

Regular Meeting

4:30 PM, April 1, 2020

via conference call

due to Coronavirus

~~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.

FINAL

AGENDA ITEMS

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF AGENDA
4. PUBLIC COMMENT
5. CONSENT AGENDA
 - A. **Minutes:** March 4th regular meeting minutes
 - B. **February 16-29, 2020 Payroll:** \$47,038.87 payroll (Direct Deposit); \$13,713.97 payroll taxes; \$9,562.62 PERS retirement; \$121.93 life insurance; \$196.93 LTD; \$1,285.00 ICMA 457; \$144.74 Aflac (pre-tax); \$18.01 Aflac (post-tax), \$370.80 HRA-VEBA
 - C. **March 1-15, 2020 Payroll:** \$48,971.80 payroll (Direct Deposit); \$14,286.69 payroll taxes; \$9,620.01 PERS retirement; \$121.76 life insurance; \$196.85 LTD; \$1,285.00 ICMA 457; \$144.74 Aflac (pre-tax); \$18.01 Aflac (post-tax), \$370.80 HRA-VEBA
 - D. **Blanket Vouchers** #577, #578, #579, #580 & #581
 - E. **Direct Payments:** \$786.46 & \$6,638.90
 - F. **Recreation Team Report** – Rudd
 - G. **Finance Report** – Loos
 - H. **Operations Report** – Dembeck
 - I. **Directors Report** – Stombaugh
6. NEW BUSINESS
 - A. **Discussion. COVID-19 Closures and Modified Operations**
7. OLD BUSINESS - none
8. MEETING ANNOUNCEMENTS AND REMINDERS
Regular Meeting (via conference call) April 15, 2020 at 6:30 PM
9. EXECUTIVE SESSION
10. AGENDA ITEMS FOR NEXT MEETING
11. ADJOURN

AGENDA ITEM 5A – March 4, 2020 – REGULAR MEETING - ACTION MINUTES

6:32 pm – CALLED MEETING TO ORDER

ROLL CALL

Commissioners Attending: Fredenburg, Joselyn, Kelly & Raisio

Excused Absence: Commissioner Klahn

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

APPROVAL OF AGENDA
Kelly **MOTIONED**

Joselyn **SECONDED**

APPROVED AS PRESENTED 4-0

PUBLIC COMMENT none

CONSENT AGENDA

APPROVED AS PRESENTED 4-0

Regular Meeting Minutes of February 19, 2020

February 1-15, 2020 Payroll: \$49,679.15 payroll (Direct Deposit); \$14,220.09 payroll taxes; \$9,659.99 PERS retirement; \$121.76 life insurance; \$196.85 LTD; \$1,285.00 ICMA 457; \$144.74 Aflac (pre-tax); \$18.01 Aflac (post-tax), \$370.80 HRA-VEBA

Blanket Vouchers #575 & 576 & Direct Deposit \$6,820.00

Kelly **MOTIONED**

Fredenburg **SECONDED**

NEW BUSINESS

Approve of District General Registration Policy

Kelly **MOTIONED**

Joselyn **SECONDED**

Discussion: Rudd recounted the language changes.

APPROVED AS PRESENTED 4-0

Approve of District Resident/Non-Resident Fee Policy

Kelly **MOTIONED**

Fredenburg **SECONDED**

Discussion: Rudd presented the policy, noting that it has been updated.

APPROVED AS PRESENTED 4-0

COMMITTEE AND STAFF REPORTS

Finance Report – Loos provided highlights from the January month end summary.

Director's Report – topics included; document submission for King County Conservation Futures Funding reimbursement, aquatics center feasibility statistical survey questions completed, staff re-submitted Torguson Skate Park Project design & bid documents, submission

of grant documents to Washington Recreation & Conservation Office and a conceivable Wi-Fi connection at Torguson Park.

MEETING ANNOUNCEMENTS AND REMINDERS

Regular Meeting

March 18, 2020 at 6:30 PM

Snoqualmie Valley Government Assoc. meeting (*Fredenburg/Raisio*)

March 25, 2020 at 7:00 PM

EXECUTIVE SESSION – Real Estate – pursuant to RCW 42.30.110

Joselyn **MOTIONED** to enter Executive Session at 7:28 pm for 10 minutes. Kelly **SECONDED**.

APPROVED AS PRESENTED 4-0. Session concluded at 7:38 PM.

AGENDA ITEMS FOR FUTURE MEETING: Adopt South Fork Landing Master Plan

ADJOURNMENT: The meeting was adjourned at 7:38 PM.

Meeting Minutes prepared by Melissa Pasley, Administrative Support Specialist

AGENDA ITEM NO 5B & C
Consent Agenda

To: Board of Commissioners

From: Scott Loos, Finance & HR Manager

Date: April 1, 2020

Subject: Payroll

February 16-31, 2020 Payroll:

\$47,038.87 payroll (Direct Deposit); \$13,713.97 payroll taxes; \$9,562.62 PERS retirement; \$121.93 life insurance; \$196.93 LTD; \$1,285.00 ICMA 457; \$144.74 Aflac (pre-tax); \$18.01 Aflac (post-tax), \$370.80 HRA-VEBA

March 1-15, 2020 Payroll:

\$48,971.80 payroll (Direct Deposit); \$14,286.69 payroll taxes; \$9,620.01 PERS retirement; \$121.76 life insurance; \$196.85 LTD; \$1,285.00 ICMA 457; \$144.74 Aflac (pre-tax); \$18.01 Aflac (post-tax), \$370.80 HRA-VEBA

AGENDA ITEM NO 5D & E
Consent Agenda

To: Board of Commissioners

From: Scott Loos, Finance & HR Manager

Date: April 1, 2020

Subject: Blanket Vouchers & Direct Payments.

Blanket Voucher #577

In the amount of \$212,106.29. Checks will arrive and be distributed on 3/12/20.

Blanket Voucher #578

In the amount of \$51,516.33. Checks will arrive and be distributed on 03/12/20.

Blanket Voucher #579

In the amount of \$36,904.95. Checks will arrive and be distributed on 3/20/20.

Blanket Voucher #580

In the amount of \$21,775.22. Checks will arrive and be distributed on 3/20/20.

Blanket Voucher #581

In the amount of \$39,850.46. Checks will arrive and be distributed on 4/1/20.

Direct Payments

1. Verizon Wireless - \$786.46 – District desk phones, cell phones and One Talk access.
2. Umpqua Bank Credit Card Accounts – Master Account #9007. Total of \$6,638.90
 - Umpqua Account #9015 - \$228.75. Legislative day travel - \$228.75.
 - Umpqua Account #9023 - \$447.73. Stamps.com monthly fee - \$19.59; Printer toner - \$164.77; Business cards - \$118.04; Postage - \$26.35; Office supplies - \$56.66; Aquatics supplies - \$62.32.
 - Umpqua Account #9031 - \$1,484.95. Maintenance supplies - \$674.05; Torguson park signage - \$469.70; Dog waste bags - \$341.20.
 - Umpqua Account #2268 - \$2,846.92. Mid-winter break camp supplies - \$82.97; Adobe acrobat licenses - \$999.05; Parent’s night out pizza - \$81.74; Family night supplies - \$122.42; Travel expense/training - \$261.65; Concessions - \$191.30; Youth supplies - \$422.76; Cost recovery training class – Minna - \$359.00; Pickleball supplies - \$39.76; Parking - \$6.30; Spec rec supper club staff meals - \$39.97; TRACs fieldtrip deposit - \$240.00.
 - Umpqua Account #7964 - \$1,630.55. Water aerobics training - \$30.00; Aquatics small tools - \$523.22; Aquatics supplies - \$242.68; Red cross certification fees - \$719.00; Staff training pizza - \$59.37; Spotify subscription - \$16.28; AOAP membership fee - \$40.00.

AGENDA ITEM NO 5F
Consent Agenda

To: Board of Commissioners

From: Minna Rudd, Recreation Manager

Date: April 1, 2020

Subject: March Recreation Team Report - *prepared 3/11/2020*

Our summer program line up is set. Camp preview flyers are now available on the website, and registration for all spring/summer programs opens April 3rd, shortly after delivery of the summer activity guides. Offerings will include:

- 153 camps with 2831 spaces
- 76 classes with 1226 spaces
- 20 free community events at Si View
- Sponsorship of 9-week summer movie matinees for the community to enjoy at North Bend Theatre (this also provides access to our campers for weekly movies)

Program modifications due to COVID-19: For spring season, NBE and OES enrichment classes are on hold pending school facility access (10 classes registration not yet open), spring recreation basketball (113 registrations to date) is in a similar situation. After school programs are currently running on normal schedules at all three sites (41 daily students and 133 monthly students). Program cancellations to date include NBE and OES winter session (last week of classes), winter recreation basketball (last weekend of games), adult ballroom class and March Family Night. Program attendance in general has been much lighter than usual. Some families have withdrawn from current and/or upcoming programs, others are simply staying home but staying enrolled. We have also had a few facility rental cancellations and reschedules. Staff has done an excellent job keeping facilities and equipment clean.

Community and special interest programs

The ballroom dance class session cancellation decision was made prior to session start date with instructor request as a precautionary measure due to most participants being at higher risk. Adult line dance and tap are currently running as scheduled.

The second session of 4-week preschool dance classes start the week of March 2. Participation numbers are encouraging with three of five classes offerings at 90% capacity.

Si View specialized recreation program has been looking for partnering with more area agencies for increased programming. While Mercer Island is unable to partner currently, they plan to market ongoing Si View specialized recreation dance events to their active participants.

Indoor playground participation has decreased significantly beginning the week of March 2, presumably due to caution over the COVID-19. Staff is actively cleaning toys and mats.

We'll be introducing a few new special interest camps this summer including yoga for teens, chess, and a video production camp.

Athletics

Eight of our select basketball teams qualified for the state tournament, which is a program high! Spring recreation basketball is scheduled to begin first week of April, awaiting confirmation from school district for facility access.

Events

Family Game Night on Friday scheduled for March 20 at the community center has been cancelled. We are considering options for rescheduling.

Farmers Market applications are trickling in daily, and the Summer Concert series bookings are nearly complete. Festival at Mt Si main stage concert bookings are also in progress.

Youth programs

Make-up classes for cancelled winter session enrichment classes at NBE and OES are tentatively scheduled for the week prior to Spring Break (pending SVSD approval). Spring Enrichment planning is currently on hold until further notice.

SVSD had an in-service day Monday, March 9th, and we hosted a no-school day camp for 29 students. Later in March we also have a Parents Night Out events on March 13th and March 21st.

Youth Staff meetings have been moved to Sundays in order to cover more information in depth. At the March meeting we discussed risk management, COVID-19 procedures, and emergency preparedness. Our Si View program leads, Zach and Aimee have started weekly team meetings to bridge the gap between morning and afternoon leads.

Summer camp planning is on track. All leads have been selected for Mini, Little, Big, RAD, RAD Jr. and TRACs. All but two are returning leads from last summer. We are scheduled to meet in May to discuss expectations and logistics for the summer.

March T(w)een Night had 31 participants (same as February). Approximately half of the participants pre-registered. We schedule staff based on enrollment, and even with a moderate cushion, we had to turn a few students away at the door as event had reached capacity (instructor to student ratio). We will continue working on communicating to families in the days prior to the event about the importance of pre-registration process.

The Youth Council was planning on attending the Be the Change Event on Saturday, 3/21 but, due to precautions, the event has been postponed.

Rentals

The following breakdown tracks the number of facility bookings completed for the year through current reporting period.

<i>Facility</i>		<i>2019 (thru Mar)</i>	<i>2020 (thru Mar)</i>
<i>Comparison</i>			
Si View Community Center	23	11	-48%
Pool Party Package	17	12	-71%
Picnic Shelters	1	2	200%
Train Depot	17	23	135%
Meadowbrook farm	7	19	271%
Sallal Grange	14	14	100%
Total	79	81	103%

**2020 bookings after report added at the beginning of upcoming month. Pool party packages include all pool parties (pool + community center, and pool only rentals). Picnic shelter rentals include Si View, Torguson and Tollgate parks.*

We have had a few rental changes this month. We are allowing full rental refunds less \$25 processing fee even with short notice and waiving fees for rental reschedules. As of March 10th:

Facility		Reschedules	Cancellations
Si View Community Center	1		1
Pool party packages			1
Train Depot			1
Meadowbrook Farm	1		1

Field rentals

With Little League season started, staff is working with maintenance team to coordinate field use at Torguson Park and Si View Park for spring season.

Other

We have applied for a number of small community grants to support 2020 programs including King County Parks Outdoor Movies (awarded \$3000), King County Community Service Area Grant for Summer Concert series (awarded \$2000), Rotary Grant (pending), 4Culture performing arts grant (pending), and Snoqualmie Tribe community programs grant (pending).

AGENDA ITEM NO 5G
Consent Agenda

To: Board of Commissioners

From: Scott Loos, Finance & HR Manager

Date: April 1, 2020

Subject: February 2020 Finance Report Summary

Fund and Cash Balances:

- February 2020 closed with \$1,474,005.12 in the General Fund; \$247,519.80 in the Revenue Stabilization Fund; \$25,438.30 in the Equipment Fund; \$26,966.28 in the Park Fund; \$192,388.07 in the Debt Service Fund; \$1,328.67 in the Si View Interior Debt Service Fund; \$284,632.53 in the Capital Projects Fund; \$4,448,980.69 in the Capital Projects 2018 Bond Fund; and \$1,496.64 in the Gift Card Fund.
- Actual cash balance of \$6,702,756.10 in the King County Account.

Revenue vs. Expense:

- The general fund (excluding the effects of beginning and ending fund balances) is at 7.7% of budgeted revenue and 12.6% of budgeted expense for the year. (Compared with 17% of the budget year).

Revenue Commentary:

- Property taxes received for the month was \$24,864.59 (General Fund) and \$11,167.12 (Si View/Tollgate Debt Service Fund).
- Community Center Activity Fees (20.6%) and Health and Wellness (24.6%) are performing well to start the year. The total program service income category is at 12.3% vs 17% of the budget year.
- Pool and community center rentals are at 12.0% and 11.4%. Meadowbrook rentals are at 19.6%. Train Depot and Grange rentals are at 40.0% and 22.9% respectively. South Fork Landing rentals are at 64.1% due to outstanding rental invoices from summer 2019 that were paid in January.

Expense Commentary:

- (511) Commissioner's Fees (18.3%). Includes late 2019 fees paid in January.
- (511) Miscellaneous (35.5%). \$426.42 vs. \$1,200.00 budget. Includes December commission meeting expense.
- (514) Miscellaneous – Dues/Fees (98.3%). \$344.00 vs. \$350.00 budget.
- (518) Excise Taxes (31.9%). Includes Q4 2019 B&O and sales tax as well as leasehold excise tax for SFL.
- (518) Professional Services – Computer Network Support (20.7%). Includes regular monthly IT support as well as ongoing upgrade projects.
- (518) Insurance – General Liability (100%). Reflects full payment of 2020 AWC RMSA insurance assessment.
- (518) Public Utility Services – Electric (18.1%). Reflects seasonal usage.
- (518) Public Utility Services – Natural Gas (25.0%). Reflects seasonal usage.

- (518) Public Utility Services – Garbage (20.2%). Includes additional expense of garbage for SFL.
- (518) Maintenance – District Vehicles (20.7%). Includes general maintenance for all of the District’s vehicles.
- (594) Computer Hardware & Software (39.8%). Includes 2020 contract renewal of BIAS software and monthly fees for DASH registration and Novatime software fees.
- (519) Miscellaneous Dues and Fees (56.5%). Includes payment of 2020 AWC membership assessments as well as WRPA and NRPA dues. Also includes background check fees. Unbudgeted expense of \$1,990 for online digital media backup service.
- (558) Comp Plan Amendments/Updates (28.7%). Includes ongoing billings for the South Fork Landing masterplan.
- (574) Salaries & Wages – Seasonal – Youth Sports (71.7%). Reflects seasonal staff usage for youth sports programming.
- (574) Benefits – Youth Sports (29.7%). Reflects seasonal staff usage for youth sports programming.
- (574) Supplies – Youth Sports (51.1%). Includes the purchase of jerseys for the basketball program.
- (574) Small Tools & Equipment – Athletics (148.1%). \$185.12 vs. \$125.00 budget.
- (574) Professional Services – Cultural Arts (23.3%). Includes instructor payments for our youth and adult dance programs.
- (574) Advertising – Youth (49.4%), Cultural Arts (31.5%), Athletics (44.4%), Health and Wellness (44.4%), Community (22.5%) and Youth Sports (22.5%) over due to seasonal ad placements.
- (574) Rentals – Youth (21.7%). Reflects facility usage fees for onsite youth programs.
- (574) Other – Special Events (26.5%). Includes farmer’s market membership and conference fees.
- (574) Other – Community (31.1%0). \$155.64 vs. \$500.00 budget.
- (574) Other – Youth Sports (31.7%). Includes basketball tournament fees.
- (575) Small Tools & Equipment – Meadowbrook (26.8%). \$66.95 vs. \$250.00 budget.
- (575) Grange – Rental Fees (24.6%).
- (576) Repairs & Maintenance – Facilities – Si View (22.1%). Over due to annual maintenance closure expenses.
- (575) Repairs & Maintenance – Facilities – Meadowbrook (31.3%). \$122.07 vs. \$390.00 budget.
- (576) Operating Supplies – Aquatics (33.9%). Includes general pool operating supplies.
- (576) Operating Small Tools & Equipment – Aquatics (23.5%). Includes purchase of general operating equipment.
- (576) Advertising – Aquatics (28.6%). Over due to seasonal ad placements.
- (576) Repairs & Maintenance – Pool (35.1%). Includes the replacement of pool drain covers.

AGENDA ITEM NO 5H
Consent Agenda

To: Board of Commissioners

From: Dave Dembeck, Operations Manager

Date: April 1, 2020

Subject: Operations Report

- Si View Community Center and Park Facilities
 - By the time this meeting occurs, we should have a better indication of how quickly the virus is spreading and how successful our efforts are working to contain it. Staff did as much as possible to sanitize our facilities in an effort to keep our park visitors safe.
 - Annual equipment maintenance ongoing in preparation for spring.
 - Fields were mowed for the first time this year.
 - Our annual fire suppression system was tested and inspected, everything worked fine.
 - During the Districts closure, the maintenance team will continue to sanitize the park restrooms open to the public. Staff will also take the opportunity while closed to work on pressure washing the parking lot, sidewalks. Other planned activities include irrigation, installing a water line at SFL, fields and bollards.

- Tollgate Farm Park
 - The Tollgate Farmhouse interior renovation project is ongoing. Good progress is being made. Plumbing and electrical are nearing completion. The outside restroom has its siding completed, its roofing and interior wall finish and fixtures will be next.
 - Some chimney repairs will be completed this week.
 - Septic system will be started after plumbing and electric are functional.
 - The ground is still too wet to continue the park field project.

- Torguson Park
 - Repairs to the bike park from the light installation have almost been completed and focus will now be placed on general maintenance.
 - Staff has been busy getting the baseball fields ready for Little League practice and games scheduled to start the first week in April. It is unknown at this time how the virus will affect their season. They cancelled their practices the same day the school district made their decision to close.
 - All restrooms in the park were painted and freshened up for the coming rental season.

- South Fork Landing
 - The general store's exterior ice freezer lost power and they lost the ice inside. This was due to an outlet failure. Staff repaired the outlet the same day we were notified and got them up and running.

- A parking lot pole light stopped working due to faulty wiring. Staff made the necessary repairs.
- A new water line will be installed from a meter in the back of the old pro-shop to an existing waterline that runs to the backend of the property. This water line is needed to separate the far restrooms from the restaurant water meter.

AGENDA ITEM NO 5I
Consent Agenda

To: Board of Commissioners

From: Travis Stombaugh, Executive Director

Date: April 1, 2020

Subject: Directors Report

April 1st 2020				
Task	Task Description	Notes	Status	Date
1	South Fork Landing Master Plan	A final draft is on the April 1st agenda for adoption	Update	3.30.20
2	KC Conservation Futures Funding	Staff has submitted all required documents for reimbursement from the County for the Edgewick Property acquisition and is awaiting any feedback. We have also conducted the "desk top review" appraisal for the South Fork Landing reimbursement. We will now need to record a restrictive deed for that portion of the park and then submit for reimbursement from the County.	No Update	2.28.2020
4	Aquatics Center Feasibility Study	We have received the topline data back from our aquatics survey. The statistically valid survey received more than 300 responses which is higher than our last couple surveys. The initial data is very positive especially when you consider the cost and the timing of the survey. We hope to have the Executive Summary shortly, followed by the cross tab informaiton as well.	Update	3.30.20
5	South Fork Levy Trail	Staff has started to reach out to property owners to discuss their interest in formalizing easements along the levy. For the few owners we have phone numbers for we've called to discuss the project and for home owners who we do not have a phone number we've sent letters. We received our first call back from a property owner last Tuesday who is interested in proceeding with an easement. Staff has been unproductive in securing survey data from the KC Flood Control District so we've reached out to hire a survey company to provide us with the legal description and total square footage needed for the transaction.	No Update	1.02.2020
6	Torguson Skate Park Project	All comments from the City of North Bend have been addressed and resubmitted for permitting. Right now all planning staff are working from home which creates an unknown timeline for approval. As of right now a slight delay isn't a great concern given the total construction time expected and because staff has written a grant that could time well with a slight delay and allow us to build both phase 1 and phase 2. Currently phase 2 is included in the bid documents as an alternative bid. Phase 2 consists of the "advanced bowl". If awarded the grant, or bids come in lower than anticipated we'll be able to build the entire project at once.	Update	3.30.2020
7	Tennant Trailhead Park	The LWCF grant for the reimbursement of the acquisition of this park has been finalized. The grant needed to be finalized before any construction could take place. We have now started planning next steps and it includes a 4 way collaboration between the City of North Bend, King County, Si View and WA state Department of Natural Resources. The timeline is looking more like 2021.	Update	3.30.2020
8	Si View Trail Extension and Maintenance Shop Project	This job was put on hold due to underbudgeting the true cost. After choosing a design firm the anticipated cost was more than expected. The District has budgeted for the design of this project for 2020 with construction to begin in 2021. We have a conference call with the design team on April 2nd to discuss a modified scope. With a larger maintenance yard identified in the South Fork Landing Master Plan, the future needs of the maintenance facility at Si View will change. We're hoping for an intermediate facility that can address some needs now and the facility out at SFL would address our needs for the longer term growth.	No Update	1.23.2020
Other Items/tasks:				
<ul style="list-style-type: none"> • Easements - Nothing to report at this time. • Property Acquisition - Update • Modified staff operations - working from home, maintenance staff schedule, Memo to staff and any questions? 				