

Regular Meeting

5:00 PM, February 1, 2023

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 COMMENT
5. CONSENT AGENDA
 - A. **Minutes:** January 18, 2023 regular meeting
 - B. **January 1-15, 2023 Payroll:** \$51,923.28 payroll (Direct Deposit); \$15,522.79 payroll taxes; \$9,677.49 PERS retirement; \$153.94 life insurance; \$226.38 LTD; \$2,195.00 ICMA 457; \$91.99 Aflac (pre-tax); \$18.10 Aflac (post-tax), \$287.76 HRA-VEBA
 - C. **Blanket Vouchers:** #731, #732, #733 & #734
 - D. **Electronic Payment:** \$812.12
 - E. **Fund Transfer:** \$62,000 from General Fund (001) to Equipment Fund (003) with an effective date of 2/1/23
6. NEW BUSINESS
 - A. **Discussion of Aquatic Center Survey Results**
7. OLD BUSINESS - none
8. COMMITTEE AND STAFF REPORTS
 - A. **Finance** - Loos
9. MEETING ANNOUNCEMENTS AND REMINDERS

Aquatic Center Community Listening Session - <i>Community Center</i>	February 1, 2023 at 6:30 pm
Program Committee Meeting at North Annex - <i>Fredenburg/Joselyn</i>	February 8, 2023 at 5:00 pm
Regular Meeting - <i>hybrid</i>	February 15, 2023 at 5:00 pm
10. AGENDA ITEMS FOR NEXT MEETING
11. EXECUTIVE SESSION
12. ADJOURN

AGENDA ITEM NO 5A
Consent Agenda

To: Board of Commissioners
From: Scott Loos, Finance & HR Manager
Date: February 1, 2023
Subject: January 18, 2023 Action Minutes

5:04 PM – CALLED MEETING TO ORDER

Commissioners Attending: Joselyn, Kelly & Raisio

Excused absence: Commissioner Fredenburg

Excused Tardiness: Commissioner Klahn

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

APPROVAL OF AGENDA

Raisio **MOTIONED**

Joselyn **SECONDED**

APPROVED AS PRESENTED 3-0

PUBLIC COMMENT none

CONSENT AGENDA

APPROVED AS PRESENTED 3-0

Minutes: January 4, 2022 regular meeting

December 16-31, 2022 Payroll: \$45,193.88 payroll (Direct Deposit); \$13,210.97 payroll taxes; \$8,672.88 PERS retirement; \$150.91 life insurance; \$226.49 LTD; \$2,155.00 ICMA 457; \$91.99 Aflac (pre-tax); \$18.10 Aflac (post-tax), \$287.76 HRA-VEBA

Joselyn **MOTIONED**

Raisio **SECONDED**

NEW BUSINESS

Authorize Fee Amendment for Design Services from the Watershed Company for Tennant Trailhead Park Phase II in the amount of \$48,907.60

Joselyn **MOTIONED**

Raisio **SECONDED**

Discussion: Stombaugh requested three additional items be added to the scope of the design.

APPROVED AS PRESENTED 3-0

COMMITTEE AND STAFF REPORTS

Recreation Team Report – no discussion

Finance Report Loos: November 2022 report ended with a budget surplus

Operations Update Dembeck: weather damage has largely impacted staff activities and the recent purchase of the chipper has been really helpful. Social room floor continues to dry out, the opportunity to work on it will

occur December 2023. Tollgate Barn regrading will be necessary as the original grading wasn't performed to specifications. Local Little League will host a state tournament this year.

Directors Report Stombaugh: upcoming grant application opportunity for South Fork Landing improvements.

Klahn joined the meeting at 5:38 pm.

Directors Report cont.

First meeting tomorrow with King County Permitting Department regarding the June 2022 submission for an Edgewick trail. Surveying the vacant property bordered by SE Orchard Dr to the NW and Cedar Falls Way to the SE is underway. Work on the 2023 Budget Narrative & State Audit continues.

MEETING ANNOUNCEMENTS AND REMINDERS

Snoqualmie Valley Government Association - <i>Raisio attending</i>	January 25, 2023 at 7:00 pm
Regular Meeting - <i>hybrid</i>	February 1, 2023 at 5:00 pm
Aquatic Center Community Listening Session - <i>Community Center</i>	February 1, 2023 at 6:30 pm
Program Committee Meeting at North Annex - <i>Fredenburg/Joselyn</i>	February 8, 2023 at 5:00 pm

AGENDA ITEMS FOR FUTURE MEETING: Ground Water Monitoring Well

6:01 PM – ADJOURNMENT

Joselyn **MOTIONED** Raisio **SECONDED**
APPROVED AS PRESENTED 4-0

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: February 1, 2023

Subject: Payroll

January 1-15, 2023 Payroll:

\$51,923.28 payroll (Direct Deposit); \$15,522.79 payroll taxes; \$9,677.49 PERS retirement; \$153.94 life insurance; \$226.38 LTD; \$2,195.00 ICMA 457; \$91.99 Aflac (pre-tax); \$18.10 Aflac (post-tax), \$287.76 HRA-VEBA

AGENDA ITEM NO 5C & 5D
Consent Agenda

To: Board of Commissioners

From: Scott Loos, Finance & HR Manager

Date: February 1, 2023

Subject: Blanket Vouchers & Electronic Payment

Blanket Voucher No. 731
in the amount of \$122,195.54. Checks will arrive and be distributed on 1/25/23.

Blanket Voucher No. 732
in the amount of \$18,640.13. Checks will arrive and be distributed on 1/25/23.

Blanket Voucher No. 733
in the amount of \$125,440.88. Checks will arrive and be distributed on 2/03/23.

Blanket Voucher No. 734
in the amount of \$24,930.62. Checks will arrive and be distributed on 2/03/23.

Electronic Payment
Verizon Wireless payment of \$812.12 initiated on 2/01/23 for service period 12/14 to 01/13

AGENDA ITEM NO 6A
New Business

To: Board of Commissioners

From: Minna Rudd, Recreation Manager

Date: February 1, 2023

Subject: Discussion of Aquatic Center Survey Results

Summary of Item:

The online community survey collecting feedback on the August 2022 proposal and communication preferences has been completed with total of 482 responses. While this is not a statistically valid survey it provides valuable feedback and guidance for future messaging.

Overall, the results confirm that the proposal is still in-line with what the community is looking for, and majority of the survey respondents are supportive of the project.

District website has been recently updated to address common questions, many of which mirror the survey responses. Cost to taxpayers, purpose of proposed amenities and facility location related concerns continue to be common topics.

While survey respondents indicated interest in including other recreation amenities with the aquatic center proposal, respondents stated strongly the aquatic center should be the primary focus, and adding amenities is not recommended if it reduces project support due to increased costs.

Survey Summary Report and PDF download of all responses received are attached.

Staff Recommendation:

For discussion, not action required.

AGENDA ITEM NO 8A
Staff Report

To: Board of Commissioners

From: Scott Loos, Finance & HR Manager

Date: February 1, 2023

Subject: December 2022 Finance Report Summary

Fund and Cash Balances:

- December 2022 closed with \$2,141,919.06 in the General Fund; \$252,569.38 in the Revenue Stabilization Fund; \$38,564.19 in the Equipment Fund; \$35,577.04 in the Park Fund; \$238,383.50 in the Debt Service Fund; \$2,411.56 in the Si View Interior Debt Service Fund; \$1,843,106.32 in the Capital Projects Fund; \$3,500,394.80 in the Capital Projects 2018 Bond Fund; and \$1,938.84 in the Gift Card Fund.
- Actual cash balance of \$8,054,864.69 in the King County Account.

Revenue vs. Expense:

- The general fund (excluding the effects of beginning and ending fund balances) is at 94.4% of budgeted revenue and 90.8% of budgeted expense for the year. (Compared with 100% of the budget year).
- The overall net increase (year-to-date) to beginning fund balance is \$160,287.83.

Revenue Commentary:

- Property taxes received for the month were \$5,003.28 (General Fund) and \$1,880.35 (Si View/Tollgate Debt Service Fund).
- Total program and rental revenue for December was \$139,843.95.
- Programs exceeding budget include Community Center Activity Fees (863.6%), Aquatics Activity Fees (133.3%), Aquatics (187.1%), Special Events (119.7%), Athletics (191.7%), Community (116.0%), and Outdoor (149.6%).
- Rental activities exceeding budget include Community Center (104.0%), Meadowbrook (132.2%), Tollgate (844.0%) and South Fork Landing (117.8%).

Expense Commentary:

- (511) Commissioner Fees (123.7%). Includes payments going back to December 2021.
- (518) General Government – Operating Supplies (110.5%). Includes office and general operating supplies.
- (518) Small Tools & Minor Equipment (599.2%). Purchased AED units in December for multiple park locations. Purchase offset with AWC and Rotary grant funding.
- (518) Excise Taxes (107.1%). Includes B&O and sales tax on retail sales and certain programs as well as leasehold excise tax on South Fork Landing leases.
- (518) Professional Services – Computer Network Support (102.0%). Over due to additional software licensing subscription fees.
- (518) Communications – Postage (117.1%). Includes general postage as well as recreation guide and Prop 1 flyer postage.
- (518) Public Utility Services – Natural Gas (130.3%). Over due to higher usage.
- (518) Public Utility Services – Garbage (174.4%). Over due to the addition of garbage service at South Fork Landing Park.

- (518) Public Utility Services – Water – South Fork Landing (163.7%). Over due to increased water usage (including rental tenants).
- (518) Miscellaneous (117.2%). December included the purchase of staff clothing and a staff holiday event.
- (594) Computer Hardware & Software (117.5%). Includes 2022 contract renewal of Springbrook software and monthly fees for DASH registration and NOVAtime software. Also includes the purchase of (3) replacement computer workstations for staff.
- (519) Ad Valorem Tax Refunds (137.0%). \$6,849.64 vs. \$5,000.00 budget.
- (519) Other Fees: Credit Card Interest (233.5%). \$350.23 vs. \$150.00 budget.
- (519) King County – Cash Management Fee (158.3%). \$285.01 vs. \$180.00 budget.
- (574) Salaries & Wages – Seasonal – Athletics (105.9%). \$2,430.00 vs. \$2,295.00 budget.
- (574) Salaries & Wages – Seasonal – Community (168.5%). Over due to increased community programming staffing.
- (574) Supplies – Special Events (145.1%). Includes farmer’s market and general special event supplies.
- (574) Supplies – Community (128.7%). \$373.19 vs. \$290.00 budget.
- (574) Supplies – Youth Sports (148.4%). Includes purchase of reversible jerseys for the youth basketball programs.
- (574) Small Tools & Equipment – Athletics (102.4%). \$153.65 vs. \$150.00 budget.
- (574) Professional Services – Special Events (105.6%). Includes summer concert performers for the Farmers Market.
- (574) Professional Services – Athletics (124.2%). Includes referee payments for the coed softball league.
- (574) Professional Services – Health and Wellness (108.0%). Includes instructor payments for karate and other adult fitness programs.
- (574) Professional Services – Outdoor Recreation (172.2%). Includes instructor payments for biking and other outdoor recreation programming.
- (574) Advertising – Youth Sports (197.6%). Includes additional advertising expense for fall rec basketball.
- (574) Other – Youth (109.5%). Includes field trips and entertainment for the summer camp programs.
- (574) Other – Special Events (164.8%). Includes farmers market training/membership dues and market permit. Also includes farmer’s market marketing materials and vendor SNAP/EBT reimbursements.
- (575) Salaries & Wages – Seasonal – Si View (103.1%). Over due to increased rental and front desk coverage at the community center.
- (575) Supplies – Si View (129.2%). Includes maintenance and janitorial supplies at the community center.
- (575) Supplies – Meadowbrook (155.2%). \$892.36 vs. \$575.00 budget.
- (575) Small Tools & Equipment – Meadowbrook (481.8%). \$481.81 vs. \$100.00 budget.
- (576) Salaries & Wages- Seasonal – Aquatics (133.4%). Over due to increased program numbers.
- (576) Benefits – Seasonal – Aquatics (102.1%). Over due to increased program numbers.
- (576) Operating Supplies – Aquatics (139.5%). Includes general operating and COVID supplies.
- (576) Operating Small Tools & Equipment – Aquatics (187.0%). Includes replacement pool printer, pool phones and pool computers.
- (576) Travel (110.0%). Includes preliminary travel expense for AOAP conference.
- (576) Miscellaneous Dues/Fees (111.4%). Includes Red Cross certification fees.
- (576) Operating Supplies – Parks (151.4%). Includes general operating supplies for Si View Park.
- (576) Operating Supplies – Tollgate (124.2%). Over due to framing of historic farmhouse photo.
- (576) Park Maintenance Fuel (162.3%). Includes fuel expense for maintenance vehicles and equipment. We are feeling the effects of increased fuel prices.
- (576) Repairs & Maintenance – Tollgate (118.5%). General maintenance for Tollgate Park.
- (576) Repairs & Maintenance – South Fork Landing (135.7%). General maintenance for South Fork Landing and General Store.