

# Regular Meeting

4:30 PM, April 15, 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:** April 1<sup>st</sup> regular meeting minutes
  - B. **March 16-31, 2020 Payroll:** \$33,623.38 payroll (Direct Deposit); \$10,824.21 payroll taxes; \$9,135.88 PERS retirement; \$120.05 life insurance; \$190.66 LTD; \$1,185.00 ICMA 457; \$143.02 Aflac (pre-tax); \$18.01 Aflac (post-tax), \$329.60 HRA-VEBA
  - C. **Blanket Voucher #582**
  - D. **Recreation Team Report**
6. NEW BUSINESS - none
7. OLD BUSINESS
  - A. **Continued Discussion. COVID-19 Closures and Modified Operations**
8. MEETING ANNOUNCEMENTS AND REMINDERS  
Regular Meeting - *via conference call when social distancing requires* May 6, 2020 at 4:30 PM
9. EXECUTIVE SESSION – **Real Estate** – pursuant to RCW 42.30.110
10. AGENDA ITEMS FOR NEXT MEETING
11. ADJOURN

# AGENDA ITEM 5A – April 1, 2020 – REGULAR MEETING - ACTION MINUTES

**4:30 pm – CALLED MEETING TO ORDER**

## **ROLL CALL**

**Commissioners Attending:** Fredenburg, Joselyn, Kelly, Klahn & Raisio

**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**

Joselyn **MOTIONED**

Kelly **SECONDED**

**APPROVED AS PRESENTED 5-0**

**PUBLIC COMMENT:** none

## **CONSENT AGENDA**

**APPROVED AS PRESENTED 5-0**

**Regular Meeting Minutes** of March 4, 2020

**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

**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

**Blanket Vouchers** #577, #578, #579, #580 & #581

**Direct Deposit** \$786.46 & \$6,638.90

**Recreation Team Report**

**Finance Report**

**Operations Report**

**Directors Report**

Kelly **MOTIONED**

Fredenburg **SECONDED**

## **NEW BUSINESS**

### **Discussion. COVID-19 Closures and Modified Operations**

Stombaugh, Rudd, Dembeck and Loos reported what limited district and department operations have shaped up to be at the direction of the Governor's Stay at Home proclamation, what alternatively staff is doing to support public health and the staffing implications of Stay at Home and the economic effect on staff. The sole active program is an emergency childcare for first responders and medical care workers in partnership with the Snoqualmie Valley School District. Daily operations for COVID19 cleaning are in place.

## **MEETING ANNOUNCEMENTS AND REMINDERS**

Regular Meeting (via conference call)

April 15, 2020 at 6:30 PM

**AGENDA ITEMS FOR FUTURE MEETING:** none mentioned

**ADJOURNMENT:** The meeting was adjourned at 5:08 PM.

*Meeting Minutes prepared by Melissa Pasley, Administrative Support Specialist*

**AGENDA ITEM NO 5B**  
**Consent Agenda**

**To:** Board of Commissioners  
**From:** Scott Loos, Finance & HR Manager  
**Date:** April 15, 2020  
**Subject:** Payroll

March 16-31, 2020 Payroll:

\$33,623.38 payroll (Direct Deposit); \$10,824.21 payroll taxes; \$9,135.88 PERS retirement; \$120.05 life insurance; \$190.66 LTD; \$1,185.00 ICMA 457; \$143.02 Aflac (pre-tax); \$18.01 Aflac (post-tax), \$329.60 HRA-VEBA

**AGENDA ITEM NO 5C**  
**Consent Agenda**

**To:** Board of Commissioners  
**From:** Scott Loos, Finance & HR Manager  
**Date:** April 15, 2020  
**Subject:** Blanket Voucher

Blanket Voucher #582

In the amount of \$31,726.02 for your review. Checks will arrive and be distributed on 4/17/20.

**AGENDA ITEM NO 5D**  
**Consent Agenda**

**To:** Board of Commissioners

**From:** Minna Rudd, Recreation Manager

**Date:** April 15, 2020

**Subject:** April Recreation Team Report - prepared 4/10/2020

Our summer program registration opened Friday April 3<sup>rd</sup>. While registration wasn't as robust as a we are used to seeing, it exceeded expectations. 984 camp registrations were processed, 1716 remaining spaces are available, 37 waitlist spots taken. Most registrations were for our full day camps.

**Program modifications due to COVID-19:** All programs through May 4 have been cancelled. Transition plan is in the works to ease back in to programming in an incremental fashion once that is possible. This includes resuming programs that were cancelled mid-session as well as upcoming programs now open for registration. Refunds or credits have been processed for programs that have been cancelled. There are a handful of programs that were paused mid-session that still plan to reschedule missed classes in early Summer (such as dance). Refunds for those will be processed if courses cannot be completed.

We have been in close communication with Si View PT staff and contracted instructors regarding status of programming and to discuss best practices when programs resume. Additional measures may be necessary to ensure participant and instructor safety such as modified program structure, lowering group sizes, minimizing shared equipment, implementing social distancing where possible, and more. All instructional services contracts for summer will be updated with health emergency clause to clarify procedures for emergency cancellations.

Summer events are currently on hold. Farmers market opening is dependent on regulations issued by health dept. (expected within a week). Similarly, all crowd gathering events from summer concerts, outdoor movies, theater in the park and the festival are all pending additional guidance after the Stay at Home order is lifted. No cancellation announcements have been made just yet.

*Emergency Child Care for Essential Employees*

Si View is currently working in collaboration with SVSD to provide childcare for essential employees. This began on Thursday, March 26 and currently 13 students are registered. Staff have been instructed to work with the DOH guidelines on adhering to safety and limiting exposure including daily disinfecting of highly touched items, increased hand washing and wellness screens upon entry. Food service is being provided by the school district. Zach Todd is serving as the onsite coordinator with 3 part time Youth Staff assisting. We will provide this service until the conclusion of the school year, and plan to offer it as a no-school day camp to our current Before & After Care program families once Stay at Home order is lifted (as long as there is capacity).

**Facility Rentals**

Facility rentals March 14-May 4 have been cancelled. Options moving forward for renters

include rescheduling to a future date for no cost; account credit; or full refund. Facility rentals scheduled for May and June will be contacted next with a status update and options moving forward. The rental cancellation policy has been revised to apply a \$25 cancellation fee to any party that no longer wishes to reserve, regardless of rental date and cancellation notice. Under this new policy cancellation penalties are less severe.

#### Facility Reschedules & Cancellations

Si View Community Center: 111

Pool party packages: 11

Shelters: 14

Train Depot: 9

Meadowbrook Farm: 26

Sallal Grange: 2

Total: 533

#### **Field rentals**

Little League season has been cancelled. 25 March dates for Torguson and Si View fields were cancelled.