONDED** **APPROVED AS PRESENTED 5-0**

Committee Assignments are:

Administration Committee: Raisio and Fredenburg

Programming Committee: Kelly and Klahn

Operations Committee: Joselyn and Kelly

Introduction of a Newly Formed Regional Trails Coalition

Discussion: Rudd spoke of the coalition common goals, members and district participation supported by the District's comprehensive plan Goal 6: Trail Network (recently named The Leaflike).

COMMITTEE & STAFF REPORTS

Verhei's **Aquatics Report** was reviewed.

Rudd's **Recreation Team Report** highlights included a part-time staff position opening with the after-school program and select basketball families are disappointed with lack of access to Mount Si High School gym for games and yearly rental numbers.

Finance Report - Loos provided highlights from the November month end numbers.

Stombaugh's **Directors Report** included the upcoming South Fork Landing public meeting to further discuss master planning; staff is processing paperwork for our King County Conservation Futures funding; as the next step in the Aquatics Feasibility Study staff has contacted Elway Consulting in anticipation of conducting a statistically valid survey early next year; a meeting to discuss how the districts northern residents would like Si View to directly serve their neighborhoods has been planned and scheduled.

MEETING ANNOUNCEMENTS AND REMINDERS

Stakeholders Meeting 2020 at 6:30 PM	January 8,
Regular Meeting 2020 at 6:30 PM	January 15,
Snoqualmie Valley Government Association meeting 2020 at 6:30 PM	January 22,
North District Listening Session 2020 at 6:30 PM	January 29,

AGENDA ITEMS FOR FUTURE MEETING: Updated Personnel Manual

EXECUTIVE SESSION – Real Estate – pursuant to RCW 42.30.110

Joselyn **MOTIONED** to enter Executive Session at 8:06 pm for 10 minutes. Kelly **SECONDED**.

APPROVED AS PRESENTED 5-0. Session ended at 8:14 PM

ADJOURNMENT: The meeting was adjourned at 8:14 PM.

Meeting Minutes prepared by Melissa Pasley, Administrative Support Specialist

AGENDA ITEM NO 5B
Consent Agenda
DRAFT

To: Board of Commissioners

From: Scott Loos, Finance & HR Manager

Date: January 15, 2020

Subject: Payroll

December 16-31, 2019 Payroll:

\$43,265.31 payroll (Direct Deposit); \$12,516.06 payroll taxes; \$9,035.40 PERS retirement; \$121.93 life insurance; \$185.02 LTD; \$1,155.00 ICMA 457; \$144.74 Aflac (pre-tax); \$18.01 Aflac (post-tax), \$370.80 HRA-VEBA.

AGENDA ITEM NO 5C
Consent Agenda
DRAFT

To: Board of Commissioners

From: Scott Loos, Finance & HR Manager

Date: January 15, 2020

Subject: Blanket Voucher

Blanket Voucher #570

In the amount of \$19,130.00. Checks will arrive and be distributed on 01/10/20.

AGENDA ITEM NO 6A
New Business
DRAFT

To: Board of Commissioners

From: Travis Stombaugh, Executive Director

Date: January 15, 2020

Subject: Authorize Executive Director to Execute Agreement for Financial Consulting Services from BERK Consulting in an Amount not to Exceed \$56,033

Summary of Item:

Over the last 13 years the District has been embraced by the community and experienced dramatic growth. The District is now also experiencing population growth with more anticipated in the future. Staff and Commission have put the District in a position to be successful. We want to maintain this position by evaluating our previous growth trends so that we can try to anticipate future trends and plan accordingly.

Staff has requested a proposal from BERK Consulting to create a financial strategic plan that will provide a guiding framework to expand on existing plans, including the 2017 Comprehensive Plan and accompanying updates, and input from Parks District staff. Specifically, Staff is asking insightful questions regarding maintaining and improving its fiscal position. Key questions to be addressed by this effort:

- How should Si View plan for expected changes in population growth?
- What are the likely scenarios for how Si View's fiscal position will change over the next two decades? How do we best plan for the range of scenarios?
- Where are these opportunities to increase efficiencies?
- What are the implications of setting level of service standards, both in terms of cost and expected impact on the community?

See full scope attached.

Staff Recommendation:

Nobody can fully predict the future, but there are variables we can mitigate and anticipate so that we have positive desired outcomes. This is a third-party review of our business operations to help us make educated decisions towards future resource allocation.

Staff recommends approving as presented.

AGENDA ITEM NO 8A
Committee & Staff Reports
DRAFT

To: Board of Commissioners

From: Minna Rudd, Recreation Manager

Date: January 15, 2020

Subject: Recreation Team Report January 2020 - prepared 1/7/20

Winter session is in full swing. Registration opened December 7th with total of 215 activity offerings. 1,346 of registrations have been processed as of 1/7/20. This is also the time of the year for potential inclement weather closures, with plans in place for possible program delays and/or cancellations.

We recently implemented an automated check in kiosk at the community center for drop-in programs. This is not intended to take away personalized customer service but provide more time for one-on-one assistance when needed and provide a platform for customers to quickly update their account information, waivers and check-in to facility programs. So far, the reception has been great, and the screen saver with program promotions is drawing attention.

We are also fully immersed in planning for summer programs and events as the activity guide printing deadlines are coming up in February. We are considering adding a Friday program for our middle school campers and offer extended care for specialty camps.

Community and special interest programs

Our youth winter dance season begins in late January with 35 different options including the dance troupe. One challenge this year will be coordinating our recital at the end of the season. We will be able to use MSHS as in years past, but we will need to adjust to limited access due to construction. Additionally, we are hosting a variety of preschool dance classes this session. Programs such as Frozen, Dancing w/ Disney, Little Princesses have filled up quickly, resulting in the scheduling of additional sessions.

Current adult dance programs include Line Dancing and Ballroom. Our Senior Tap drop-in program also runs every Tuesday afternoon from January-May. Adult fitness classes have openings for instructors, particularly for Zumba. The Fitmates class has regrouped with Michael Gaudio as the instructor.

Youth winter recreation basketball is at the peak of the season with all grade levels (K-6) now playing games. We are actively working with the school district superintendent, HS athletic director and principal to gain access at the new high school for the select basketball program. The wrestling program participants at TFMS finally have access to new mats on site.

Events

Our upcoming Family Night is on Friday, January 24 at the community center. We will serve dinner from the Mt. Si. Senior Center and host entertainment by The Reptile Man for an evening of animal education and photo ops. This will be the first of 4 family night events hosted throughout the year.

Youth programs

This month we are hosting two No School Day Camps, on Monday, January 20 for MLK and Monday, January 27 for an SVSD in-service day. Enrichment classes at NBE and OES start in late January with 51 (NBE) and 12 (OES) registrations. This program continues to be quite popular amongst NBE families. Youth staff evaluations were completed over Winter Break, providing great feedback for future staff meetings and training topics. Planning is in full swing for summer 2020 camps. The ASP program continues to operate at capacity:

- Fall City: 16 monthly, 18 daily
- North Bend: 26 monthly, 5 daily
- Si View Before: 47 monthly, 6 daily
- Si View After: 53 monthly, 10 daily

Rentals

Rental fees have been updated for 2020 on the website and in the reservation system. The following breakdown tracks the number of facility bookings completed for the year through current reporting period.

<i>Facility</i>	<i>2019 (thru Jan)</i>	<i>2020 (thru Jan)</i>	<i>Comparison</i>
Si View Community Center	8	2	-25%
Pool Party Package	5	3	-60%
Picnic Shelters	0	0	100%
Train Depot	8	7	88%
Meadowbrook farm	1	10	1000%
Sallal Grange	2	5	250%
Total	24	27	113%

**2020 bookings after report added at the beginning of upcoming month*

Other

Public outreach regarding the upcoming increase to non-resident fees will launch with the February Newsletter. Pricing will be reflected in the summer activity guide that mails in early April.

Recreation team will once again welcome new residents to the community at an annual Snoqualmie Ridge ROA social with program information. This has been a valuable way to introduce our services to new community members and share details about upcoming summer camp and school year registration processes.

AGENDA ITEM NO 8B
Committee & Staff Reports
DRAFT

To: Board of Commissioners

From: Dave Dembeck, Operations Manager

Date: January 15, 2020

Subject: Operations Report

- Si View Community Center and Park Facilities
 - Stocking up on de-icer and getting out our snow shovels, this should be an interesting week if weather predictions hold true.
 - During the holiday closing break of the Community Center, the Gym, Social Room and Classroom floors were all refinished.
 - Staff put a new seal coat on the lobby slate floor to enhance protection and appearance.
 - Repairs of the lobby furniture took place.
 - Touch up wall painting and crack seal.
 - Staff serviced the Gym HVAC heating system after a transformer along with a magnetic motor starter, malfunctioned and needed to be replaced.
 - Pool drain covers were replaced as required by the County Health Department every five years.
 - Quotes are being obtained for the possible replacement of the pool's sand filter medium next year.
 - Winter maintenance and servicing of the Districts landscape equipment has begun, as staff time allows.
 - Some light body work on one of our vans was completed after having been involved in a fender bender by another vehicle while waiting at Timber Ridge Elementary School.

- Tollgate Farm Park
 - The Tollgate Farmhouse interior renovation project is ongoing. The footings have been poured for the exterior restroom behind the farmhouse. A support beam has been installed to raise and support some sagging floor joists in the basement.
 - Invasive blackberries and ivy continue to be removed from the park.
 - Mole removal continues.

- Torguson Park
 - Lights for the bike park are installed and working, additional light has been installed over the control button that actuates and turns the lights on when required. Some programming of the lights is still ongoing.
 - Staff has made contact with Comcast to explore the possibility of providing network and Wi-Fi service in the park. Security cameras are being researched.

- South Fork Landing
 - Disk Golf players are still utilizing the park's course despite it being winter.
 - The South Fork Landing disk golf course had its first official tournament on January 5th. It was an outside organized event which will likely become more frequent as spring approaches. There was rain, there was sun, and there was wind, but by all accounts, they had a great time and loved the course and the park.
 - Folks from all over the state are coming to the park with the disk course as their primary destination.
 - Restrooms closest to the pond had been winterized for the season but were reopened for the disk golf tournament. They have been re-winterized, and they are closed again. Staff will look at possible ways to keep them open year-round, but it would require heating and insulation. Another option might be providing a porta potty during the winter months. We will monitor the course use and needs over the rest of the winter months. The restroom behind the general store remains open year-round.
 - Travis arranged to have a local snowplow service plow the parking lot of the general store, which will allow staff more time to concentrate their efforts on providing snow and ice removal at the Community Center.

AGENDA ITEM NO 8C
Committee & Staff Reports
DRAFT

To: Board of Commissioners
From: Travis Stombaugh, Executive Director
Date: January 15, 2020
Subject: Directors Report

To be provided