

Regular Meeting

5:00 PM, November 16, 2022

Hybrid Meeting

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 HEARING – **2023 Budget**
5. CONSENT AGENDA
 - A. **Minutes:** November 2, 2022 regular meeting
 - B. **October 16-31, 2022 Payroll:** \$54,004.37 payroll (Direct Deposit); \$15,652.11 payroll taxes; \$9,100.59 PERS retirement; \$148.21 life insurance; \$226.49 LTD; \$2,155.00 ICMA 457; \$91.99 Aflac (pre-tax); \$18.10 Aflac (post-tax), \$269.04 HRA-VEBA
 - C. **Blanket Vouchers:** #721 & #722
 - D. **Electronic Payment:** \$799.26
 - E. **Recreation Team Report**
6. NEW BUSINESS
 - A. **Resolution 2022-08. Authorizing the 2023 Property Tax Levy Increase**
 - B. **Resolution 2022-09. Adopting the 2023 District Budget**
7. OLD BUSINESS - none
8. MEETING ANNOUNCEMENTS AND REMINDERS
 - Community Listening Session
 - Snoqualmie Valley Government Association
 - Regular Meeting – ***in person meeting**** – ***location change***
 - Location: Iron Duck, 101 W North Bend Way, North Bend, WA 98045*
 - *Holiday Gathering to follow the regular meeting*
9. AGENDA ITEMS FOR NEXT MEETING
10. EXECUTIVE SESSION
11. ADJOURN

November 16, 2022 at 6:30 PM
November 16, 2022 at 7:00 PM
December 7, 2022 at 5:00 PM

December 7, 2022

AGENDA ITEM NO 5A
Consent Agenda

To: Board of Commissioners
From: Scott Loos, Finance & HR Manager
Date: November 16, 2022
Subject: November 2, 2022 Action Minutes

5:03 PM – CALLED MEETING TO ORDER

Commissioners Attending: Joselyn, Kelly, Klahn & Raisio

Excused Tardiness: Fredenburg

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

APPROVAL OF AGENDA

Raisio **MOTIONED**

Joselyn **SECONDED**

APPROVED AS PRESENTED 4-0

PUBLIC COMMENT: none

CONSENT AGENDA

APPROVED AS PRESENTED 4-0

Minutes: October 19, 2022 regular meeting

September 1-15, 2022 Payroll: \$53,045.63 payroll (Direct Deposit); \$15,449.48 payroll taxes; \$9,100.59 PERS retirement; \$148.04 life insurance; \$226.38 LTD; \$2,155.00 ICMA 457; \$91.99 Aflac (pre-tax); \$18.10 Aflac (post-tax), \$269.04 HRA-VEBA

Blanket Vouchers: #719 & #720

Raisio **MOTIONED**

Joselyn **SECONDED**

NEW BUSINESS

Resolution 2022-07. 2023 Compensation and Benefit Plan

Joselyn **MOTIONED**

Kelly **SECONDED**

Discussion: Loos presented the benefit plan options and recommended adjusting the benefit cap in order to provide the same level of employee benefit.

APPROVED AS PRESENTED 4-0

Amend the Authorization for Architect Design Service Proposal from Helix Design Group in the Amount of \$344,621 for the Si View Administration Building Project to \$346,121

Kelly **MOTIONED**

Joselyn **SECONDED**

APPROVED AS PRESENTED 4-0

COMMITTEE AND STAFF REPORTS

Finance Report (Loos) Highlights from the September month end report

Operations Report (Dembeck) Project and seasonal work update, barn scheduling, *(cont. next page)*

Fredenburg joined the meeting at 5:30 PM

Ops Report Discussion cont.

Tollgate Park restroom project is a proven success, water no longer seeps into the interior.

Director Report: (Stombaugh) topics included additional pickleball courts, Holiday Gathering date, future policy updates, Juneteenth holiday, staff/instructor vaccine requirement, meeting with Mayor McFarland and Mountains to Sound Greenway Parade of Accomplishments.

MEETING ANNOUNCEMENTS AND REMINDERS

Regular Meeting

November 16, 2022 at 5:00 PM

Listening Session

November 16, 2022 at 6:30 PM

AGENDA ITEMS FOR FUTURE MEETING: Public Hearing - 2023 Budget

EXECUTIVE SESSION – Real Estate – pursuant to RCW 42.30.110

Kelly **MOTIONED** to enter Executive Session at 6:41 pm for 10 minutes. No action will be taken.

Klahn **SECONDED. APPROVED AS PRESENTED 5-0.**

Executive Session concluded at 6:50 PM.

6:50 PM – ADJOURNMENT

Raisio **MOTIONED**

Kelly **SECONDED**

APPROVED AS PRESENTED 5-0

Meeting Minutes prepared by Melissa Pasley, Administrative Support Specialist

SI VIEW METROPOLITAN PARK DISTRICT

ATTEST/AUTHENTICATED:

President _____

Commissioner _____

AGENDA ITEM NO 5B
Consent Agenda

To: Board of Commissioners
From: Scott Loos, Finance & HR Manager
Date: November 16, 2022
Subject: Payroll

October 16-31, 2022 Payroll:

\$54,004.37 payroll (Direct Deposit); \$15,652.11 payroll taxes; \$9,100.59 PERS retirement; \$148.21 life insurance; \$226.49 LTD; \$2,155.00 ICMA 457; \$91.99 Aflac (pre-tax); \$18.10 Aflac (post-tax), \$269.04 HRA-VEBA

AGENDA ITEM NO 5C
Consent Agenda

To: Board of Commissioners

From: Scott Loos, Finance & HR Manager

Date: November 16, 2022

Subject: Blanket Vouchers & Electronic Payment

Blanket Voucher No. 721

in the amount of \$21,742.29. Checks will arrive and be distributed on 11/09/22.

Blanket Voucher No. 722

in the amount of \$293,893.92. Checks will arrive and be distributed on 11/09/22.

Electronic Payment

Verizon Wireless telephone/cell service from 9/14 to 10/13. Payment of \$799.26 made on 11/02/22.

AGENDA ITEM NO 6A
New Business

To: Board of Commissioners

From: Travis Stombaugh, Executive Director

Date: November 16, 2022

Subject: Resolution 2022-08. Authorizing the 2023 Property Tax Levy Increase

Summary of Item:

In accordance with state law each year the District must approve a resolution setting the property tax levy for the next fiscal year. The resolution includes the property tax revenue total needed to sustain operations for the 2023 fiscal year.

The resolution authorizes an increase in the regular property tax levy for 2022 in the amount of \$19,877 which is a percentage increase of 0.89% from the previous year. This increase is exclusive of additional revenue resulting from the addition of new construction and improvements to property and any increase in the value of state assessed property.

Staff Recommendation:

Approve and File

AGENDA ITEM NO 6B
New Business

To: Board of Commissioners

From: Travis Stombaugh, Executive Director

Date: November 16, 2022

Subject: Resolution 2022-09. Adopting the 2023 District Budget

Summary of Item:

The MPD's fiscal year runs from January 1st to December 31st. The District has advertised in a paper of local distribution and held a public hearing on November 17th, 2021 for the purpose of public input and discussion and in accordance with Washington State Law.

Staff has implemented all previous approvals and requests stated by the Board at the meeting of November 2nd.

A high-level breakdown of the previous drafts in comparison to the final budget is as follows:

	1 st Draft Budget	Final Draft Budget	Difference
Beginning Net Cash	\$1,971,953.14	\$2,026,840.62	\$54,887.49
Revenue	\$4,223,326.77	\$4,223,791.77	\$465.00
Expense	\$4,357,764.63	\$4,370,551.63	\$12,787.00
Ending Net Cash	\$1,837,515.28	\$1,880,080.76	\$42,565.48
Net Surplus/Deficit	(\$134,437.86)	(\$146,759.86)	(\$12,322.00)

Budget Net Changes:

- Beginning Net Cash – \$54,887.49 increase. Change based on latest cash flow estimate.
- Revenue – \$465.00 increase. Updated to latest levy limit calculation.
- Expense - \$12,787.00 increase. Updated to include actual AWC liability insurance billing amount.
- Ending Net Cash – Reflects the net increase to beginning net cash less the net difference between revenue/expense.

The proposed levy rate in the current draft budget is approximately \$.36 per \$1000 assessed value.

Staff Recommendation:

Approve as presented

AGENDA ITEM NO 8A
Staff Report

To: Board of Commissioners
From: Minna Rudd, Recreation Manager
Date: November 16, 2022
Subject: Recreation Team Report November 2022 -- prepared 11/09/2022

Winter program line up for January through April is complete. We'll offer 178 land-based activities with 3150 spaces. Registration will open on Friday December 9th, 12am for land-based programs and 7am for aquatics session A lessons.

Fall session programs conclude the week of December 12th. The community center will be closed for maintenance Dec 20-31, the floors will be refinished during the closure. We are offering a school break camp that runs at Meadowbrook Farm, and the pool will have a holiday schedule in effect.

Youth Programs: Enrichment classes at Fall City are wrapping up the 6-week Fall session. These classes had great interest, and students continued to enroll through mid-session. There were 4 classes and 58 enrollments. Winter session starts in late January.

The school care program is offering a no-school day camp on Veteran's Day, and extended care on early release days during parent-teacher conferences. School care enrollment at Si View is 31 monthly and 10 daily participants, and NBE at 11 monthly with 10 additional daily participants. NBE program has openings for new students.

Teen Programs: November Teen Night had 26 middle school students in attendance, with a little extra excitement provided by a temporary power outage. This program continues in January. The Youth Council hosted SOCKtober drive has closed with about 200 pairs of new warm socks for the local homeless shelter. Their next project is hosting the Senior Tech Night at the community center on Nov 14th.

Outdoor Programs: Walking Club has had a steady following with an average of 5 participants. This group will take a break until Feb 14th. Mountain Biking programs did not run in October or November due to low enrollment. The Pump Track stewardship event in partnership with Evergreen took place on Nov 5th with low attendance due to poor weather. We did have awesome sponsorship from the North Bend Bakery and Vintage Baristas. Volunteers helped clear debris, reshape turns and rollers. Great connections were made with new community members, potential future instructor, and the local mountain biking community. Our outdoor programs coordinator is completing Wilderness First Aid certification this month to bring more tools for staff to expand our offerings.

Winter Safe Driving class is set to run on Nov 17th. 4 participants are currently enrolled.

Cultural Arts: The Youth Dance Program participants are performing at the annual holiday bazaar on Dec 3rd. The youngest dancers in our preschool classes (ages 3 and under) will host in-class performances on the week of Dec 7th. Adult tap class is adding a December session due to strong interest from current participants.

Community and Special Interest Programs: New preschool class, "community play", starts in December. Emphasis is for parents/new families to meet and socialize while children are at play, under supervision. Classes are administered by preschool instructor Keli Regan. This is a new Saturday offering. Indoor

Playground has added a session for January due to high interest from current participants, the original start date was in February.

Specialized Recreation group is headed out on a Holiday Cruise on Dec 3rd, this program is full. The Fall series at the community center concludes on Nov 28th.

Given the high interest in youth chess classes offered this Fall, expansion is under consideration to include additional sites, and adult program option.

Athletics: Si View cross country team hosted a on Oct 15th at SFL. Our team had 29 runners this year with support from 5 coaches. Winter rec basketball season is here. K-2 teams are closed with 38 teams at this young ages (330 kids). 3-12 grades rosters close next week, total enrollment for the full league is currently at 670 players.

Adult Sports: Pickleball is booming. League play ends this week, and all clinics have been full. We are adding new offerings including an indoor tournament for the winter session. Basketball interest has grown, and the Monday night open gym is well attended, with initial request coming from players, an indoor league is in the works for the Spring season.

Health and Wellness: Fall classes have had strong attendance for all programs including karate, yoga, paddleboard yoga and Fitmates. We anticipate new students joining programs at the start of the new year.

Special Events: The 2022 Harvest Festival had great success with over 350 youth participants, 800+ total visitors, and over 55 hours of volunteer time! Finally, the event was topped off by gorgeous fall weather so families could enjoy Trick or Treat Street in North Bend and other seasonal activities in the area! In addition to sponsorships from Ace Hardware and Sno Falls Credit Union, donations were received from QFC, Bartell Drugs, Frankie's Pizza, and Swirl.

Planning and promotions under way for the November Family Fun Event – Bingo Night. This was a popular free event in 2021 and we expect a good turnout. Including Youth Staff for MC, Intern Molly for event support and concession sales onsite.

Holiday Bazaar planning is in progress. To date, 44 vendors have accepted. Si View Dance Classes are performing and working on securing community performances as well.

Winter Special events include Mario Lorenz Comedy and Variety Show at the community center on Jan 20th, new Adult Prom dance on Feb 11th, a new format family dance on Mar 25th, the Moose Lodge sponsored Easter Egg Hunt on Apr 8th, and a chalk walk to celebrate Earth Day on Apr 21st.

Facility Rentals: Staff and Meadowbrook Board are working together to purchase new tables, chairs and a projector during winter season when the building is not used as frequently. The facility reservation software used offers features for online booking options and digital signatures for contracts. This would enhance customer experience and streamline contracting process. Features are currently under review with likely implementation in 2023.